

REVISED AGENDA
**COMBINED HYBRID MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES**
Community College of Philadelphia
Wednesday, August 24, 2022 – 9:00 A.M.

TO: Business Affairs & Executive Committees of the Board of Trustees
FROM: Jacob Eapen
DATE: August 23, 2022
SUBJECT: Committee Meeting - Hybrid

A combined hybrid meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on **Wednesday, August 24, 2022 at 9:00 A.M.** **Please note that Attachment A contains cost of items with source of funding.**

The following is the Zoom information for the meeting:

Topic: Combined Meeting of the Business Affairs & Executive Committee of the Board of Trustees - Public Session
<https://ccp.zoom.us/j/92733962212?pwd=MVczWUc4S2RpSlkwNVN6NkpOK0pGQT09>

Meeting ID: 927 3396 2212
Passcode: 8029
One tap mobile
+16465588656,,92733962212# US (New York)
+16469313860,,92733962212# US

AGENDA
PUBLIC SESSION

(1) Stop Loss (Action Item)

Trion, the College's benefits consultant, completed an RFP process for stop loss coverage for prescription and medical plans. As a self-insured employer for medical and prescription benefits, stop loss insurance coverage provides reimbursement for catastrophic claims exceeding predetermined levels.

The RFP requested quotes based on a specific stop loss deductible of \$250,000 (current deductible), \$250,000, \$275,000, \$300,000 and \$0 aggregate stop loss maximum for active employee and retiree populations.

The incumbent carrier for stop loss coverage is Sun Life. The following vendors were included in the RFP process:

Anthem	Swiss Re (declined to quote)
Berkley	Symetra
HMIG (failed to quote)	Tokio Marine HCC
Granular	Unum
QBE	Voya (declined to quote)
Sun Life	

The most competitive offer came from Granular Insurance an annual cost of \$1,861,369. Sun Life is the incumbent and their current annual cost is \$1,854,561.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew the College's Stop Loss with Granular Insurance for a one-year term in the estimated amount of \$1,861,369. The funds will be coming from the Operating Budget.

(2) Life and Disability Insurance (Action Item)

Trion, the College's benefits consultant, negotiated another year of rate hold with Sun Life for the Life and Long-Term Disability.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew the contract with Sun Life for one year with an annual premium of \$990,949. The funds will be coming from the Operating Budget.

(3) Delta Dental Insurance (Action Item)

Trion, the College's benefits consultant, negotiated a rate hold effective 9/1/22 through 8/31/2023.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew its annual contract with Delta Dental in the amount of \$1,079,122. The funds will be coming from the Operating Budget.

(4) Update on the Policy on College Policies

Staff will provide an update on the Policy on College Policies. Please refer to Attachment B.

(5) Next Meeting - Business Affairs Committee of the Board of Trustees (Information Item)

The next meeting of the Business Affairs Committee is scheduled for **Wednesday, September 21, 2022 at 9:00 A.M.** It will be a Hybrid meeting.

AGENDA EXECUTIVE COMMITTEE
PUBLIC SESSION

Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following action items:

- Stop Loss
- Life and Disability Insurance
- Delta Dental Insurance

EXECUTIVE SESSION

The Business Affairs and Executive Committees will go into Executive Session to discuss financial and real estate matters. Zoom details follows:

Topic: BAC and EC - Executive Session

<https://ccp.zoom.us/j/97736739099?pwd=TXNVaU1DaHR5eURWYVAvM0h5TVFrUT09>

Meeting ID: 977 3673 9099

Passcode: CCP

One tap mobile

+13092053325,,97736739099# US

+13126266799,,97736739099# US (Chicago)

PUBLIC SESSION

The Business Affairs and Executive Committees will return to the Public Session.

Topic: Combined Meeting of the Business Affairs & Executive Committee of the Board of Trustees - Public Session

<https://ccp.zoom.us/j/92733962212?pwd=MVczWUc4S2RpSlkwNVN6NkpOK0pGQT09>

Meeting ID: 927 3396 2212

Passcode: 8029

One tap mobile

+16465588656,,92733962212# US (New York)

+16469313860,,92733962212# US

JE/lm

cc:

Mr. Jeremiah White
Dr. Donald Generals
Mr. Gim Lim
Ms. Marsia Henley
Jessica Hurst, Esq.
Ms. Lisa Hutcherson
Mr. Derrick Sawyer
Victoria Zellers, Esq,

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

**MEETING OF THE COMBINED BUSINESS
AFFAIRS AND EXECUTIVE COMMITTEE**

AGENDA: AUGUST 24, 2022

Agenda No.	Vendor/Consultant	Amount	Source
1.	Granular Insurance/Stop Loss	\$1,861,369	Operating Budget
2.	Sun Life/Life and Disability Insurance	\$ 990,949	Operating Budget
3.	Delta Dental	\$1,079,122	Operating Budget

