

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, December 9, 2021 – 3:00 P.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau (presiding); Mr. Rob Dubow, Mr. Harold Epps, Mr. Steve Herzog, and Mr. Jeremiah J. White

Present for the Executive Committee: Mr. Jeremiah J. White, (presiding); Mr. Harold Epps, Ms. Chekemma Fulmore-Townsend, Ms. Sheila Ireland, Mr. Michael Soileau and Ms. Mindy Posoff

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Mr. Waverly Coleman, Ms. Josephine DiGregorio, Mr. Shavon Ford, Ms. Marsia Henley, Dr. Samuel Hirsch, Ms. Lisa Hutcherson, Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Mr. Derrick Sawyer, Mr. Vijay Sonty, Mr. Tim Trzaska, Mr. William Vogel, Mr. John Wiggins, Ms. Mikecia Witherspoon, Dr. Mellissia Zanjani, and Victoria Zellers, Esq.

Guests: Dr. Judith Gay, Vice President Emerita, Ms. Sabrina Maynard, City of Philadelphia, and Dr. Ellyn Jo Waller, Foundation Board President

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

Mr. Soileau called the meeting to order at 3:03 P.M. He focused the Committees' attention to Attachment E which is a spreadsheet that lists the vendor/consultant, the amount, and the source of funding such as the Bond, Perkins Grant, HEERF, Operating and Capital which College Administration is asking approval. Mr. Soileau asked Mr. Eapen to proceed with Item 1.

(1) Donor Agreement: The Absalom Jones Courtyard in the Library and Learning Commons (Action Item)

Background: On March 18, 2021, the Community College of Philadelphia Foundation (the "Foundation") confirmed receipt of contributions totaling \$100,000 from Craig Stock and Rosalie Phipps, designated for a naming opportunity. On October 15, 2021, Craig Stock and Rosalie Phipps confirmed their intent to direct contributions made to the Community College of Philadelphia Foundation to name the Absalom Jones Courtyard in the Library and Learning Commons. By December 31, 2021, Craig Stock and Rosalie Phipps will enter into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), confirming receipt of contributions totaling \$100,000 and that the purpose of the donation is for the naming of the Courtyard in the Library and Learning Commons on the Main Campus of the College. In accordance with the College's Naming Policy and the terms of the Gift Agreement, the College administration requests that the Business Affairs Committees recommend to the Board of Trustees, the Resolution attached hereto as Attachment A to properly recognize the donation from Craig Stock and Rosalie Phipps and name the Courtyard in the Library and Learning Commons "the Absalom Jones Courtyard."

Discussion: Mr. Eapen stated that under the Naming Rights, the Donor Agreement is naming the courtyard in the Library and Learning Commons, "the Absalom Jones Courtyard."

Dr. Zanjani stated that Reverend Absalom Jones has a very rich history in the City of Philadelphia. The Reverend has connections with the local church, the masons, and many other local groups. She stated one of the Foundation Board Directors, Mr. Craig Stock and his wife, Ms. Rosalie Phipps, have agreed to fund \$100,000 to name the courtyard in Reverend Absalom Jones's honor. Dr. Waller added that due to the rich history of the Episcopal Church of St. Thomas, Dr. Waller believes this will "open the door" to other donations connected to the church.

Action: Mr. Epps moved and Mr. White seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees, the approval of the Resolution to properly recognize the donation from Craig Stock and Rosalie Phipps and name the Courtyard in the Library and Learning Commons "the Absalom Jones Courtyard." The motion was approved unanimously.

(2) Campaign Fundraising Consultant for the Foundation (Action Item)

Background: The RFQ for Campaign Fundraising Counsel was released on August 30, 2021, with proposals due on October 8, 2021.

Seven firms responded with proposals:

- The Angeletti Group (TAG) - \$163,000 plus expenses for 8-month engagement
- The Armistead Group - \$166,450 plus expenses for 30-month engagement
- Bridge Philanthropic Consulting - \$100,000 plus expenses for first 6 months; plus \$25K/month for ongoing counsel to implement campaign plan
- CCS Fundraising - \$88,500 plus expenses for 4-month engagement, but costs only reflect one part of the scope of work
- Changing Our World, Inc. - \$70,000 plus expenses for 4-month engagement
- Phillips Philanthropy Advisors - \$55,000 plus expenses for 6-month engagement
- Visionary Philanthropic Consulting, LLC - \$77,225 plus expenses for 6-month engagement

The following criteria was used to evaluate proposals/presentations/interviews:

- Experience working with community colleges and specific deliverables/outcome achieved.
- Approach to campaign studies and counsel.
- Commitment to diversity, equity, and inclusion, and how firm works with organizations and donors who represent diverse communities.
- Knowledge of the philanthropic community in Philadelphia.
- Services provided relative to feasibility study and campaign; role in development of case for support, campaign plan, and presentations to the board of directors.
- Approach to assess current fundraising program and infrastructure, and define readiness and needs.
- Philosophical approach to supporting the fundraising staff throughout the campaign, e.g. cultivation, solicitation, stewardship, etc., and examples in providing that support.
- Similarities and differences in conducting (feasibility study) interviews virtually versus in person.

- Campaigns where firm provided counsel that exceeded goal and a campaign that underperformed. Lessons learned from each experience.
- Fees.

The Selection Committee consisted of the following members: Foundation Directors: Dr. Ellyn Jo Waller, Mr. Gerald Jones, Mr. Don Kligerman, and Ms. Ina Lipman; and the following College staff: Dr. Mellissia Zanjani, Dr. Shannon Rooney, Ms. Leslie Bluestone, Ms. Jean Kemper, and Ms. Natalie Price.

Some members had conflicts and could not attend all presentations in person; thus, staff recorded all Presentations, except for one.

After careful consideration, The Armistead Group was selected as the firm the committee recommends engaging as campaign fundraising counsel.

- The Armistead Group is a comprehensive institutional advancement consulting firm that focuses exclusively on advancing the missions and visions of the two-year college.
- In both the proposal and interview, the firm detailed its approach in leading the Foundation/College from the development audit through all phases of the fundraising campaign.
- In terms of firm demographics, the firm has four (4) employees: 2 white males and 2 white females.
- For this project, Armistead Consulting will engage approximately 2-4 consultants whereby 50% of them will be African-American
- The firm provided the best response to the importance of diversity, equity and inclusion. The firm has worked with hundreds of community colleges in suburban, urban, and rural environments, including work with indigenous/Native American, Hispanic-serving, and predominantly Black institutions.

