

UPDATED AGENDA
COMBINED HYBRID MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, June 21, 2023 – 9:00 A.M.

TO: Business Affairs & Executive Committees of the Board of Trustees

FROM: Jacob Eapen

DATE: June 20, 2023

SUBJECT: Combined Committee Meeting - Hybrid

A combined hybrid meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on **Wednesday, June 21, 2023 at 9:00 A.M.**

The following is the Zoom information for the Public Session:

Topic: Business Affairs Committee Meeting - Public Session
<https://ccp.zoom.us/j/92505860728?pwd=OEVXV0wwV1F4VithMDVNeVEyU2gwQT09>
Meeting ID: 925 0586 0728
Passcode: 8029
One tap mobile
+13092053325,,92505860728# US
+13126266799,,92505860728# US (Chicago)

AGENDA
PUBLIC SESSION

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget, Perkins Grant, or Bond Proceeds) which College Administration is seeking approval.

1) Fiscal Year 2023-2024 Insurance Renewal (Action Item)

Introduction / Executive Summary

The College's insurance program is reviewed annually prior to the July 1 renewal with its insurance brokers, Willis Towers Watson (WTW) and One Digital (formerly Bradley & Bradley) herein after "WTW"). The commercial insurance marketplace, after nearly 4 years of exponential pricing corrections (e.g. average rate increases between 20-30% in some lines and over 40% in other lines) is finally showing signs of stabilization in 2023. Improved carrier financial results – lower combined loss ratios - coupled with increased capacity in the marketplace have helped the majority of the insurance industry generate increased competition and for the insureds, better pricing and coverage terms. Unfortunately, the commercial property marketplace has not recovered and in fact, continued to see increased pricing, reduced coverage limits and higher deductibles as the marketplace struggles with global effects of natural disasters and increased rise in labor and materials costs. The casualty market for the higher education industry

remains limited and selective, with continued emphasize of adequate pricing for rising legal and medical cost inflation for serious events such as sexual misconduct and assault. The renewal strategy meeting held on February 13, 2023, focused on incumbent carrier relationships, and securing early terms to determine marketing strategy. Unfortunately, the adverse property loss development over the last 3 years of the main relationship with the College's property and liability package insurance carrier CM Regent, including a recent water damage claim experienced at the Northwest Regional Center, prompted CM Regent to non-renew the property and liability insurance portfolio as of July 1, 2023. WTW went to the marketplace for all insurance lines to replace CM Regent. Aggressive marketing coupled with leveraged market relationships with some of CCP's existing carrier partners and WTW's strong market relationships, allowed WTW to secure reasonable alternative insurance terms, replacing incumbent CM Regent with some coverage improvements despite increased insurance premiums. **NOTE** – WTW was able to negotiate CATC's operations and insurance needs into the existing College portfolio, saving approximately \$50K in additional premiums. At the time of this report, the College has secured the portfolio terms while we review some alternative offered terms for pricing relief considerations (e.g. limits and retentions). The College's anticipated insurance renewal premium costs (including the interests of CATC and our contracted professional brokerage fees) are approximately \$1.44M; a 21% increase over last year's approximate \$1.19M. A highlight of the key results follows:

Property

The incumbent carrier, CM Regent, non-renewed the coverage due to unfavorable loss history. Over the last 3 years with CM Regent, incurred losses exceeded paid premiums; generating an undeveloped loss ratio of 90% (this only includes a small percentage of the NWRC water damage claim currently being addressed for additional reimbursement). During FY23, the College's property values were reviewed and, based on sound replacement cost values at current market rates (labor and material for like-minded purposes and structure) increased 2% from or approximately \$9M to approximately \$547M. Liberty Mutual; a leading commercial property insurance carrier, offered a \$500M loss limit for a premium of approximately \$359K; an increase of 27% however, compared to the expiring carrier's initial pricing indication of nearly \$400K had they not non-renewed the program. Coupled with terrorism coverage secured in the London market; the combined premium is \$393k. The alternative market pricing for similar coverage ranged between \$450K - \$500K where several markets declined. Liberty Mutual also agreed to increase the College's flood protection by over \$95M for Building and Content values while increasing several coverage sub-limits and agreeing to maintain a standard deductible of \$25,000 per loss, which is still one of the lowest deductible levels for similar sized institutions. This policy also now provides \$8 million of business interruption insurance, which is separate from the Building and Contents blanket limit; up from \$7M. Finally, WTW secured Liberty Mutual's coverage position that NWRC's current occupancy & usage does not fall under a vacancy designation and remains fully insured for all types of insured perils.

