

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE & EXECUTIVE COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, May 19, 2021 – 9:00 A.M.**

Present for the Business Affairs Committee: Lydia Hernández Vélez, Esq., presiding; Mr. Rob Dubow; Mr. Harold Epps, Mr. Steve Herzog, and Mr. Michael Soileau.

Present for the Executive Committee: Mr. Jeremiah J. White, Jr., Chair, Lydia Hernández Vélez, Esq., Mr. Harold Epps, and Ms. Mindy Posoff

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Carol de Fries, Ms. Marsia Henley, Dr. Samuel Hirsch, Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Vijay Sonty, Dr. David E. Thomas, Dr. Mellissia Zanjani, and Victoria L. Zellers, Esq.

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES OF
THE BOARD OF TRUSTEES**

AGENDA – PUBLIC SESSION

Mr. White called the combined Business Affairs Committee and Executive Committee meeting to order at 9:03 A.M.

(1) Memorandum of Understanding with Philadelphia Housing Authority for Shared Housing Program for CCP Students (Action Item)

Background: The Community College of Philadelphia (“CCP”) plans to enter a Memorandum of Understanding (“MOU”) with the Philadelphia Housing Authority (“PHA”) for a Shared Housing Program. The MOU calls for a 36-month pilot program for housing insecure CCP students to have shared housing in a near-by PHA building with other CCP students. The primary students to be served will be former foster care youth who need housing while they pursue higher education. The students must be enrolled in at least 6 credits at the College and be PELL eligible.

PHA is currently renovating two buildings near CCP’s Main Campus at 535 N. 11th Street and 544 N. 10th Street. The two buildings have two to three units each with a total of 16 bedrooms. Each student will have his/her/their own bedroom and will share common areas. Student rent is capped at 30% of each student’s income, but also capped at \$125 per month regardless of income.

CCP will refer housing insecure students to PHA to meet PHA’s participant requirements which include low income and a criminal background check. PHA will be responsible for all aspects of the housing and landlord/tenant relationship. CCP will be responsible for educational services and support services including: a stability plan, a campus support champion, Single Stop services, academic advising, learning lab/tutoring services, assistance with scholarships, and assistance through Career Connections.

There is an agreement that each party will indemnify the other for their respective responsibilities under the MOU.

Discussion: Ms. Zellers stated that the College has been in discussions with the Philadelphia Housing Authority for over one year for a "housing collaboration." She stated that the MOU basically states that PHA will be in charge of the housing, and that the College will be responsible for the education and support services. She stated that there are two buildings which have two to three units each with a total of 16 bedrooms. Each student will have his/her/their own bedroom and will share common spaces. Ms. Zellers explained that the rent for the students has two caps: (a) cannot exceed \$125 each; and (b) cannot exceed 30% of the student's income. The criteria for the students are as follows: enroll in a minimum of 6 credits; be Pell-eligible; and experience housing insecurity.

Dr. Thomas, Vice President for Strategic Initiatives & Community Engagement, explained that the identification of a large population of the housing insecure students are connected with the foster care system. He mentioned that his area has specifically trained individuals across the College in how to support foster care students. He stated that Ms. Michelle Lopez, Manager, Institute for Community Engagement and Civic Leadership, and Ms. Sarah Maguire, Coordinator, Adult and Community Education, will be managing the partnership. Dr. Thomas stated that his area is looking at various areas of the College for supporting the partnership such as counseling, Single Stop, and the KEYS program, as well as supporting the students through their mentors through the foster care connection programs; checking on the students' academic progress; and connecting the students to Career Connections when they are looking for a job. Overall, the students will be assisted through additional levels of support when transitioning.

Dr. General stated that according to a survey conducted of CCP students by the Hope Center at Temple University, 57% responded that they were housing insecure and 13% responded that they were homeless.

Mr. Epps asked if there were any issues or problems regarding students using shared spaces. Dr. Thomas mentioned that there are not problems with students sharing spaces. He highlighted Eddie's House, a non-profit organization, that works with individuals who share spaces. Eddie's House has guidelines and rules and is willing to support the College and provide advice and training to the College's staff for this initiative.

Mr. Soileau asked what happens if a student does not attend for a semester. If so, is the student's housing jeopardized? Dr. Thomas stated that if the student has to be out a semester, the student may be eligible to remain in the housing if the student remains housing insecure. Ms. Zellers added that the MOU states that for a good cause, the student may be out a semester. Both PHA and the College can agree to let the student not be enrolled for one semester without losing the housing due to unforeseen circumstances.