Discussion: Dr. Waller stated that the Selection Committee had 8 responses to the RFQ, of which 5 respondents followed the directions to be selected for an interview. Five interviews were held with a diverse group; however, Dr. Waller pointed out the most diverse group failed to follow most of the directions and failed to produce a product that the Selection Committee felt would be successful for the College. The Selection Committee selected the Armistead Group, Inc. due to its "robust offering" and commitment to community colleges. Dr. Waller stated that Dr. Pend Armistead, owner of the firm, is a white male. Armistead Consulting has consultants of color whom it will be utilizing for the fundraising project. Dr. Waller added that Dr. Armistead stated that community colleges aim too low for their capital campaigns and that he will be having the College "shoot for the stars." Mr. White asked Dr. Waller what is our target. Dr. Waller stated that a target has not been set but is projecting in the \$25 million range. Dr. Zanjani pointed out that the target will be tested through a part of the feasibility interviews. Dr. Waller shared that the Armistead Group is planning to interview more than 75 individuals.

Ms. Posoff asked if the targeted range will be outside of our region. Dr. Waller replied in the affirmative. Mr. Epps asked where is the Armistead Group based and what were the group's most recent successes. Dr. Zanjani stated that she recently learned that Dr. Armistead now resides in Kentucky; he was previously located in Tennessee, and has consultants all over the country whenever he needs a local connection. She stated that the most recent success is a major gifts campaign for an indigenous school based in Montana. Dr. Zanjani further added that Dr. Armistead is committed to community colleges by resource development and by workforce development.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees, the approval of the Agreement with the Armistead Group, Inc. as the Campaign Fundraising Consultant for the Foundation for an amount of \$166,450 for a 30-month engagement: \$83,225 will be paid for by the College; and \$83,225 will be paid for by the Foundation. The motion passed unanimously.

(3) Investment Policy for Operating Funds (Action Item):

Background: The Investment Policy for Operating Funds has been rewritten and reflects to include:

- Oversight of the Policies & Procedures and Investment Objectives
- Charge for the Business Affairs Committee and CCP Management
- Requirements and responsibilities of the Investment Consultants
- Investment goals, objectives and basis for evaluation
- Investment Guidelines
- Asset allocation table
- Diversity, Equity & Inclusion (DEI)
- Environment, Social and Governance (ESG)

Attachment B contains the final version of the Investment Policy for Operating Funds.

Discussion: Mr. Eapen stated that the Investment Policy for Operating Funds was last reviewed by Ms. Zellers and Kevin Scott, Esq. of Fox, Rothschild. He stated that minor changes were made to the investment policy. Mr. Eapen thanked Ms. Posoff for her guidance in revising the investment policy. He stated that staff would like to move forward in obtaining the Business Affairs Committee to recommend to the Executive Committee approval of the Investment Policy for Operating Funds.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of the Investment Policy for Operating Funds. The motion passed unanimously.

(4) Dental Chairs and Cabinetry from Benco Dental for the Career and Advanced Technology Center (CATC) (Action Item)

Discussion: Mr. Eapen stated that this project includes dental chairs and cabinetry to support the long-lead items associated with Dental Hygiene for CATC. The Architect incorporated design work from one of our major distributors from whom the College receives contract pricing through Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP), a national cooperative group purchasing organization (GPO) for government facilities that provide healthcare services.

Mr. Eapen stated that Benco Dental is being used as the College's standard buyer for dental furnishings. The cost of the dental chairs and cabinetry totals \$157,000 and will come from the Bond Issue. Mr. Eapen explained that the College did a Bond Issue in 2019 for an amount of \$9 million; and a Bond Issue in 2020 for \$14.5 million that was related to the New Market Tax Credit. Mr. Dubow asked how much of the bond proceeds are remaining. Mr. Eapen stated that there is roughly \$5 million left that is dedicated for equipment, furnishings and other expenses.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to purchase the dental chairs and cabinetry for CATC from Benco Dental for a total amount of \$157,000 which will come from the Bond Issue. The motion passed unanimously.

(5) Mechatronics Equipment from Education Solution Enterprises (ESE) for the Career and Advanced Technology Center (CATC) (Action Item)

Discussion: Mr. Eapen stated that this project includes mechatronics equipment from Festo Didactic to support the long-lead items associated with Advanced Manufacturing for CATC. Festo is the brand currently used by the College. The decision was made to match and upgrade our current equipment to meet Siemens certification criteria. ESE is the sole source for our region. The total cost for the mechatronics units is \$465,000, which will come from the Bond Issue.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to purchase the mechatronics units from ESE (Education Solution Enterprises) for a total amount of \$465,000 which will come from the Bond Issue. The motion passed unanimously.

(6) Phillips Computer Numerical Control (CNC) Machines from the Haas Corporation for the Career and Advanced Technology Center (CATC) (Action Item)

Discussion: Mr. Eapen stated that the Phillips Computer Numerical Control (CNC) Machines are required for the non-credit programs at CATC. The Phillips CNC Machines match existing equipment and will be purchased through the PA Co-Stars program with the sole source distributor for our area, Haas Corporation. The cost of the Phillips CNC Machines Cost totals \$250,000 which will come from the Bond Issue.

Ms. Ireland asked how much was the cost per machine. Four machines were being purchased at about \$62,500 per machine.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to purchase the Phillips Computer Numerical Control (CNC) Machines from the Haas Corporation for

a total amount of \$250,000 which will come from the Bond Issue. The motion passed unanimously.

(7) Tools and Cabinets from Snap-On Manufacturing for the Career and Advanced Technology Center (CATC) (Action Item)

Discussion: Mr. Eapen stated that this project includes tools and cabinets from Snap-On Manufacturing to support the long-lead items associated with the Automotive Program for CATC. Snap-On products are Sole Source items, which can only be purchased through the manufacturer. The Automotive Program specifically identified Snap-On for this project to match existing inventory and is the industry standard. In addition, the Snap-on equipment is used by the College as part of the instructional curriculum and is part of the student program with Snap-On certification. The cost of the tools and cabinets from Snap-On Manufacturing totals \$398,000 and will be funded through the Perkins Grant.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to purchase the tools and cabinet from Snap-On Manufacturing for a total amount of \$398,000 which will be funded through the Perkins Grant. The motion passed unanimously.

(8) Lifts and Equipment from Tool & Equipment Solutions (TES) for the Career and Advanced Technology Center (CATC) (Action Item)

Discussion: Mr. Eapen stated that this project includes lifts and equipment from Tool & Equipment Solutions (TES) to support the long-lead items associated with the Automotive Program for CATC. Hunter Lifts, alignment racks and analyzers and other equipment match existing equipment, are consistent with existing programming and are the industry standard. These are only available through the local distributor for our area (TES). This company also offers storage until needed. The cost of the lifts and equipment totals \$397,000 and will be funded through the Perkins Grant.

Action: Mr. Herzog moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to purchase the lifts and equipment from Tool & Equipment Solutions (TES) for a total amount of \$397,000 which will be funded through the Perkins Grant. The motion passed unanimously.