General Liability

The incumbent carrier, CM Regent, non-renewed the coverage as part of their package policy (based on adverse property loss history). WTW marketed the coverage and secured comprehensive coverage from former carrier United Educators for a premium of \$253,197; an increase from expiring program (\$132,410); mainly driven by the carrier's business model (United Educators is a risk retention group; a homogeneous group captive model where the College is also maintains ownership in the retention group).

No alternative carriers could offer competitive pricing nor terms, which includes sexual misconduct liability coverage. A deductible of \$50K per occurrence applies. The College reviewed a higher (\$75K per occurrence) deductible for annual premium savings but determined the savings was not large enough to assume the additional costs for a slip, trip, fall and assault type loss event. No material changes in terms or conditions.

Automobile

The incumbent carrier, CM Regent, non-renewed as part of their package policy (adverse property loss history). WTW leveraged the existing relationship with the Workers' compensation carrier, PMA to secure favorable terms. PMA offered similar coverage terms for a renewal rate of \$27,194, up from \$15,957 expiring policy but partly due to a 13% (1 power unit) increase in fleet. The automobile policy covers employees driving College-owned, rented, or hired vehicles as well as providing damage protection (collision and comprehensive coverage) for the College's current fleet. No material changes in terms or conditions.

Workers' Compensation

The incumbent carrier, PMA offered a renewal premium of \$298K which is approximately \$19K or 6% lower than the expiring premium. This decrease is primary due to the reduction in loss experience rating, offset by a 9% increase in payroll. The College's PA state loss experience modification factor (a measure of adjusting the premium) for the new year decreased from .906 to .731, a -19% decrease. PMA, continues to offer Sliding Scale Dividend which could provide CCP with the possibility of two dividend payments, applied to CCP's earned premium (not inclusive of Terrorism Premium) based on CCP's loss ratio over the next 30 months - the maximum return could be 18% with little to no loss activity. **NOTE** - dividends are based on the financial performance of PMA and are not guaranteed) The Human Resources Office and the College's Safety Committee continue to review all work-related claims and offer recommendations and training efforts where needed. The College's Safety Committee again received re-certification from the PA Department of Labor which automatically makes the College eligible for a 5% reduction in premium. No material changes in terms or conditions.

Umbrella & Excess Liability

Lead incumbent carrier, CM Regent, non-renewed their \$20M layer as part of their package policy (due to adverse property loss experience) while \$5M excess layer carrier Crum & Forster (C&F) declined to provide a lower attachment point. Fortunately, the previous carrier United Educators was able to offer once again a full \$25M excess liability limit for approximately \$147K; up from expiring (combined) \$75K premium but enabling the College to take advantage of broader excess coverage. Like the GL policy, United Educators provides the broadest scope of sexual misconduct liability coverage in the marketplace. The pricing reflects the state of the marketplace and rise in medical and legal costs for catastrophic type loss events. No other carrier was able to improve upon the coverage, limits nor cost offered by United Educators. The College explored a lower catastrophic limit for \$20M but the savings were not meaningful to relinquish the catastrophic level coverage. Aside from a policy standard 10-year reporting provision term for sexual misconduct claims, no material changes in terms or conditions.

