

**AGENDA**  
**HYBRID/COMBINED MEETING OF THE**  
**BUSINESS AFFAIRS AND THE EXECUTIVE**  
**COMMITTEES OF THE BOARD OF TRUSTEES**  
**Community College of Philadelphia**  
**Wednesday, April 16, 2025 – 9:00 A.M.**

**TO:** Business Affairs and Executive Committees of the Board of Trustees  
**FROM:** Jacob Eapen  
**DATE:** April 10, 2025  
**SUBJECT:** Hybrid Meeting of the Business Affairs and Executive Committees Meeting of the Board of Trustees

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A hybrid meeting of the Combined Business Affairs and Executive Committees of the Board of Trustees is scheduled for **Wednesday, April 16, 2025 at 9:00 A.M.** Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom. The Zoom information for the Public Sessions of both the Executive Committee and Business Affairs Committee meetings is as follows:

**Topic: 04/16/2025 Business Affairs Committee of the Board of Trustees – Public Session**

<https://ccp.zoom.us/j/92558976144?pwd=Sw7EmH3XazT15gdDUaeM8jrEFgkIH6.1>

**Meeting ID: 925 5897 6144**

**Passcode: 8029**

**AGENDA**  
**BUSINESS AFFAIRS COMMITTEE**  
**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) Contract with CSG Global (Action Item)**

CSG Global Consulting is an Avaya partner that has provided Unified Communications (UC) and Contact (CC) telephone maintenance, and support and upgrades to the College. The renewal package provides a 40-month (four-month, three-year annual term) agreement to help align with CCP fiscal year funding requests for budgeting purposes.

CSG Global has worked closely with CCP Information Technology and Financial teams addressing the increased costs from the original contract three years ago, while these costs have been impacted from general market inflation and increased licensing costs.

Comprehensive Support Services – CSG provides Tier 1 and Tier 2 support for CCP's Telecommunications infrastructure including:

- Avaya UC Subscription: Core voice licensing and entitlements for enterprise-wide communications.
- Avaya Aura Contact Center: Supporting Financial Aid, Registration, Information Center and other critical departments.
- Intelligent Call Back (ICB) Solution: Enhancing customer experience by reducing hold times.
- RSI Call Accounting: Enabling call tracking and analytics and advanced reporting across all departments.

CSG Global Consulting and Avaya both subscribe to the PEPPM program for Pennsylvania Higher Education Purchasing Network for special project pricing and standard discounts at 9%. All of the Avaya components included in this proposal are based on special pricing incentives made available for the College, for PEPPM pricing for all Avaya products. See Attachment B for the detailed pricing.

Staff requests that the Business Affairs Committee recommend to the full Board the renewal of the Telecommunications Maintenance Support and Subscription Agreement with CSG Global Consulting at the total cost of \$604,754 for 3 years and 4 months. These funds will be from the operating budget.

**(2) Contract with Dell Technologies (Action Item)**

The Board-approved the current Technology plan, which requires periodic refresh of desktop computers across the enterprise. The college maintains a technology refresh budget to support this plan. Getting CCP ready again with current classroom technology provides a critical role in expanding capabilities and overall productivity of the workforce. With the expansion of hybrid cloud and modern cloud applications, this requires us to continue to modernize all aspects of our IT framework: Infrastructure, Networks, Applications, and the Data Center.

### **Current Classroom Landscape:**

- Over 60 % of installed Student Classroom Desktops are 5+ years old.
- Critical refreshes did not occur during the pandemic due to limited manpower and a reduced reliance on Campus desktop resources.
- Aging equipment that are at or approaching end of life, and are no longer be supportable .
- Hardware that will not support current operating systems/applications for instruction.
- Significantly increased support and maintenance costs.
- Multiple single points of failure resulting in prolonged outages & disruption of operations.
- Security deficiencies leaves critical data and systems vulnerable to data breach.

This purchase is leveraging special pricing from Dell based upon quantity for a significant savings over standard COSTARS contract pricing and utilizing Capital dollars. See Attachment C.

Staff recommends that the Business Affairs Committee recommend to the full Board, the Classroom Desktop PC Upgrade Project with Dell Technologies at the total cost of \$443,700, which includes a 3 full year's maintenance and advanced exchange support for 450 units at \$986 each. This purchase will be from the capital budget.

### **(3) Contract with Cozen O'Connor Public Strategies, LLC for Strategic Communications and Media Services (Action Item)**

The College requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees to approve an agreement with Cozen O'Connor Public Strategies, LLC (CPS), effective as of April 5, 2025, for CPS to provide strategic communications and media services on behalf of the College's Board of Trustees through June 30, 2025. This agreement is for an amount not to exceed \$30,000.

The CPS team that will support the Board is led by Kyle Anderson. The CPS team is 40% people of color, and 80% women. CPS is a wholly owned subsidiary of Cozen O'Connor, an AmLaw 100 law firm. The College has been very pleased with the lobbying services that CPS has provided to CCP.