Mr. Eapen thanked Mr. Dubow and the City for assisting the College with the two procurements.

(9) JMT Change Order One for the Library & Learning Commons (Action Item)

Discussion: Mr. Wiggins stated that this change order is for the extension of contract duration for the services of construction management of JMT for the LLC project. Delays were due to unforeseen conditions, COVID 19, and most recently supply chain issues. Final completion is projected to Spring 2022. JMT will be working on a reduced time frame to limit the change order ask to the negotiated amount of \$118,352 to the completion of the project and to finalize close out documents, punch list and warranty certificates. To spread the fee requested for the remainder of this project, we have reduced meetings from weekly to an as-needed basis, removed the onsite presence of JMT employees, and limited work.

Mr. Eapen stated that JMT's original contract budget amount was \$509,575. JMT Change Order One for the Library & Learning Commons Project is \$118,352. The BAC packet incorrectly noted that the percent in change order to the original contract was approximately 4.3%. The funds to support this project is coming from capital funds. In response to a question by Mr. Dubow regarding the board packet, Mr. Eapen clarified that the Board of Trustees allows the Administration to spend up to \$100,000 prior to Board approval; and that \$98,000 was spent so far with an additional \$20,000 needed to complete the project which is the 4.3% increase.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees, the approval of JMT Change Order One for the Library & Learning Commons in the amount of \$118,352 for the extension of contract duration for the services of construction management for the project. The motion passed unanimously.

(10) DeWitt Mechanical Change Order Two for HVAC Projects (Action Item)

Background: The Facilities and Construction Management Department procured emergency services for HVAC repairs needed for the safe return of employees and students to the College. Pennoni performed air flow testing throughout the campus and the results showed the College had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC-related failures. In order to get premium airflow, the Department started repairs to the HVAC system. This work has been ongoing since the discovery of low performing equipment. Staff are in the last stages of repair and have found the extent of repairs is greater than estimated. Staff started out with a Purchase Order for \$60,000 for DeWitt Mechanical. At the August 18th, Business Affairs Committee meeting, staff requested to enter into a contract with DeWitt Mechanical not to exceed \$150,000 for HVAC repairs.

Discussion: Mr. Wiggins stated that DeWitt is familiar with the College's HVAC system since repair works were being done, and that staff needs this related work completed quickly to address ongoing COVID-19 concerns. Out of the 1,459 rooms that were retested, 320 are 50 percent accomplished and approximately 120 are left to be repaired.

Mr. Eapen stated that staff are asking for an additional \$140,000 for DeWitt Mechanical, a "PA, Co-Star approved contractor." DeWitt is an MBE Philadelphia-based company who is performing well for the College. Staff are having all work checked and verified through Pennoni to make sure the College is obtaining optimal airflow and code compliance. The funds will be coming from HEERF and staff would like to ensure the work is completed by January 4, 2022.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees, the approval for an additional \$140,000 for DeWitt Mechanical Change Order Two for HVAC projects needed to get premium airflow in the College's buildings. HEERF dollars will be utilized for the project services. The motion passed unanimously.

(11) L&M Change Order One for HVAC Projects (Action Item)

Background: The Facilities and Construction Management Department procured emergency services for HVAC repairs needed for safe return of employees and students to the College. Pennoni performed air flow testing throughout the campus and the results showed we had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC-related failures. In order to get premium airflow, the Department started repair to the HVAC system. This work has been ongoing since the discovery of low performing equipment and staff are in the last stages of repair and have found the extent of repairs is greater than estimated.

Discussion: Mr. Eapen stated that the original contract with L&M was in the amount of \$80,000. Staff are asking for an additional \$100,000 for L&M Mechanical services contractor who has worked on HVAC projects which include various schools in the PA, NJ region. Staff are having all work checked and verified through Pennoni to make sure the College is obtaining optimal airflow and code compliance. Mr. Eapen stated that HEERF dollars will be used for the project and staff would like to ensure the work is completed by January 4, 2022.

In response to a comment by Mr. Soileau regarding L&M's original contract amount of \$80,000, and the fact that a change order is needed for \$100,000, Mr. Wiggins explained that a part of the problem is the College's old system now requires new air flow requirements which are necessary to obtain optimal airflow related to ongoing COVID-19 concerns. In addition, union contractors are performing the work, thus impacting the increase in costs. Mr. Soileau asked if there will be a need for another change order. At this point, Mr. Wiggins stated that there are approximately 120 rooms that need to be retested. He felt that "we were in the ballpark of where we need to be." Hopefully, a future change order will not be needed unless there are unforeseen circumstances. Mr. Soileau asked that recognizing the College has a "hard stop" in utilizing HEERF dollars, if this will be a priority moving forward. Mr. Eapen responded in the affirmative.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee the approval for an additional \$100,000 for L&M Mechanical Services Change Order One for HVAC projects needed to get premium airflow in the College's buildings. HEERF dollars will be utilized for the project services. The motion passed unanimously.

(12) Bid Results for the Library & Learning Commons Café (Action Items)

Discussion: Mr. Eapen stated that the College sought bids for a Café for the Library & Learning Commons. The College is in the process of renovating approximately 55,000 square feet within its interconnected Bonnell and Mint Buildings to create a new Library/Learning Commons space. As part of this renovation, approximately 2,400 square feet has been allocated for a Café with seating. Based on the Agreement with Saxbys, envisions a Café offering coffees and specialty drinks, grab 'n go sandwiches, snacks, and a panini-style warming oven.

Mr. Eapen stated that the solicitation was available on the 5th of October, followed by a PreBid Meeting on the 27th. There were 17 companies in attendance, of which there were 8 MBEs and 2 WBEs. Bids were due on the 22nd of November, at which time we received one bid for General Contracting and two for Electrical Contracting. The low bidders were: General Contracting: Smith Construction at \$684,000; and Electrical Contracting: Palman Electric at \$107,000. Mr. Eapen stated that the College did not receive bids for plumbing and mechanical. He stated that staff have gone back to PennBid to put out the plumbing and mechanical bids.

Ms. Henley stated that Smith Construction is a WBE and located in Philadelphia and has a total of 7 employees with 29% diversity in its workforce. Palman Electric is located in Huntingdon Valley, PA and has 63 employees with 8% diversity in its workforce. Ms. Henley pointed out that prior to the pre-bid process, staff invited representatives from the Eastern Minority Suppliers Development Council and the Enterprise Center to engage and network with the pre-bid attendees with the hope to gain diversity for the College's needs in this project and for future construction projects.

Mr. Soileau asked what was the total budgeted for the project. Mr. Eapen estimated \$1.2 million/\$1.3 million.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee the approval to accept the bid results to the two lowest bidders: Smith Construction at \$684,000 as the General Contractor and Palman Electric at \$107,000 as the Electrical Contractor for the Library & Learning Commons Café. The motion passed unanimously.