Educator's Legal Liability (ELL)

The College's ELL policy has a limit of \$15 million and provides protection for both the College's and Foundation's Board of Trustees against professional management liability wrongful acts as well as Institutional protection for employment practices wrongful acts, employed lawyer's professional wrongful acts, and College educators (tenured and adjunct) professional wrongful acts. Incumbent United Educators (UE), the longtime incumbent carrier, provided a renewal quote of approximately \$206K – representing less than 3% increase - the lowest increase offered by United Educators to its members in 2023. The College reviewed alternative (higher) retentions than the existing \$75K per claim for premium relief and determined the option was not financially feasible. The College also explored alternative (Higher) limits up to \$20M but the cost did not justify the higher limits with benchmarking studies justifying the current \$15M limit. A change in controlling / appointing outside defense counsel was reviewed but a rate cap and higher retention negated interest. General Counsel continues to work closely with UE and selected outside defense counsel actively managing the College's litigation matters. No material changes in terms or conditions.

Student Medical Malpractice

CNA quoted a premium of approximately a 2% reduction from expiring \$7K (approximate) based on a reduced student enrollment count for professional programs. The number of students participating in clinical settings directly affects the cost of this insurance. There has been no rate increase for this coverage over the past several years. This policy provides \$1 million in coverage per claim and \$5 million in the aggregate to the College and to students and faculty related to their activities in a clinical setting. No material changes in terms or conditions.

Crime

This policy provides the College with protection against 1st party (employee) theft and 3rd party theft and fraud for a limit of \$5M. It also covers "social engineering fraud/funds transfer" should an employee unwittingly transfer College assets to a fraudulent third party due to deceptive and fraudulent practices. With the lead \$1M held by incumbent CM Regent and non-renewed as part of their package policy, WTW secured a complete \$5M total crime limit quote from several carriers, including incumbent excess crime carrier Travelers. WTW approached several carriers for a full \$5M total crime limit and secured favorable options all approximately \$1-2K in premium difference from last year. Travelers revised their terms and offered the best program with higher sub limits for social engineering (\$250K). The College has also secured excess social engineering coverage from Axis for a small premium of \$3,600.

International Liability

This policy provides foreign-based general liability, automobile liability, and worker's compensation coverage as well as travel, medical and security assistance services for faculty and staff traveling abroad, representing the interests of The College. This policy, placed with The Hartford, also includes kidnap and extortion coverage. The premium for this coverage is slightly above last year's premium (approximately \$3,700). No material changes in terms or conditions.

Fine Arts

This policy, placed with Aspen, provides comprehensive loss or damage to the College's identified Fine Arts collections as well as collections on loan with limits of \$275,000 while at named CCP locations, and \$100,000 at any other location, worldwide and \$100,000

while in transit, worldwide. The renewal premium remained virtually the same (approximately \$1,200). No material changes in terms and conditions.

CATC Operations (CCP Development LLC)

The College's investment and development of the Career & Advanced Technology Center (CATC) under the ownership structure of CCP Development LLC and various private investors has been insured separately under a builder's risk and owner's liability policies since construction commenced in December of 2020. At the time of this report, the coverages have now been arranged and included under the College's commercial property and liability insurance policies for no additional premium – a realized savings of approximately \$50K. No material changes in terms and conditions - the interests involved in CATC remain protected under the new policies.

Security and Privacy (Cyber Insurance)