Mr. Epps asked how are the students selected. Dr. Thomas stated they look at the students' enrollment and if they indicate they are housing insecure. He further mentioned that the City's Office of Homeless Services uses an "intake" process which will help staff determine who will be selected. The College plans to work with OHS to pre-screen students.

In response to Ms. Posoff's question as to will there be a tracking of support/services that will be accessed, Dr. Generals stated that the partnership is viewed as a pilot/experimental initiative so data will be collected and staff will be keeping track of students.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend the Memorandum of Understanding with the Philadelphia Housing Authority for Shared Housing Program for CCP Students to the Executive Committee of the Board of Trustees. The motion passed unanimously

Action: Ms. Hernández Vélez moved and Mr. Epps seconded the motion that the Executive Committee of the Board approve the Memorandum of Understanding with the Philadelphia Housing Authority for Shared Housing Program for CCP Students. The motion passed unanimously.

Mr. White then motioned to close out the Executive Committee meeting. Ms. Hernández Vélez moved and Mr. Epps seconded the motion that the Executive Committee of the Board be closed. The motion passed unanimously.

MEETING OF THE BUSINESS AFFAIRS COMMITTEE

AGENDA – PUBLIC SESSION

Ms. Hernández Vélez opened the Business Affairs Committee Public Session at 9:15 A.M.

(1) Avaya Phone Upgrade (Action Item)

Background: Unified Communications System upgrades utilizing Voice over Internet Protocol (VoIP) and an integrated Unified Messaging System to serve the entire campus.

Project: Our goal is to complete the final upgrades and total migration of the end of life (EOL), the College's Nortel/Avaya CS1000 telephony system onto Avaya Communication Manager. In addition, this will complete final migration stages of all current users, hardware and software licenses from the original Nortel/Avaya CS1000 system onto the upgraded Avaya Aura Communication Manager, Avaya Aura IX Messaging platform, and the implementation of the latest Avaya Communications Notifications system.

Phase 1. Implementation of the Core CM System components from the current Nortel platform with anew Avaya Communications Manager Solution. This phase has already been completed.

Phase 2. Replace Nortel Contact Center with the Avaya SIP based platform for the call center agents and supervisors to allow for remote agent experience. This phase has already been completed.

Phase 3. Migrate the balance of end-of-life Nortel CS1000 telephone system end users to the new Avaya Communications Manager system utilizing remote gateways in strategic areas for end point device support to deliver enterprise mobility to enhance the communications of the workplace in the office, out in the field or at home. Provide up-to-date Emergency 911

dialing ensuring the E911 emergency response network will receive the appropriate calls with location data without changing any of the expected normal operations of the system.

Phase 4. Migrate the existing Avaya Aura Messaging application to the latest Avaya IX Messaging platform for all voice messaging end users and provide a state of the art, user-friendly solution for the in-depth voice menus in use today.

Phase 5. Implementation of the Avaya ACNS – Avaya Communications Notification System to replace the existing Broadcast Notification alert system on the current Nortel system, allowing for direct workplace and classroom emergency broadcast and threat alerts across a single, integrated paging system.

CSG Global Consulting and Avaya subscribe to the PEPPM program for Pennsylvania Higher Education Purchasing network for project pricing and standard discounts. All of the Avaya components included in this proposal are based on special pricing incentives and are well below the PEPPM pricing matrix for all Avaya products.

The Avaya Phone Upgrade from CSG Global Consulting group is based on the following pricing:

Hardware	\$256,399
Software	\$186,346
Maintenance & Support (One Year)	\$88,539
Professional Services/Labor	<u>\$105,165</u>
Total	<u>\$636,449</u>

Discussion: Mr. Eapen stated that the Board approved the first and second phases of the implementation of the Avaya system. He stated that staff is requesting implementation of the third, fourth and fifth phases. The vendor will be CSG Global Consulting group. The pricing is based on the PA higher education purchasing network pricing. The total cost is \$636,449. This purchase is eligible to use Higher Education Emergency Relief Funds.

Mr. Sonty explained to the Committee that the College brought Nortel's assets; Nortel is the College's current phone service provider and went bankrupt in 2013. He stated IT completed two phases of the project. Mr. Sonty further explained that the Avaya phone upgrade is an advanced system, is cost effective, is Cloud-based, and replaces our existing broadcast. He stated that CSG has been supporting the College for the last six years and has been in business since 2005. Mr. Sonty pointed out that during COVID-19, one of the features is that individuals can log on from home and conduct their business. Please refer to Attachment A outlining why the Avaya solution is the best solution for the College.