Following the vote, Mr. Soileau and Mr. Epps made comments on how the challenges for the Black and Brown community present opportunities for the College to provide the necessary training, not just on the skills, but on how to "run its own business" for the Black and Brown community.

(13) Philadelphia In-County Tuition Rates for all Students in AAS T-Ten Automotive Technology Degree Program (Action Item)

Background: The AAS T-TEN Automotive Technology degree program will be offered by CCP starting fall 2022 at the Career and Advanced Technology Center (CATC), and there are no other Toyota T-TEN programs available in the region. The closest T-TEN programs to CCP are located in Selden, NY and Goochland, VA. Students in the program will have work-based learning opportunities at over 20 Toyota and Lexus dealerships up to a 60-mile drive radius from the CATC, including in Bucks, Chester, Delaware and Montgomery counties in Pennsylvania; Burlington, Camden and Gloucester counties in New Jersey, and New Castle county in Delaware. Given no other college or university in the region will have a Toyota T-TEN program, it is requested that all students enrolled in the AAS T-TEN Automotive Technology degree program be eligible for the Philadelphia in-county tuition rate. This will facilitate recruitment of students who reside in areas outside of Philadelphia County, but near Toyota and Lexus dealerships participating as work placement sites.

Discussion: Dr. Hirsch stated that next September, the College will be launching the Toyota-based, Automotive Technology degree program called T-TEN. The College will be the only site serving the following regions: Bucks, Chester, Delaware and Montgomery counties in Pennsylvania; Burlington, Camden, and Gloucester counties in New Jersey; and New Castle county in Delaware. Dr. Hirsch stated that over 20 Toyota and Lexus dealers have been identified in the Philadelphia and surrounding counties. He stated that staff are seeking to approve the Philadelphia in-county tuition rate. Further, staff would want to maximize enrollment and opportunities in the surrounding counties.

Mr. Soileau asked which program in the past has College staff requested approval to offer the Philadelphia in-county tuition rate. Dr. Hirsch responded that staff requested approval to offer the Philadelphia in-county tuition rate regarding the College's initiative to serve underserved counties with on-line courses. Ms. Ireland stated that she was curious on the impact of students not being afforded with this opportunity and asked how many students would this impact. Dr.

Generals commented that the T-TEN program is a unique program in that students would have to go through Toyota and Lexus to obtain the specialized skills that are required to work on Toyota and Lexus vehicles.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend the attached Resolution (Attachment C) to the Executive Committee of the Board of Trustees, approving offering the Philadelphia In-County tuition rates to all students enrolled in the AAS T-Ten Automotive Technology Degree Program, with the out of Commonwealth rate subject to final approval by the Pennsylvania Department of Education. The motion passed unanimously.

(14) Compensation Study (Action Item)

Discussion: Ms. Hutcherson stated that, in accordance with the terms of the 2016-2022 Collective Bargaining Agreement for Classified staff, the College agreed to hire an independent consultant to conduct a compensation study of all Classified positions. Because the last compensation study was conducted in 2011, the scope of the compensation study was expanded to include Administrative and Confidential positions. Ms. Hutcherson stated that the scope of services included the evaluation of the College's compensation strategy aligning it with the College's strategic goals and objectives; the development of a formalized compensation program and related policies and procedures; the development of job families to create more opportunities for internal promotion; updated salary charts and pay range; and the development of a merit-based pay program for administrative positions. The primary goals of the study are to ensure that the College's compensation structure and practices are compliant with the CBA, internally equitable, and externally competitive. A Request for Qualifications (RFQ) #10159 was issued on September 24, 2021 with responses due October 22, 2021. Scope of Services are listed in Attachment D.

Ms. Hutcherson stated that sixteen (16) firms were invited to participate, of which eight (8) were MBEs. We received four (4) responses from the following:

1. Compensation Resources (an EisenAmper LLP Group Company) - \$139,300
2. Mercer (US) Inc. - \$150,000 + additional for reimbursable expenses
3. Exude Inc. - \$180,765 + additional for and ad-on options
4. Stan McKnight & Associates, Inc. - \$174,300 + additional for reimbursable expenses and ad-on options

Proposals were review by a committee consisting of Lisa Hutcherson (AVP Human Resources), Debra Hoxter (Director, Human Resources), and Roger Miller (Manager, HRIS). The evaluation of proposals was based upon the following criteria outlined in the RFQ:

1. Understanding and Approach to Scope of Services
2. Track Record and References relative to the Higher Education market
3. Fees
4. Diversity

Ms. Hutcherson stated that ultimately the Review Committee selected Compensation Resources. The Review Committee felt that Compensation Resources whose services best addressed the needs of the College, has experience working with other colleges, and was the lowest bidder. Mr. Hutcherson stated that in terms of diversity, as part of the EisenAmper group, Compensation Resources has 1,469 employees of which 26% are diverse. The firm is not

considered a minority-owned business but does have minority partners who have minority interest in the firm.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the Compensation Study contract be awarded to the lowest responsible firm, Compensation Resources, in the amount of \$139,300. The motion passed unanimously.

(15) CATC Furniture (RFP#10167) (Action Items):

Background: The Community College of Philadelphia ("CCP"), has solicited comprehensive proposals for Furniture Fixtures procurement and installation services related to its Career and Advanced Technology Center Project at 4750 Market Street. Of paramount importance in this process, was to assess the overall cost effectiveness as well as long term reliability of all furniture-related products. In an effort to provide an open platform for flexibility of the furniture offerings, CCP established a "basis of design" for all required products, and welcomed suggestions and options for "or equal" or "substitution" products that clearly meet or exceed the design and performance of the basis of design for each product.

Discussion: Mr. Eapen stated that the College issued RFP #10167 through the e-bid site Pennbid. There were 5 responses: Corporate Facilities, Inc. (CFI) a MWBE, CI Solutions/TransAmerican a MWBE, Spectrum Workplace a MWBE, Corporate Interiors (CI) a WBE and A Pomerantz & Co a MBE. Each was evaluated for lowest responsible bid for base and alternates.

The evaluation of the bids resulted in the following lowest bids:

1. Corporate Facilities - \$321,000
 - General Classroom Tables
 - Classroom & Health Sciences Seating
 - Work Tables, Height Adjustable Computer Classroom Tables
2. CI Solutions/TransAmerica - \$532,000
 - Haworth Systems Furnishings & Metal Casegoods
 - Fab Lab Workbenches
3. Spectrum Workplace - \$410,000
 - Adv. Mfg. & Auto Tech. Workbenches
 - Adv. Mfg. & Auto Tech. Task Seating

Mr. Eapen stated that the total cost is \$1,263,000.