This insurance offers critical insurance protection to the College if there were data security breaches or compromises of student and/or employee "private" information (as determined by federal and state jurisdiction). The carrier will provide forensic and legal assistance from a panel of experts to help determine the extent of the breach and the steps required to comply with applicable laws, include the following: notification to persons who must be notified under applicable law or on a voluntary basis; offer 12 months of credit monitoring to affected individuals; identify theft-related fraud resolution services for individuals enrolled in credit monitoring who become victims of identity theft; and extend coverage for theft, loss or unauthorized disclosure of information held by business associates as defined by HIPPA. First party benefits include protection for data recovery and business interruption, extortion threats, and regulatory defense and penalties. The policy also protects the College against 3rd party legal action for damages arising from the alleged breach (including defense costs). The College currently has a policy limit of \$3 million. WTW's cyber broker team worked closely with The College's information security team to secure both favorable terms from incumbent Chubb as well as an aggressively priced alternative with Coalition – both leading cyber insurance carriers in the industry. Chubb offered a renewal premium of approximately \$44K – a slight increase from expiring while Coalition offered a premium of approximately \$34K – a \$7K or 17% reduction from expiring. Both proposals offer full 1st & 3rd party liability protection with no loss nor restriction in coverage limits nor any con-insurance requirements for ransomware events coverage – a common market condition. The retention offered by Coalition is \$50K: a reduction from expiring \$75K with Chubb. The actual pricing is lower than the marketplace conditions (+10-25%). At the time of this report, the College is completing some due diligence in its review of the alternative coverage terms offered by Coalition, including some subjectivities to place coverage. WTW explored increased limit options of \$5M with both Chubb and Coalition but the additional premium cost did not justify purchasing the increased limits.

Broker Fee

The professional brokerage services of WTW and One Digital are captured under a multi-year (5-year term) agreement that incepted in 2021. The annual fee for 2023-24 remains at \$50,000 for their risk management and insurance brokerage services.

Recommendation

College staff is requesting that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees that the College procure insurance as detailed in Attachment B. The 2023-24 Property and Casualty Insurance Renewal Package,

including the \$50,000 broker fee, totals \$1,440,815. The source of funding will come from the Operating Budget.

2) Change Order for Allied Universal (Action Item)

Allied Universal was selected through an RFP process in May 2022 and the Board of Trustees approved the contract on June 2, 2022: Year 1 at \$2,250,000; Year 2 at \$2,370,000; and Year 3 at \$2,485,000. The contract stipulates that Allied Universal was to subcontract with Sovereign Security, a minority firm based in Philadelphia, for 25% of the contracted amount.

The College required Allied Universal to add a bike patrol security officer at the Main Campus and additional officers at CATC. This was done to ensure the safety and security of the College community. The additional security has resulted in an increase of \$250,000 for Year 1.

The College wants to continue additional services for Year 2 and Year 3. These additional services will result in Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250. The funds for this increase will be from the College's Operating Budget.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee that the College enter into a contract with Allied Universal to continue additional services for Year 2 and Year 3. These additional services will result in Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250. The funds for this increase will be from the College's Operating Budget.

3) Resolution of the Business Affairs Committee and Executive Committee of the Community College of Philadelphia's Board of Trustees Regarding Discharge of Student Debt owed to the College for Qualifying Students (Action Item):

Dr. Generals and the College administration are recommending the relief of student debt, owed to the College, for students who had attained more than thirty credits prior to the start of the Fall 2022 and Spring 2023 semesters for debt owed to the College during Fall 2022 and Spring 2023 for Qualifying Students as set forth in the Resolution attached as Attachment C.

The College received \$5,196,028 under the Supplemental Support under the American Rescue Plan (SSARP), of which \$2,598,014 is designated as institutional funds. The College is authorized by SSARP to use these institutional funds to discharge student debt incurred as a result of the COVID-19 Pandemic for students enrolled between March 13, 2020 and the present, which debt can properly be considered lost revenue to the College, and for which the College is permitted to reimburse itself. The College is requesting the Business Affairs Committee and the Executive Committee of the Board of Trustees for the Community to authorize the discharge of student debt owed to the College for tuition, fees, and other expenses permitted to be relieved under the SSARP (excluding fees assessed for damaged, lost, or unreturned laptops & equipment) using SSARP institutional funds for Qualifying Students. Qualifying Students are students who were enrolled in credit courses in the Fall 2022 semester and Spring 2023 semester provided they had attained 30 credits or more prior to the start of each semester. The

debt relieved shall be limited to the debt to the College incurred by each such Qualifying Student during the Fall 2022 semester and Spring 2023 semester to the extent they were a Qualifying Student for each semester. This debt relief does not apply to student debt that is contracted to be paid by third parties. The debt relieved will be discharged after all federal and Commonwealth financial aid as well as any scholarships have been applied.