Ms. Henley reported on CSG demographics. She stated that CSG is based in Conshohocken, PA with 20 employees, of which 75% are male and 25% are female. CSG does not currently have minority employees. In a response to a question posed by Ms. Posoff, Mr. Eapen stated that the College encourages minority participation with firms that the College does business with. Ms. Zellers pointed out that equal employment opportunity and affirmative action requirements are included in the College's standard purchasing agreement forms and in the College's contracts. Mr. Epps asked how long CSG has been a provider to the College. Mr.

Sonty stated that CSG has been supporting the College’s phone system for the last six years. Mr. Epps suggested for the College to continue to make attempts with CSG to encourage minority participation in its workforce. Mr. Dubow asked if CSG has any plans to improve their diversity. Mr. Eapen stated that he, Ms. Henley, and Mr. Sonty will have a call with CSG to encourage minority participation.

Committee members further discussed how the College should ask for a Diversity, Equity & Inclusion (DEI) plan and dates should be provided to coincide with the plan to see how progress is being made with minority participation.

Action: Mr. Soileau moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board to acquire the Avaya Phone Upgrade from CSG Global Consulting group in the amount of \$636,449 using Higher Education Emergency Relief Funds. The motion passed unanimously.

After the vote, Ms. Hernández Vélez stated that the College should “hone in” on CSG’s hiring practices and its DEI intent and action.

(2) Fortinet - Network Access Control (NAC) Solution (Action Item)

Background: NAC provides visibility over everything connected to the network, as well as the ability to control those devices and users, including dynamic, automated responses. It plays a role in strengthening the overall network security infrastructure.

Benefits of a NAC solution include:

1. Authentication and authorization of users and devices
2. User and device profiling
3. Quarantine of unsecured devices
4. Restricting access to unsecured devices
5. Policy lifecycle management
6. Overall security posture assessment
7. Incident response through policy enforcement
8. Guest networking access

Discussion: Mr. Eapen stated that the PennBid RFP#10149 was made available on April 15, 2021 with a response due date of April 27, 2021. Ten responses were received. However, the two lowest bidders were not compliant: SHI and Dell. PhillyCom submitted a bid that met all the bid requirements. The RFP bid #10149 consisted of all required infrastructure, hardware, software, professional services and maintenance support to augment our current Fortinet firewalls and enhance the overall security fabric of the College network at the Main Campus and supporting all college locations.

SHI	Dell	PhillyCom	CNI	Graybar	Unlimited Tec	AITA	HOWARD TECH	TommyT	CSG Global
\$121,500.00	\$147,591.35	\$148,524.00	\$150,143.00	\$151,956.00	\$161,552.00	\$165,560.66	\$173,806.00	\$173,940.00	\$190,183.00

This technology spend request is covered under HEERF guidelines as it will be used for updating network security requirements due to the increase of the online student learning and addresses the gaps in remote learning security.

Mr. Sonty stated that there have been major cybersecurity breaches last year and this year with Colonial Pipeline, Microsoft, and SolarWinds. The Fortinet NAC Solution is helping the College to set up an architecture which is called "zero trust network" which helps the College to identify and monitor multifunctional identifications. He stated that the College's current cybersecurity breach policy expires in June and it is very important the College has the Fortinet NAC Solution in place. Premiums have increased by 45% due to the cybersecurity breaches.

In response to a question posed by Mr. Soileau, Mr. Sonty stated that as part of the College's internet service, KINBER and Comcast are used as a backup and COSIDE is a tool which monitors the College's network 24/7.

Ms. Henley stated that Phillycom is located in Collegeville, PA with 6 employees: 50% female and 50% male. She stated that there are no minority in its workforce. Mr. Dubow asked if Phillycom has any plans to diversify. Ms. Henley and Mr. Sonty stated that they will reach out to Phillycom regarding encouraging diversity in its workforce.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the Phillycom for the Fortinet NAC Solution at the total cost of \$148,524, which includes Hardware/Licenses, 3-year support, and professional services. The purchase shall be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

EXECUTIVE SESSION

The Business Affairs Committee went into Executive Session at 9:34 A.M.

PUBLIC SESSION

The Committee returned to the Public Session at 10:08 AM. to vote on the 2021-2022 College Budget.

(3) 2021-2022 College Budget (Action Item)

Discussion: Mr. Eapen went through the highlights of the proposed 2021-2022 College Budget with the members of the Business Affairs Committee including the plan not to raise tuition for students and the 3.5% raise for employees in the Collective Bargaining units and the intent to provide the same raise to administrators and confidential employees. Please refer to Attachment B outlining the Budget Summary - Funding Sources and Application of Funds for the Fiscal Year July 1, 2021 - June 30, 2022. Mr. Eapen stated that the Business Affairs Committee needs to motion on the proposed 2021-2022 College Budget and recommend it to the Board of Trustees.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend the proposed 2021-2022 College Budget to the full Board. The motion passed unanimously.