Ms. Henley stated that Corporate Facilities is Asian owned and based in Pennsauken, NJ with 49 employees, of which 12% are diverse. CISolutions/TransAmerica is an African-American, women-owned company based in Philadelphia with 7 employees, of which 43% are diverse. Spectrum Workplace is Asian-owned and based in Philadelphia with 41 employees, of which 17% are diverse.

Mr. Epps asked if the College has to take out Pennsylvania dollars. Ms. Zellers explained that out of state bidders are permitted and these were the lowest responsible bidders. The College must select the lowest responsible bidder for these projects.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into contracts with:

- Corporate Facilities, Inc. in the amount of \$321,000
- CI Solutions/TransAmerica in the amount of \$532,000
- Spectrum Workplace in the amount of \$410,000

The procurement of all furniture will be using the proceeds from the Bond. The motion passed unanimously.

AGENDA
EXECUTIVE COMMITTEE
PUBLIC SESSION

Mr. White called the Executive Committee meeting to order at 3:47 P.M. He asked for a motion to approve the 15 action items put forth by the Business Affairs Committee.

Action: Mr. Epps moved and Ms. Posoff seconded the motion that the Executive Committee approve the following action items put forth by the Business Affairs Committee:

1. The Resolution to properly recognize the donation from Craig Stock and Rosalie Phipps and name the Courtyard in the Library and Learning Commons "the Absalom Jones Courtyard;"
2. The Agreement with the Armistead Group, Inc. as the Campaign Fundraising Consultant for the Foundation for an amount of \$166,450: \$83,225 will be paid for by the College; and \$83,225 will be paid for by the Foundation;
3. Investment Policy for Operating Funds;
4. The purchase of the Dental chairs and cabinetry for CATC from Benco Dental for a total amount of \$157,000 which will come from the Bond Issue;
5. The purchase of the mechatronics units from ESE (Education Solution Enterprises) for a total amount of \$465,000 which will come from the Bond Issue. Mechatronics Equipment from Education Solution Enterprises (ESE) for the Career and Advanced Technology Center (CATC);
6. The purchase of the Phillips Computer Numerical Control (CNC) Machines from the Haas Corporation for a total amount of \$250,000 which will come from the Bond Issue.
7. The purchase of the tools and cabinet from Snap-On Manufacturing for a total amount of \$398,000 which will be funded through the Perkins Grant;
8. The purchase the lifts and equipment from Tool & Equipment Solutions (TES) for a total amount of \$397,000 which will be funded through the Perkins Grant;
9. The JMT Change Order One for the Library & Learning Commons in the amount of \$118,352 for the extension of contract duration for the services of construction management for the project;
10. The DeWitt Mechanical Change Order Two for HVAC Projects for an additional \$140,000 needed to get premium airflow in the College's buildings. HEERF dollars will be utilized for the project services;

11. L&M Mechanical Services Change Order One for HVAC projects needed to get premium airflow in the College's buildings. HEERF dollars will be utilized for the project services;
12. The bid results to the two lowest bidders: Smith Construction at \$684,000 as the General Contractor and Palman Electric at \$107,000 as the Electrical Contractor for the Library & Learning Commons Café;
13. Offering the Philadelphia In-County tuition rates to all students enrolled in the AAS T-Ten Automotive Technology Degree Program, with the out of Commonwealth rate subject to final approval by the Pennsylvania Department of Education;
14. The Compensation Study contract be awarded to the lowest responsible firm, Compensation Resources, in the amount of \$139,300; and
15. The College enters into contracts with:
 - Corporate Facilities, Inc. in the amount of \$321,000
 - CI Solutions/TransAmerica in the amount of \$532,000
 - Spectrum Workplace in the amount of \$410,000The procurement of all furniture will be using the proceeds from the Bond.

Mr. White concluded the Executive Committee at 3:49 P.M.

EXECUTIVE SESSION

Following the Public Session, the Business Affairs Committee and the Executive Committee went into an Executive Session to discuss legal matters, security measures, and labor negotiation matters.

PUBLIC SESSION

The Business Affairs and Executive Committees returned to the Public Session at 4:24 P.M.

(16) Resolution for a One-Time Retirement Incentive (Action Item) (Action Item):

Discussion: Ms. Zellers stated that the Resolution for a One-Time Retirement Incentive was not listed on the pre-circulated agenda as it was still being negotiated with the Faculty & Staff Federation at the time the agenda went out and because legal matters related to offering it needed to be discussed in Executive Session.

Ms. Zellers stated that the Faculty & Staff Federation have approved the offering and the College would like to have a one-time retirement incentive for full-time employees who are at least sixty-five (65) years of age and have 15 years of continuous full-time service with the College. She stated that this will apply for full-time faculty who reached the criteria by August 31, 2022; and for administrators, classified, and confidential staff who reached the criteria by June 30, 2022. Ms. Zellers pointed out that for the faculty who reached the criteria by August 31, 2022 if the College has a special program and needs to maintain them, they can be asked to stay an additional semester; and for administrators, classified, and confidential staff who reached the criteria by June 30, 2022, if the College has a special program and needs them, the College may ask them to stay 6 months longer through December 31, 2022. Ms. Zellers pointed out that the incentive will be 30% of the Employee's full annualized base compensation, with an additional bonus of \$2,500 if the option is selected by February 15, 2022.

Action: Mr. Soileau moved and Ms. Posoff seconded the motion that the Committee recommend to the full Board for the approval of the Resolution on the One-Time Retirement Incentive, as outlined in Attachment F, be offered to full-time faculty who as of August 31, 2022 will have attained fifteen years of continuous full-time service and sixty-five (65) years of age, and to administrators, classified, and confidential staff who as of June 30, 2022 will have attained fifteen years of continuous full-time service and sixty-five (65) years of age. The retirement incentive will be 30% of the Employee's full annualized base compensation, with an additional bonus of \$2,500 if the option is selected by February 15, 2021. The motion passed unanimously.

Following the vote, Ms. Zellers stated that the Resolution will be on the agenda for ratification by the full Board at its January 6, 2022 meeting.

(17) Next Meeting

The next meeting of the Committee is scheduled for **Wednesday, January 19, 2022 at 9:00 A.M.**

Mr. White adjourned the meeting at 4:27 P.M.

JE/Im
Attachments

ATTACHMENT A

**Resolution on the Absalom Jones Courtyard in the Library
and Learning Commons**

Resolution on the Absalom Jones Courtyard in the Library and Learning Commons

WHEREAS, on March 18, 2021, the Community College of Philadelphia Foundation (the "Foundation") confirmed receipt of contributions totaling \$100,000 from Craig Stock and Rosalie Phipps, designated for a naming opportunity.

WHEREAS, on October 15, 2021, Craig Stock and Rosalie Phipps confirmed their intent to direct contributions made to the Community College of Philadelphia Foundation to name the Absalom Jones Courtyard in the Library and Learning Commons.