The College administration is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the Resolution contained in Attachment C. If approved, the Executive Committee will present the Resolution for Ratification by the Board of Trustees at the College's September 7, 2023 Board Meeting.

4) Resolution to Increase the Wage Rate for Student Workers and Part-Time Tutors (Action Item)

The Board of Trustees approved an increase of student worker wages to \$9.50 per hour and for non-student peer tutors to \$11.00 per hour effective Spring 2020. The College administration is requesting that the Business Affairs Committee and the Executive Committee of the Board of Trustees hereby approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student, (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023. The College administration is also requesting that the Business Affairs Committee and Executive Committee approve revisions to College Policy Memorandum No. 103(A) as set forth in Exhibit A to the attached Resolution. Please refer to Attachment D.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee to approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student, (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023. The funds will be coming from the Operating Budget. If approved, the Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College's September 7, 2023 Board Meeting.

5) Reappointment of Fox Rothschild, LLP as Construction Counsel (Action Item)

The College administration recommends the reappointment of Fox Rothschild, LLP, with Ron Williams, as lead attorney as the College's Construction Counsel. Other members of the current team at Fox include Kevin Boyle and Mohamed Asker. Mr. Williams is the Co-Chair of Fox's National Construction Law Practice. Fox has offered a 43% discount off Mr. Williams' current rate and a 20% discount off the rates of additional attorneys. Fox has also offered the services of Mr. Williams' assistant, (a former paralegal), to aid in the preparation of the College's AIA construction contracts free of charge. Mr. Williams and team have successfully secured insurance coverage for the College on a large claim where the insurance carrier attempted to deny coverage, they are assisting in pursuing delinquent contractors related to the CATC, and have previously secured a multi-million-dollar jury verdict for the College. Mr. Williams has been a strong advocate and supporter for the College.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee to approve the reappointment of Fox Rothschild, LLP, with Ron Williams, as lead attorney as the College's Construction Counsel.

6) Appointment of CCP CATC, Inc. Directors

On or about July 6, 2021, the CCP Career & Advanced Technology Center, Inc. ("CCP CATC, Inc.") was recognized as a 501(c)(3) non-profit organization retroactive to October 20, 2020 for the purpose of benefitting the Community College of Philadelphia.

Under the CCP CATC, Inc. bylaws, the College's Board of Trustees are to appoint five (5) Directors to the CCP CATC, Inc. each year with two directors being members of the College's Board of Trustees, one Director being the College's President and the final two (2) members of the CCP CATC, Inc. Board shall be individuals who are not currently a director, trustee, member of senior leadership, officer or employee of the College (or spouses of such persons) (each, a "Disaffiliated Director"). The current Directors appoints will end on June 30, 2023.

The College administration is recommending that the College's Business Affairs Committee and Executive Committee appoint College Trustees Robert Dubow and Jeremiah White as the College's Board of Trustees representatives, Dr. Donald Generals, *ex officio*, the College's President, and Mr. Anthony Simonetta and Dr. Ellyn Jo Waller as the Disaffiliated Directors for the CCP CATC, Inc. for the period of July 1, 2023 through June 30, 2024 or until such time as they are replaced by the College's Board of Trustees. Please refer to Attachment E. If approved, the Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College's September 7, 2023 Board Meeting.

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

The next meeting of the Business Affairs Committee is scheduled for **Wednesday, August 23, 2023 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:

- 1) Fiscal Year 2023-2024 Insurance Renewal
- 2) Change Order for Allied Universal
- 3) Resolution of the Business Affairs Committee and Executive Committee of the Community College of Philadelphia's Board of Trustees Regarding Discharge of Student Debt Owed to the College for Qualifying Students
- 4) Resolution to Increase the Wage Rate for Student Workers and Part-Time Tutors
- 5) Reappointment of Fox Rothschild, LLP as Construction Counsel
- 6) Resolution of Appointment of CCP Career & Advanced Technology Center, Inc. ("CCP CATC, Inc.") Directors