ATTACHMENT B

**Policy Review Procedure
2022-23 Review Schedule
2020-21 Approved Policies
Policies for Discontinuance**

Community College of Philadelphia
Policy Review Procedure

Policy Review Cycle

- All policies shall be reviewed and either (1) reissued; (2) revised; or (3) discontinued no later than once every seven (7) years.
- The review cycle for policies is tracked by the Office of General Counsel and managed by the Internal Auditor.
- The Internal Auditor will update Cabinet no later than June 30 regarding policies that have been reviewed, all outstanding policy reviews, as well as policies that are due for review in the upcoming academic year, categorized by Division.
- The Office of General Counsel will update the Executive Committee no later than August, and update the full Board no later than October, regarding policies that have been reviewed in the prior academic year, all outstanding policy reviews, and the upcoming review schedule.

Review Process

- For those policies set to be reviewed in the upcoming academic year or for any new policies, the Office of General Counsel/Special Assistant to the President will inform the Policyholders of the applicable channel for review of the Policy. The potential channels for review are as follows:
 - o Cabinet → President
 - o College Standing Committees → IWC → President → if necessary, Board Standing Committee and Board
 - o Board Standing Committees → Board
- The Policyholder may recommend that a policy be discontinued if it is no longer relevant or does not actually qualify as a policy (see below). Recommendations for discontinuance, including the rationale for discontinuing the policy, should be made to the Policyholder's Vice President, who will present the recommendation to the President and Cabinet. If approved by the President and Cabinet, the Vice President shall present the recommendation for discontinuance to the Board.
- Prior to submitting the policy for approval, the Policyholder must consult with all relevant stakeholders.
- If the policy involves compliance with laws or regulations or has legal implications, the Policyholder must consult with the Associate General Counsel or General Counsel.

Elements of Policy Review

- When reviewing or drafting College policies, the Policyholder should consider the following in determining whether revisions are necessary:
 - o Whether the document qualifies as a policy (*i.e.*, does the document support the College's mission and have broad application throughout the College or is it a procedure which only applies to a particular department or division)
 - o Whether the policy remains relevant, timely, and accurate
 - Consider whether the policy is fulfilling its intended purpose, including what impact the policy is having on employees, students, or others in the community (consult with the Office of Institutional Effectiveness as necessary)
 - o Whether the policy is consistent with the "Policy Contents" section below
 - o Whether the policy is consistent with other College policies/procedures
 - o Whether the policy complies with current applicable laws and regulations

8.3.2022

- The Policyholder and Review Channel must review the Policy with an equity lens and consider the impact of the policy and procedures on those in under-served and marginalized groups:
 - o Consider whether the policy or procedures exclude, create barriers, or otherwise have a disparate impact on any under-served or marginalized groups and incorporate changes to mitigate those effects
 - o Consult with the Director, Office of Diversity, Equity, and Inclusion
 - o Consult with the Office of Institutional Research as necessary

Policy Contents

- New policies and policies which are being reviewed must at a minimum:
 - o Identify the title of the Policyholder, which should be a Senior-level Administrator
 - o Identify the Effective Date, and any Revision Dates
 - o Identify whether the policy was approved by the Board or the President
 - o These elements must be included in a header at the beginning of the document in the below fashion:

Policyholder: Effective Date: Revised: Approved By:
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- New policies and policies which are being reviewed should address:
 - o Purpose – why the College needs the policy
 - o Scope – to whom or to what does the policy apply
 - o Definitions – any defined terms specific to the policy, if necessary
 - o Policy Content – the details of the policy
 - o Enforcement – consequences for noncompliance with the policy, if any
 - o Related Policies – identify any relevant, related policies that should be referred to in the policy at issue

Preparing for Final Approval

- The following items must be submitted through the appropriate channel for approval of a new policy or policy review:
 - o Redline of the Current Policy (i.e. tracked changes)
 - o Clean copy of the revised policy (i.e., no tracked changes with all changes accepted)

After Final Approval

- Once a policy review or new policy is approved, the Policyholder should email the Director of Marketing, with the approved redlined policy as well as a clean copy of the revised policy to be updated on the Policy website. The Policyholder should copy their Vice President as well as the Associate General Counsel and the Internal Auditor on the email to the Director of Marketing.
- Once the Director of Marketing confirms the revised policy has been posted to the Policy website, the Internal Auditor will mark the review process complete for that policy, and set a new review date in compliance with Policy #319, Policy on College Policies.