WHEREAS, by December 31, 2021, Craig Stock and Rosalie Phipps will enter into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), confirming receipt of contributions totaling \$100,000 and that the purpose of the donation is the naming of the Courtyard in the Library and Learning Commons on the Main Campus of the College.

WHEREAS, in accordance with the College's Naming Policy and the terms of the Gift Agreement, the College desires to properly recognize the donation from Craig Stock and Rosalie Phipps;

NOW THEREFORE, on this 9th day of December 2021, the Executive Committee of the Board of Trustees hereby resolves that in accordance with the terms of the Gift Agreement the College shall name the Courtyard in the Library and Learning Commons, "the Absalom Jones Courtyard."

ATTACHMENT B

Investment Policy for Operating Funds

Community College of Philadelphia Investment Policy for Operating Funds

Policy No. 221

**Date of Issue: February 7, 2008
Revised December 9, 2021**

BACKGROUND AND OVERVIEW

Community College of Philadelphia (“CCP” or “the College”), the City’s college, is positioned to respond to the rapidly changing landscape for higher education. Over the past 50 years, the College has lived up to its mission by providing educational access for over 700,000 Philadelphians, setting families, businesses, and neighborhoods on a path to shared prosperity and opportunity.

The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry, and the professions.

The College’s vision is to serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.

The College takes pride in its leadership role in the Community and places fairness and honesty at the center of all its policies and operations and affirms that Diversity, Equity and Inclusion (DEI) is crucial to a democratic society, as it enriches the educational experience and celebrates differences among individuals.

The College’s Operating Funds investment principles will continue to reflect CCP’s mission, vision, and strategic initiatives.

STATEMENT OF PURPOSE

The Purpose of this Investment Policy (together with its Appendix) is to outline the objectives, investment policies, and guidelines for the operating funds for the College.

Part I has two purposes:

- (1) to define and assign responsibilities of the parties involved; and
- (2) to establish a clear understanding of the investment goals and objectives for operating funds and a basis for evaluating investment results.

Part II provides guidelines and limitations to all investment consultants including the CCP management team, regarding the investment of the College’s operating funds.

Definition – Operating Funds:

Operating funds for the purpose of these Investment Policy are defined as dollars which are available to the College as part of the normal course of college operations. Primary sources of operating dollars are City and State appropriations, students' tuition and fee payments and investment income. Not included in this definition of operating funds are dollars received for restricted purposes, and quasi and true endowment funds.

PART I - OVERSIGHT POLICIES AND PROCEDURES AND INVESTMENT OBJECTIVES

(1): Roles and Responsibilities:

CCP Board of Trustees and Business Affairs Committee of the Board of Trustees:

- CCP Board of Trustees provides an oversight role to the College.
- CCP Board of Trustees is charged with adopting and maintaining investment policies that are consistent with the Board's role as stewards of public dollars and the collective philosophy of the Board with respect to investment asset risk and liquidity.
- The Board of Trustees delegates to the Business Affairs Committee along with CCP management the ongoing review and oversight of the investment policy and other activities regarding CCP's Operating Funds.
- Business Affairs Committee will report on an annual basis to the Executive Committee and on as a needed basis to the Board of Trustees regarding:
 - investment updates
 - recommended changes in material policies or procedures
 - recommended changes of outsourced investment professionals involved in the process of managing and/or investing CCP's operating funds
- Subject to a vote of the Board of Trustees, The Executive Committee may at any time elect to oversee these policies directly, in which case, they would be subject to the same roles and responsibilities outlined in this policy.

The Business Affairs Committee of the Board of Trustees:

The Business Affairs Committee is charged with:

- monitor the investment strategies and rates of return to ensure compliance with Board established guidelines.

- regular review of the investment policy statement and guidelines.
- participation in meetings with CCP staff and as appropriate with the outsourced consultants to review investment policies goals and returns.

CCP Management

The designees of the College management team, namely the Vice President of Business and Finance and the Assistant Vice President for Accounting and Controller are responsible for the investment of operating funds under the policies established by the Board of Trustees and overseen by the Business Affairs Committee.

- College management will prudently and diligently identify and recommend to the Board of Trustees qualified investment professionals, including investment management consultant(s), custodian(s), and trustee(s),
- College management will regularly evaluate the performance of the investment consultants to assure adherence to policy guidelines and monitor investment objective progress.
- College management will meet regularly with the Business Affairs Committee to review and evaluate all aspects of the investment process including but not limited to the investment policy, goals, returns and outsourced consultants.
- College management will meet regularly with all outsourced investment professionals including management consultants, custodians and trustees.

College management will meet regularly with the Business Affairs Committee or its designees with the outsourced investment management consultants.

Requirements and Responsibilities of the Investment Consultants

Investment consultants must be a registered investment advisor under the Investment Advisors Act of 1940, or a bank. Each investment consultant must acknowledge in writing its acceptance of responsibility as a fiduciary. Specific responsibilities of the investment consultants include:

1. Discretionary investment management including decisions to buy, sell, or hold individual securities while observing and operating within all policies, guidelines, constraints and philosophies as outlined in this statement. Any deviation requires written approval from Vice President of Business and Finance and Chair of the Business Affairs Committee.
2. Monthly reporting on a timely basis of account valuations and investment performance results.
3. Communicating any major changes to economic outlook, investment strategy, or changes within the investment management organization, or any

other factors which affect implementation of investment process or their progress toward investment objectives.

4. Complying with any legislative or regulatory statutes and stipulations.

No person may engage in an investment transaction except as provided under the terms of the investment policy. The Trustees and CCP Management shall adhere to the Conflict of Interest Policy.

(2) : Community College of Philadelphia General Investment Goals, Objectives and Basis for Evaluation

The general investment objective is to maintain liquidity, preservation of capital and maximize annual total return for the College while avoiding excessive risk. CCP believes that the achievement of investment returns should be viewed in a long-term context. Furthermore, CCP recognizes that rates of return are volatile on a year-to-year basis and that investment returns will not progress uniformly over time. Thus, volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index. Specific objectives include the following:

1. Maintain liquidity to meet anticipated cash needs.
2. Preservation of principal is of equal importance to total return. CCP recognizes that it may be necessary to forego opportunities for potential large gains to achieve a reasonable risk posture.
3. Understanding that risk is present in all types of securities and investment styles, CCP recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet CCP's objectives. However unnecessary levels of risk taking are to be avoided.
4. Diversification, in so far as it reduces portfolio risk, is required.
5. Operating funds shall be invested in accordance with a fiduciary standard of care.
6. Conformance with applicable Federal, State, City, and other legal requirements.
7. Each consultant is expected to meet or exceed the market index/benchmark selected and agreed upon while displaying an overall level of risk consistent with the risk associated with their benchmark over a five-year period. This information will be reviewed at the quarterly meetings with College management.