EXECUTIVE SESSION

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

Topic: BAC Executive Session

<https://ccp.zoom.us/j/98578311762?pwd=UThZRmJ6S0c4OGIheHZzWENTcEVZZz09>

Meeting ID: 985 7831 1762

Passcode: CCP

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JE/tn

**ATTACHMENT A
FUNDING FOR ACTIONS ITEMS**

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

AGENDA: JUNE 21, 2023

Agenda No.	Vendor/Consultant	Amount	Source
1.	Fiscal Year 2023-2024 Insurance Renewal	\$1,440,815	Operating Budget
2.	Change Order for Allied Universal	Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250.	Operating Budget
3.	Resolution on the Relief of Student Debt, Owed to the College, During the Fall 2022 and/or Spring 2023 Semesters for Qualifying Students		Supplemental Support under the American Rescue Plan (SSARP)
4.	Resolution to Increase the Wage Rate for Student Workers and Part-Time Tutors	Approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023.	Operating Budget

ATTACHMENT B
2023-24 Property and Casualty Insurance
Renewal Package

Coverage	Carrier	Renewal (2023-24) Premium	Expiring (2022-23) Premium
Property	Liberty Mutual (New)	\$359,052	\$ 280,940
Terrorism Risks (\$250M)	London Market (New)	\$ 34,010	included above
General Liability (\$1M)	United Educators (New)	\$253,197	\$132,410
Automobile	PMA (New)	\$ 27,194	\$15,957
Workers' Compensation	PMA	\$298,061	\$317,106
Excess Liability (\$25M) -	United Educators (New)	\$147,310	\$74,560
International Liability Package	Hartford	\$3,688	\$2,936
Crime (\$5M x \$1M)	Travelers	\$15,244	\$15,326
Excess Crime – Social Engineering	Axis	\$3,600	\$0
Educators Legal Liability (\$15M)	United Educators (New)	\$206,714	\$200,145
Student Medical Professional Liability (\$1M)	CNA	\$3,744	\$6,683
Travel Accident	AIG	\$1,154	\$1,154
Fine Arts Collections	Aspen	\$1,236	\$1,174
Security & Privacy Events	Coalition (New)	\$ 33,830	\$ 40,034
CATC Package Premiums	Zurich	\$0	\$ 48,136
Brokerage Services Fee	WTW/B&B	\$ 50,000	\$ 50,000
TOTAL COSTS		\$1,440,815 (+21%)	\$1,186,561

ATTACHMENT C

**Resolution of the Business Affairs Committee and
Executive Committee of the Community College of
Philadelphia's Board of Trustees Regarding
Discharge of Student Debt owed to the College for
Qualifying Students**

Resolution of the Business Affairs Committee and Executive Committee of the Community College of Philadelphia’s Board of Trustees Regarding Discharge of Student Debt owed to the College for Qualifying Students

WHEREAS, the College has received \$5,196,028 under the Supplemental Support under the American Rescue Plan (SSARP), of which \$2,598,014 is designated as institutional funds;

WHEREAS, the College is authorized by SSARP to use these institutional funds to discharge student debt incurred as a result of the COVID-19 Pandemic for students enrolled between March 13, 2020 and the present, which debt can properly be considered lost revenue to the College, and for which the College is permitted to reimburse itself;

NOW, therefore on this 21st day of June, 2023, the Business Affairs Committee and the Executive Committee of the Board of Trustees for the Community College of Philadelphia, hereby authorize the discharge of student debt owed to the College for tuition, fees, and other expenses permitted to be relieved under the SSARP (excluding fees assessed for damaged, lost, or unreturned laptops & equipment) using SSARP institutional funds for Qualifying Students. Qualifying Students are students who were enrolled in credit courses in the Fall 2022 semester and Spring 2023 semester provided they had attained 30 credits or more prior to the start of each semester. The debt relieved shall be limited to the debt to the College incurred by each such Qualifying Student during the Fall 2022 semester and Spring 2023 semester to the extent they were a Qualifying Student for each semester. This debt relief does not apply to student debt that is contracted to be paid by third parties. The debt relieved will be discharged after all federal and Commonwealth financial aid as well as any scholarships have been applied. The Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College’s September 7, 2023 Board Meeting.