(4) Next Meeting Date:

The next regularly scheduled meeting of the Business Affairs Committee meeting **is scheduled for Wednesday, June 23rd at 9:00 A.M.**

The meeting adjourned at 10:10 A.M.

JE/lm

ATTACHMENT A
The Avaya Solution

Why Avaya?

1. Robust and scalable platform
2. Lower TCO based on: Virtualization, Cloud, & IaaS
3. Market leading end-to-end Unified Communication / Customer Experiencesolution
4. Customizable experience
5. Multiple Appearance Directory Number (MADN)
 - MADN: A phone number that appears on two or more phones
 - Use Cases:
 - Several phones ring when a number is dialed
 - Visual indicator when a line is in use – receptionist can see someone is busy before transfer
 - Multiple phones in a room have the same number
 - Large Lab – Calls ring in multiple places
 - Faculty member has a lab and office
 - Multiple phone numbers (two or more) appear on one phone –
 - Assistant has director's extension on phone
 - Receptionist has many other people's lines on their phones
6. Enhanced Security features
7. Advanced Call Center Agent Productivity Tools
8. **User Experience – Top supported features:**
 - Making, answering and releasing a basic call
 - End to end signaling (DTMF)
 - Fixed feature key access - not FFC based
 - Context sensitive key access – idle / offhook / dialed / ringing / active call state
 - Set Display - time and date, call timer etc.
 - Set Display - calling / called / redirecting name and number
 - Transfer - blind as well as consultative
 - Ad hoc conference – as per CM implementation
 - Call Forward - all calls / busy / no answer
 - Caller List / Redial List / Personal Directory
 - Release key - disconnect a call
 - Hold / retrieve
 - Make Set Busy
 - Message Waiting Indication
 - **Additional features supported:**
 - Privacy
 - Call Pickup (Directed / Group / Ringing Number)
 - Speed Dial
 - Call Park and Call Pickup (an Avaya Breeze Snap in)
 - Hot Line - multiple types on CS1000
 - Message Waiting Key/Indicator for voice mail
 - Ring Again
 - Last Number Redial
 - Autodial
 - Call Waiting

ATTACHMENT B

BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022

TABLE I

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

FUNDING SOURCES	Operating	Capital	Catto Scholarship Program	Total
Student Tuition	\$47,200,675			\$47,200,675
Student Technology Fee	9,154,954			9,154,954
Credit Course Fee	3,094,952			3,094,952
Distance Education Fee	1,625,535			1,625,535
Adult Literacy Program Fee	66,672			66,672
Senior Citizen Fee	12,593			12,593
Other Non-Instructional Fees	882,546			882,546
City of Philadelphia	33,367,206	5,942,001	\$8,818,868	48,128,075
Commonwealth of Pennsylvania	32,437,263	5,657,509		38,094,772
Interest Income	194,742			194,742
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	269,261			269,261
HEERF	<u>9,029,938</u>			<u>9,029,938</u>
Total Current Operating Revenues	137,987,895		8,818,868	158,406,273
Student General, and Other Fees	1,466,065	288,814		1,754,879
Grant Capital Revenues		<u>400,000</u>		<u>400,000</u>
Total Educational and General Revenues	139,453,960		8,818,868	148,272,828
Auxiliary Enterprises	1,132,635			1,132,635
TOTAL SOURCES OF FUNDS	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>
APPLICATION OF FUNDS				
Operating Budget Salary Expenses	\$75,593,744			\$75,593,744
Operating Budget Staff Benefits Expenses	35,466,058			35,466,058
All Other Operating Budget Expenses	26,381,268			26,381,268
PowerUp Your Business	800,000			800,000
Catto Scholarship Program Expenses			\$8,818,868	8,818,868
Reduced Current Operating Expenses	138,241,070		8,818,868	147,059,938
Student Activities & Commencement	<u>1,908,986</u>			<u>1,908,986</u>
Total Educational and General Expenditures	140,150,056		8,818,868	148,968,924
Auxiliary Enterprises	436,539			436,539
Capital Acquisitions		\$1,231,040		1,231,040
Debt Service		<u>11,057,284</u>		<u>11,057,284</u>
TOTAL USES OF FUNDS	140,586,595	12,288,324	8,818,868	161,693,787
Transfer to Student Activities Reserve	<u>0</u>			<u>0</u>
TOTAL APPLICATION OF FUNDS	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>