PART II - INVESTMENT GUIDELINES

1. Investment Approach

The College's operating fund balances will be divided into two categories for investment purposes:

- A. Core Cash – Funds, which based upon the College's financial history, are not required for operating purposes at any point during the fiscal year
- B. Working Capital – Cash balances required on a continuous basis to meet payroll and other operating purposes.

2. Policy Benchmarks

Core Cash

The fixed income portfolio and the stock equity portfolio will attempt to maintain or exceed the market index/benchmarks outlined in the Appendix under the Asset Allocation Table

Working Capital

Policy benchmark for Working Capital is return on daily liquidity and benchmark to the 3 Month Treasury Bill Index.

3. Allowable Assets

Within each asset class, CCP seeks to earn the most efficient rate of return possible (after investment expenses). CCP seeks to have a diversified strategy which will increase the probability over five-year time periods that CCP will achieve its investment goals and reduce volatility.

For domestic equity, no more than 5% at cost or 10% at market of a manager's portfolio may be held in the securities of a single issuer.

The average quality rating for the corporate bond portfolio should not fall below Moody's rating of AA3.

No more than 5% at market of a manager's fixed income portfolio may be held in the securities of a single corporate issuer. This restriction does not apply to securities issued by the U.S. Government or a U.S. Government Agency backed by the full faith and credit of the U.S. Government.

In some cases, CCP's investments have been made through commingled vehicles. The investment strategies and restrictions for each of these investment vehicles were established with the Investment Consultant and follow the allowable and restricted guidelines of CCP's investment policy.

Allowable Assets are limited to Cash Equivalents, Stock Equities, and Fixed Income Securities as follows:

A. Core Cash

- US stock equities
- Commonwealth of Pennsylvania Investment Pools
- Stock Mutual funds
- Exchange Traded Funds (ETF)
- Index Funds
- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Mortgage Backed Bonds
- Asset Backed Bonds
- Floating Rate Securities
- Global Bonds
- Core Bonds

B. Working Capital Cash

- Treasury Bills
- Money Market Funds
- Commercial Papers
- Banker's Acceptances
- Repurchase Agreements
- Certificates of Deposit
- Mutual funds that invest 100% of its total assets in cash, U.S. Treasury bills, notes, and other obligations issued or guaranteed as to principal and interest by the U.S. Treasury.

4 Prohibited Direct Investments

Prohibited direct investments are any investments that are not specifically authorized within this statement. These include but are not limited to the following:

- a. Commodities and Futures Contracts

- b. Private Placements
- c. Options
- d. Interest rate swaps
- f. Venture Capital
- g. Tangible Personal Property
- h. Direct Real Estate
- i. Art/Precious Metals
- j. Margin Transactions
- k. Oil and Gas Payments /Drilling Partnerships
- l. Instruments issued in any country where such investments are prohibited by City, State, or Federal policies.

5. Safekeeping and Custody

As outlined in the Investment Consultants Agreement.

6. Contractual Arrangement with Investment Consultants

Contractual arrangements with organizations providing investment services will be short-term with the College reserving the right to terminate the relationship without financial cost other than that paid for services to date.

7. Board Review of Guidelines and Performance

The Business Affairs Committee of the Board of Trustees will seek to review the Investment Policy and performance on an annual basis to determine any appropriate revisions. Business Affairs Committee will report to the Executive Committee and on as a needed basis to the Board of Trustees

8. Change in Status of Investment.

The guidelines, outlined above, apply at the time of purchase. CCP recognizes that subsequent market valuation changes may cause an investment, which was allowable at the time of purchase, to subsequently fall outside of these stated guidelines. In those instances, it is expected that the investment consultants will either reduce the investment so that it is allowable under the guidelines or obtain written approval from College management to continue the investment.

9. Risk Monitoring

Each consultant is expected to meet or exceed the market index/benchmark selected and agreed upon while displaying an overall level of risk consistent with the risk associated with their benchmark.

APPENDIX

Asset Allocation Table

The overall strategic asset allocation of the Core Cash is listed below. Exposure to each asset class will be measured on market value and is subject to the rebalancing guidelines described below

Asset Class	Target Allocation	Range ¹	Index Benchmark ²
Total Domestic Equities	40%	30% - 50%	S&P 500 Index
Total Fixed Income ³	60%	50% - 70%	Bank of America Merrill Lynch 1-3 Yr Treasury Index Bloomberg Barclays US Aggregate Bond Index <i>(The duration of a manager's portfolio should be within 80% and 120% of the duration of the appropriate marketbenchmark)</i>
Cash/Short Term	0%	0% - 20%	3-Month Treasury Bill Index

Notes:

- 1 - Initial investment in stock equity may be on an incremental build up basis using average in and therefore not fall within the target range initially.
- 2 - Other appropriate industry benchmarks may be applied with approval from College management.
- 3 - Fixed-income portfolio must be of investment grade overall (equivalent of Moody's credit rating of Baa3 rating or higher).

Portfolio Rebalancing

The portfolio will be rebalanced whenever a single asset class's allocation exceeds +/- ten percent (10%) of its target allocation range.

Diversity, Equity and Inclusion (DEI)

The College is committed to the development of a campus community that values and respects human dignity and differences. We understand that success as an excellent academic institution requires a culture that encourages, embraces, and strongly supports diversity, equity and inclusion.

The Business Affairs Committee will receive annually a brief report from the investment consultants which sets forth both the status of and the steps they have taken to meet or exceed the DEI standards expected by those entities they do business with.

The Business Affairs Committee *and its designees*:

- *believes that it can advance DEI within the scope and fiduciary responsibilities of the CCP Investment Policy and are committed to incorporating principles of DEI in the investment process and oversight.*
- *commits itself to seek to engage with a diverse pool of consultants, contractors and investment managers and investment consultants.*
- *shall elevate DEI attributes through inclusive selection practices when selecting investment managers and investment products.*
- *will include DEI related criterion/ criteria when conducting investment related request for proposals, selecting investment related vendors and as appropriate with investment consultants in evaluating investment opportunities.*
- *commit to receiving annually a brief report (written or verbal) from the investment consultants which updates the committee on the status of the investment consultants' efforts to expand DEI standards within their firm as well as an update of DEI standards of the investment and portfolio managers they include in CCP portfolios.*
- *will maintain a commitment to ensure its process, procedures and oversight practices will include the regular review and benchmarking of DEI investment goals that affirm accountability, progress and adherence to these principles.*
- *commit to continue to regularly evaluate and adopt principles and best practices of emerging topics of social impact as it relates to DEI within the investment policy framework.*

Environmental, Social and Governance (ESG)

CCP Board of Trustees of its designees will strive to:

- *be educated on ESG issues and risk factors as it relates to CCP investment policy and investment*
- *commit to continue to regularly evaluate and adopt principles and best practices of emerging topics of ESG as it relates to the investment policy framework.*

ATTACHMENT C

Resolution

**Community College of Philadelphia in Partnership with
Toyota Motor Sales USA, Inc.**

RESOLUTION OF EXECUTIVE COMMITTEE OF BOARD OF TRUSTEES

WHEREAS, the Community College of Philadelphia in partnership with Toyota Motor Sales USA, Inc., ("Toyota") will offer the AAS T-TEN Automotive Technology degree program starting fall 2022 at the Career and Advanced Technology Center (CATC), and there are no other Toyota T-TEN programs available in the region.