Harold T. Epps, Chair of Board of Trustees

Sheila Ireland, Secretary of the Board of Trustees

Donald Generals, Ed.D., President

Jacob Eapen, Treasurer

ATTACHMENT D

Resolution to Increase the Wage Rate for Student Workers and Non-Student Peer Part-Time Tutors

Resolution for Combined Business Affairs Committee and Executive Committee Meeting June 21, 2023 for Increase in the Student Wage Rate, Part-Time Tutor Rate and Changes to College Policy Memorandum No. 103(A)

On this 21st day of June, 2023, the Business Affairs Committee and the Executive Committee of the Board of Trustees for the Community College of Philadelphia hereby approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023. College Policy Memorandum No. 103(A) shall also be revised as set forth in Exhibit A hereto. The Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College's September 7, 2023 Board Meeting.

Harold T. Epps, Chair of Board of Trustees

Sheila Ireland, Secretary of the Board of Trustees

Donald Generals, Ed.D., President

Jacob Eapen, Treasurer

Exhibit A to Attachment D -

PROCEDURES AND WAGE RATE FOR EMPLOYMENT OF STUDENTS ON A PART-TIME BASIS

**Memorandum #103A Procedures and Wage Rate for Employment of Students on a Part-time Basis
Revised: June 23, 2023**

Original Date of Issue: August 21, 1972

Prior Revisions:

Reissued: 84A - April 30, 1974

84B - July 20, 1978

84C - November 17, 1980

84D - May 17, 1990

103 - September 1, 1997

103A - July 16, 2001

103A- January 13, 2010

Policy Holder: Director of Financial Aid

Approved by: Board of Trustees

Effective immediately, this procedure applies to all Community College of Philadelphia students who are employed on a part-time basis at the College.

Responsibilities of Financial Aid Office

All part-time student employees, whether paid out of Federal College Work-Study Program funds or general funds of the College included in office budgets, must be processed through the Financial Aid Office.

Enrollment Requirements for FSW students

In general, a student must be enrolled at least half-time (6 credits) to be employed in a Federal Work-Study (FWS) position at the Community College of Philadelphia. A student may be employed under FWS during a period of nonattendance, such as a summer term or an equivalent vacation period.

Numbers of Hours Which Students May Work

During the regular semesters students may not work more than twenty (20) hours per week. For students working in more than one department or who have various assignments, the combined hours of all assignments in any given week may not exceed twenty (20) hours. When classes are in session for only part of the week, the twenty-hour limit applies to the entire week. Furthermore, the total number of hours worked can never exceed the work-study authorized amount on the authorization form.

Federal work-study funding can only be earned during the federal fiscal year (July 1-June 30)

Authorizations for FWS students are issued for the academic year and also for the summer.

Therefore, students must request a new authorization at the beginning of these periods. Students are not allowed to work outside the authorized period of time noted on the work-study authorization form.

Students' authorized hours will vary depending on their enrollment status.

Procedures to be Followed by Students Seeking Employment

Federal Work Study Program (FWS)

All FWS awards are subject to the availability of funds and may be reduced or canceled at any time. To establish eligibility for FWS employment, a student must first apply for financial aid in accordance with the procedures outlined in the College Catalog.

Students will be notified by the Financial Aid Office of their Federal Work-Study eligibility. Students should report to the Financial Aid Office after they have been awarded work-study to:

Complete an I-9 Form for Employment Eligibility Verification with appropriate required documentation (e.g. Driver's License and Social Security Card or unexpired U.S. Passport, etc.);

Complete a Form W-4 Employee Withholding Allowance Certificate

Obtain the Work-Study Authorization Form and other supplemental information

Additional details about job placement are available through the Federal Work-Study Coordinator in the Financial Aid Office and online at <https://app.joinhandshake.com/employers/27073>.