Policy Number	Title	Date Implemented	Revised/Updated	Approved By	Division	Policy Holder	Review Goal
212	Conflict of Interest Policy	April 9, 1985		Board of Trustees	General Counsel	Associate General Counsel	October 31, 2022
353	Disability Accommodations Policy	October 1, 1999	August 16, 2007; November 6, 2015		General Counsel	Director, Diversity, Equity & Inclusion	October 31, 2022
11	Protection of Pregnant Students from Ionizing Radiation	March 5, 1980	December 2, 1999	Board	Academic & Student Success	Dean, Math, Science, Health Careers	October 31, 2022
211	Guidelines for the Use of Student Activities Fund	November 7, 1975	March 17, 2011	Board (Board Student Affairs Committee in Connection with Board Statement on Student Activities)	Academic & Student Success	Dean of Students	November 30, 2022
265	Remote Work Policy for Administrators and Confidential Employees	July 7, 2022		President	Business & Finance	AVP, Human Resources	November 30, 2022
266	Remote Work Policy for Classified Employees	July 7, 2022		President	Business & Finance	AVP, Human Resources	November 30, 2022
267	Remote Work Policy for 12 Month Faculty	July 7, 2022		President	Business & Finance	AVP, Human Resources	November 30, 2022
311	Right-to-Know Act	January 5, 2009			General Counsel	General Counsel	November 30, 2022
2	Approval to Register for Credit Overload	November 16, 1971	December 10, 2014; May 25, 2011	Standing Committees/President	Academic & Student Success	Dean, Educational Support Services	December 31, 2022
206	Forgivable Loan Policy	February 13, 1969	June 8, 2021; May 28, 2002	Board , then updated by President/Cabinet	Business & Finance	Associate VP, Accounting and Controller	January 15, 2023
304	Official Public and Special Holidays for the Fiscal Year Commencing July 1, 2012 through June 30, 2016	February 24, 1975	July 1, 2016; April 22, 2002	Board	Business & Finance	AVP, Human Resources	January 15, 2023
210	Personal Automobile Mileage Reimbursement	April 12, 1974	January 6, 2021; and other times to align with IRS rates)	Board, then Business & Finance/President	Business & Finance	Associate VP, accounting and Controller	January 31, 2023
9	Academic Honors	January 4, 1979	December 2, 1999	Standing Committees/IWC/President	Academic & Student Success	Dean, Educational Support Services	January 31, 2023
313	Records Management and Retention Policy	November 15, 2010		Board of Trustees	General Counsel	Associate General Counsel	January 31, 2023

Policy Number	Title	Date Implemented	Revised/Updated	Approved By	Division	Policy Holder	Review Goal
159	Posting in College Facilities	April 19, 2004		Standing Committees/President	Business & Finance	AVP, Facilities & Construction Management	February 15, 2023
205	Disposal of College Property	April 14, 1975	January 9, 1997; February 5, 1987	Board	Business & Finance	AVP, Facilities & Construction Management	March 15, 2023
214	Accounts Recievable Collection and Bad Debt Management Policy	April 5, 2001	Feburary 5, 2009		Business & Finance	Associate VP, Accounting and Controller	March 15, 2023
158	Solicitation in Campus Facilities	July 1, 1987	June 1, 2005	Standing Committees/President	Business & Finance	Director, Public Safety	March 15, 2023
356	Religion and National Origin Policy	October 1, 1999	August 16, 2007; November 6, 2015	President/Cabinet	General Counsel	Director, Diversity, Equity & Inclusion	March 31, 2023
1	Auditing of Courses	March 14, 1968	April 8, 2010	Standing Committees/President (initially approved by General Faculty Committee/Faculty Council)	Academic & Student Success	Dean, Educational Support Services	March 31, 2023
157	Parking Policy	December 20, 1996	April 19, 2004; December 20, 1996	Board	Business & Finance	Associate VP, Budgets and Business Services	April 1, 2023
216	Inclusion of Diverse Suppliers and Philadelphia Based Businesses in College Purchasing Activities	November 1, 2012		Board	Business & Finance	Director, Purchasing & Services	April 15, 2023
12	Policy on Transfer Credit	March 26, 1980	July 1, 2016; May 1, 1987; September 24, 2012	Standing Committees/President (a change was recommended by IWC June 2011)	Academic & Student Success	Dean, Educational Support Services	May 31, 2023
7	Credit by Examination	December 21, 1972; November 8, 1976	July 1, 2016; April 8, 2010; December 16, 2013	Commitees/President (orginally approved by Academic Affairs	Academic & Student Success	Dean, Educational Support Services	May 31, 2023
10	Academic and Time Amnesty	February 6, 1975	July 1, 2016	Standing Commitees/President	Academic & Student Success	Dean, Educational Support Services	May 31, 2023
102	Board of Trustees Statement on Student Activities	October 13, 1971		Board	Academic & Student Success	VP, Academic & Student Success	May 31, 2023