WHEREAS, the closest T-TEN programs to CCP are located in Selden, NY and Goochland, VA. Students in the program will have work-based learning opportunities at over 20 Toyota and Lexus dealerships up to a 60-minute drive radius from the CATC, including in Bucks, Chester, Delaware and Montgomery counties in Pennsylvania and Burlington, Camden, Gloucester, and New Castle counties in New Jersey.

WHEREAS, given no other college or university in the region will have a Toyota T-TEN program, the College administration recommends that all students enrolled in the AAS T-TEN Automotive Technology degree program be eligible for the Philadelphia in-county tuition rate. This will facilitate recruitment of students who reside in areas outside of Philadelphia County, but near Toyota and Lexus dealerships participating as work placement sites.

WHEREAS, on December 9, 2021, the Business Affairs Committee of the Board of Trustees, approved offering Philadelphia In-County tuition to all students enrolled in the AAS T-Ten Automotive Technology Degree Program, with the Out of Commonwealth rate subject to final approval by the Pennsylvania Department of Education;

Now, therefore, on this 9th December, 2021, the Executive Committee of the Board of Trustees approves offering the Philadelphia In-County tuition rates to all students enrolled in the AAS-T-Ten Automotive Technology Degree Program, with the Out of Commonwealth rate subject to final approval by the Pennsylvania Department of Education.

ATTACHMENT D

Scope of Services Compensation Study

1. All Staff Positions:

- Evaluate the College's compensation strategy to ensure alignment with our strategic plan and objectives
- Develop a compensation program and related policies and processes that are internally equitable, externally competitive, affordable and cost-effective, legal and defensible
- Develop job families to create more opportunities for internal promotion
- Conduct a compensation study and develop pay ranges to create better internal alignment, attract and retain top talent, and provide progression within job functions/families.

2. Classified & Confidential Positions:

- Develop a compensation program that is compliant with the Classified staff collective bargaining agreement

3. Administrative Positions:

- Develop a merit-based pay program

ATTACHMENT E
FUNDING FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE/EXECUTIVE COMMITTEE

AGENDA: DECEMBER 9, 2021

Agenda No.	Vendor/Consultant	Amount	Source
2	Armistead Group	\$83,225	Operating
4	Benco Dental	\$157,000	Bond
5	Education Solution Enterprises	\$465,000	Bond
6	Haas Corporation	\$250,000	Bond
7	Snap-On Manufacturing	\$398,000	Perkins (Grant)
8	Tool & Equipment Solutions (TES)	\$397,000	Perkins (Grant)
9	JMT	\$118,352	Capital
10	DeWitt Mechanical	\$140,000	HEERF
11	L&M	\$100,000	HEERF
12	Smith Construction	\$684,000	Capital
	Palman Electric	\$107,000	Capital
14	Compensation Resources	\$139,300	Operating
15	Corporate Facilities	\$321,000	Bond
	CI Solutions/TransAmerica	\$532,000	Bond
	Spectrum Workplace	\$410,000	Bond

ATTACHMENT F

Resolution on One-Time Retirement Incentive

Resolution on One-Time Retirement Incentive:

WHEREAS, the College administration recommends that the College offer on a one-time basis a retirement incentive to full-time faculty who as of August 31, 2022 will have attained fifteen years of continuous full-time service and sixty-five (65) years of age, and to administrators, classified, and confidential staff who as of June 30, 2022 will have attained fifteen years of continuous full-time service and sixty-five (65) years of age;

WHEREAS, employees should not rely on this one-time retirement incentive being offered at any time in the future;

NOW THEREFORE, on this 9th day of December, 2021, the Business Affairs Committee and the Executive Committee of the Board of Trustees hereby resolves and approves the College offering the following one-time retirement incentive:

The College will offer the following, on a one-time basis, separate and distinct from the retirement incentive provided in Article XIII, A., (11) (a) in the Full-time Faculty Collective Bargaining Agreement: (a) full-time faculty who, by the end of the 2021-22 academic year (i.e. August 31, 2022), will reach sixty-five (65) years of age, with fifteen (15) years of full-time service at the College (as a full-time faculty member, visiting lecturer, or as a classified, confidential, or administrative employee, including years on unpaid leave or on long-term disability), may give notice by March 15, 2022 to retire effective August 31, 2022; (b) the Board agrees to pay a retirement incentive to all such full-time faculty who elect this option; (c) the incentive will be 30% of the faculty member's full annual base salary, with an additional bonus of \$2,500 if the option is selected by February 15, 2022; (d) the College may request a postponement of a full-time faculty's retirement under the terms of this provision until after the end of the Fall 2022 semester if the retirement would unreasonably interfere with a specific College program;

and

the College will offer, on a one-time basis, separate and distinct from the retirement incentive provided in Article XV, 5. (a). in the Classified Unit Collective Bargaining Agreement and/or any other retirement incentive available to administrators and confidential employees: (a) a full-time administrator, full-time confidential employee, or full-time classified employee who, by June 30, 2022 will reach sixty-five (65) years of age, with fifteen (15) years of full-time continuous service at the College (as a full-time faculty member, visiting lecturer, or as a classified, confidential, or administrative employee, including years on unpaid leave or on long-term disability), may give notice by March 15, 2022 to retire no later than June 30, 2022 (provided however, the employee must attain sixty-five (65) years of age and fifteen years of full-time service by his/her effective retirement date); (b) the Board agrees to pay a retirement incentive to all such employees who elect the option; (c) the incentive will be 30% of the Employee's full annualized base compensation, with an additional bonus of \$2,500 if the option is selected by February 15, 2021; (d) the College may request a postponement of an Employee's retirement under the terms of this provision until December 31, 2022 if the retirement would unreasonably interfere with a specific College program.

Be it further resolved that all employees are only eligible for one retirement incentive offer from the College and may not elect this One-Time Retirement Incentive if they have already elected or intend to

elect any other retirement incentive offered by the College under the Collective Bargaining Agreements or otherwise.

Be it further resolved that the one-retirement incentive offer will only be offered to employees in the Full-Time Faculty Collective Bargaining Unit and Classified Bargaining Unit upon execution of a Side Agreement with the Faculty & Staff Federation of Community College of Philadelphia approving the same.