No student should be permitted to begin working before the signed authorization forms have been returned to the Financial Aid Office. The only office that can authorize a student to work is the Financial Aid Office. Additionally, all required employment forms listed above must be received and verified by the Office of Human Resources prior to a student starting their work-study assignments. If eligibility to work in the United States cannot be verified, the offer of a work-study assignment will be rescinded.

Student timesheets are approved through Kronos by the student's Supervisor.

Regular Payroll Students

Federal regulations involving financial aid eligibility require that regular payroll earnings at the College be taken into consideration in the determination of financial need the following year. Therefore, all regular payroll authorizations for students must originate in the Financial Aid Office.

A department seeking to place a student on its regular payroll will send the student to the Financial Aid Office to obtain an authorization form. The department referring must ensure that it has regular payroll money in its budget to cover all such wages.

Depending on what financial aid, if any, the student is receiving, the Financial Aid Office will make one of the following determinations:

The student will be hired on regular payroll. In this case, the student will be given an authorization form to be signed by the supervisor. This authorization will be valid for either the duration of the academic year or the summer.

The student is eligible for FWS. In this case, the student will be placed on FWS payroll instead of regular payroll.

Authorizations signed by the appropriate supervisor should be returned to the Financial Aid Office. No student is to begin working until the signed authorization form has been returned to the Financial Aid Office from the supervisor to whom the student will report.

Non-FWS students also must complete an I-9 Form for Employment Eligibility Verification with appropriate required documentation (e.g. Driver's License and Social Security Card or unexpired U.S. Passport, etc.); and Complete a Form W-4 Employee Withholding Allowance Certificate.

Worker's Compensation

Should a student be injured while performing authorized work duties, the supervisor should immediately contact the Benefits Office in Human Resources to evaluate eligibility for worker's compensation benefits.

Wage Rate

Effective July 1, 2023, the wage rate for all student employees shall be set at a minimum of \$15.00 per hour. An increase or exception to the standard wage rate may be granted by the College President or his/her/their designee. The minimum wage rate for students may be adjusted by the Board of Trustees from time to time and shall comply with all federal, state, and local laws.

ATTACHMENT E

Resolution on Appointment of CCP CATC, Inc. Directors

RESOLUTION OF BUSINESS AFFAIRS COMMITTEE AND EXECUTIVE COMMITTEE
Appointment of Directors for CCP Career & Advanced Technology, Inc.
June 21, 2023

WHEREAS, on or about July 6, 2021, the CCP Career & Advanced Technology Center, Inc. (“CCP CATC, Inc.”) was recognized as a 501(c)(3) non-profit organization retroactive to October 20, 2020 for the purpose of benefitting the Community College of Philadelphia;

WHEREAS, under the CCP CATC, Inc. bylaws, the College’s Board of Trustees are to appoint five (5) Directors to the CCP CATC, Inc. each year with two directors being members of the College’s Board of Trustees, one Director being the College’s President and the final two (2) members of the CCP CATC, Inc. Board shall be individuals who are not currently a director, trustee, member of senior leadership, officer or employee of the College (or spouses of such persons) (each, a “Disaffiliated Director”);

WHEREAS, the current Directors appoints will end on June 30, 2023;

NOW therefore on this 21st day of June, 2023, the College’s Business Affairs Committee and Executive Committee of the Board of Trustees for Community College of Philadelphia appoint College Trustees Robert Dubow and Jeremiah White as the College’s Board of Trustees representatives, Dr. Donald Generals, *ex officio*, the College’s President, and Mr. Anthony Simonetta and Dr. Ellyn Jo Waller as the Disaffiliated Directors for the CCP CATC, Inc. for the period of July 1, 2023 through June 30, 2024 or until such time as they are replaced by the College’s Board of Trustees. The Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College’s September 7, 2023 Board Meeting.

Harold T. Epps, Chair of Board of Trustees

Sheila Ireland, Secretary of the Board of Trustees

Donald Generals, Ed.D., President

Jacob Eapen, Treasurer