Policy Number	Title	Date Implemented	Revised/Updated	Approved By	Division	Policy Holder	Review Goal
303	Alcoholic Beverages Policy	March 2, 1973	February 3, 1989; February 3, 1984	Board	President	Special Assistant to the President	June 1, 2023
357	Anti-Discrimination and Harassment Complaint Policy	September 10, 2014	May 23, 2017	President/Cabinet	General Counsel	Director, Diversity, Equity & Inclusion	June 30, 2023
310	Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program	March 1, 2006	March 10, 2015		Business & Finance	AVP, Human Resources	July 1, 2023
306	Policy for Responsible Computing	June 4, 1996		Standing Committees/President	Business & Finance	AVP, Information Technology	July 1, 2023
160	College Identification Card Policy	July 1, 2005	January 1, 2016; December 16, 2009;	Cabinet/President	Business & Finance	Director, Public Safety	August 1, 2023
162	Child Abuse Reporting Policy	August 21, 2012	November 26, 2014	President	Business & Finance	Director, Public Safety	August 1, 2023
16	Course Scheduling Preference for Veteran Students	November 1, 2014			Enrollment & Strategic Communications	Director, Records & Registration	August 31, 2023
203		2022 July 26, 1977	August 31, 2021	President	Business & Finance	Associate VP, Accounting and Controller	September 1, 2023
218	Royalties and Other Compensations or Incentives Related to Selection of Course Materials	April 5, 2001	February 5, 2009		Business & Finance	Associate VP, Accounting and Controller	September 1, 2023

Policy Number	Title	Date Implemented	Revised/Updated	Approved By	Division	Policy Holder
8	Academic Standards and Progress	February 14, 1978	January 31, 2022; September 1, 2021; April 18, 2017; June 27, 2005; 1983	Standing Committees/President	Academic & Student Success	Vice President, Academic & Student Success
8-A	Satisfactory Academic Progress	September 1, 2021	January 31, 2022	Standing Committees/President	Enrollment & Strategic Communications	Director, Financial Aid
14	Standards for Distance Education Courses	November 29, 2001	6/10/2015; April 20, 2022	Standing Committees/President	Academic & Student Success	Dean, Online and Media Services
18	Authentication in Distance Education Policy	July 1, 2022		IWC/President	Academic & Student Success	Dean, Online Learning & Media Services
221	Investment Policy for Operating Funds	February 7, 2008	December 9, 2021	Board	President	
264	COVID Leave Policy	March 24, 2022		President	Business & Finance	AVP, Human Resources
265	Remote Work Policy for Administrators and Confidential Employees	July 7, 2022		President	Business & Finance	AVP, Human Resources
266	Remote Work Policy for Classified Employees	July 7, 2022		President	Business & Finance	AVP, Human Resources
267	Remote Work Policy for 12 Month Faculty	July 7, 2022		President	Business & Finance	AVP, Human Resources

308	Operating Procedures for Exposure to Bloodborne Pathogens	November 17, 2008	December 1, 2021	HR/Allied Health/Legal Created; Updated by Cabinet/President	Business & Finance	Director, Public Safety
319	Policy on College Policies	3-Mar-22		Board of Trustees	General Counsel	General Counsel

Policy Number	Title	Date Implemented	Revised/Updated	Approved By	Division	Status	Rationale for Discontinuing	Link
105	Robert S.King Scholarship for High School Students	December 13, 2013; September 9, 1986; October 13, 2016		Board	Institutional Advancement	Discontinued	This scholarship has been discontinued.	https://www.myccp.online/college-policies-and-procedures/robert-s-king-scholarship-high-school-students
252	Disclosure of Faculty Addresses and Phone Numbers	2-Dec-69	22-Aug-03		Business & Finance	Recommend for Discontinuance	This issue is addressed in the employee handbook.	https://www.myccp.online/college-policies-and-procedures/disclosure-faculty-addresses-and-phone-numbers
301	Central Duplicating Operating & Reproduction Services	July 28, 1971	October 2, 2000; February 15, 1993		Business & Finance	Recommend for Discontinuance	This policy speaks to procedures applicable to utilizing business services so is more appropriate as a procedure than a policy.	https://www.myccp.online/college-policies/central-duplicating-operating-reproduction-services
318	Mandatory COVID-19 Vaccination and Testing Policy	15-Sep-21	October 7, 2021; May 12, 2022	President/Cabinet	Business & Finance	Recommend for Discontinuance	The City will no longer enforce the vaccine mandate for non-residential institutions of higher education.	https://www.myccp.online/college-policies/mandatory-covid-19-vaccination-and-testing-policy