Staff requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees to approve a three (3) month agreement with CPS for strategic communications and media services in an amount not to exceed \$30,000. The funds for this contract will be funded from the College's operating budget.

**(4) Resolution for Wage Increases for Administrators, Grant Administrators and Confidential Employees (Action Item)**

The College administration seeks a wage increase for administrators, grant administrators and confidential employees in parity with the raises already approved for the College's bargaining unit employees. At its November 2024, the Board of Trustees ratified a resolution that was approved by the Executive Committee of the Board of Trustees that included: "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 5% retroactive to September 1, 2024." The Board of Trustees has approved a 6.5% increase for the bargaining units for fiscal year 2024-2025, which would be retroactive to September 1, 2024.

Therefore, the College administration recommends that the Business Affairs Committee recommend to the Board of Trustees to authorize a Resolution as set forth, in Attachment D which includes that "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 1.5% retroactive to September 1, 2024."

**(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, May 21, 2025 at 9:00 A.M.

**EXECUTIVE SESSION**

An Executive Session will follow the Public Session. Discussions will center on personnel. The zoom information for the Executive Session will be provided to those in attendance.

**AGENDA**  
**EXECUTIVE COMMITTEE**  
**PUBLIC SESSION**

**(1) Policy Approval: Solicitation at the College Policy (Action Item)**

Staff seeks approval of revisions to the College's Solicitation at the College (Memorandum #158) policy to include language prohibiting credit card marketing on campus in compliance with Article XXIII-A of the Pennsylvania Public School Code (24 P. S. §§ 23-2301-A—23-2303-A) and other proposed revisions.

This policy has been reviewed by the Board's Policy Working Group. Red-lined and clean versions of the Solicitation on Campus (revised Memorandum #158) policy are attached as Attachment E.

Staff requests that the Executive Committee of the Board of Trustees recommend to the Board of Trustees that the Solicitation at the College (revised Memorandum #158) policy is approved.

- (2) **Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion to approve the contract with Cozen O'Connor Public Strategies, LLC.**

JE/tn

C: Ms. Mindy Posoff  
Dr. Donald Generals  
Mr. Gim Lim  
Ms. Marsia Henley  
Mr. Derrick Sawyer  
Mr. John Wiggins  
Dr. Judith Gay, Vice President Emerita

**ATTACHMENT A**  
**FUNDING FOR ACTION ITEMS**  
**MEETING OF THE BUSINESS AFFAIRS**  
**COMMITTEE OF THE BOARD OF TRUSTEES**  
**AGENDA: April 16, 2025**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1	CSG Global Consulting	\$604,754	Operating Budget
2	Dell Technologies	\$443,700	Capital Budget
3	Cozen & O'Connor	\$ 30,000	Operating Budget

## **ATTACHMENT B**

### **COST BREAKDOWN**

	2025 (Current FY)	4-Month	2026	2027	2028	Last Year/This Year	% Increase	Notes
CSG Maintenance	\$ 33,084.00	\$ 9,884.34	\$ 34,069.04	\$ 34,069.04	\$ 34,069.04	\$ 985.04	2.98	CSG Minimal Increase
Avaya UC Support	\$ 119,122.35	\$ 43,099.80	\$ 129,250.80	\$ 129,250.80	\$ 129,250.80	\$ 10,128.45	8.50	Avaya Minimal Increase
Avaya Contact Ctr Support	\$ -	\$ 5,034.56	\$ 15,103.68	\$ 15,103.68	\$ 15,103.68	\$ 15,103.68	100.00	Re-establish Support
CSG ICB Support	\$ 2,103.00	\$ 612.50	\$ 2,103.00	\$ 2,103.00	\$ 2,103.00	\$ -	0.00	No Increase
RSI Call Accounting	\$ 1,020.00	\$ 525.00	\$ 1,339.58	\$ 1,339.58	\$ 1,339.58	\$ 319.58	NA	
Total	\$ 155,329.35	\$ 59,156.20	\$ 181,866.10	\$ 181,866.10	\$ 181,866.10	\$ 26,536.75		



## **ATTACHMENT C**

### **DELL QUOTE**



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 11, 2025**.

You can download a copy of this quote during checkout.

[Place your order](#)

**Quote Name:** Respiratory qty 500 w/ monitors  
**Quote No.** 3000186794402.4  
**Total** \$443,803.50  
Customer # 8865075  
Quoted On Mar. 21, 2025  
Expires by Apr. 11, 2025  
Contract Name Pennsylvania DGS  
Contract Code COSTARS-3 IT Hardware  
Customer Agreement # C000001020025  
Deal ID COSTARS-003-E22-603  
28411937

Sales Rep Amber Raby  
Phone 1(800) 456-3355, 6186578  
Email Amber.Raby@Dell.com  
**Billing To** ACCOUNTS PAYABLE  
COMM COLLEGE OF  
PHILADELPHIA  
1700 SPRING GARDEN ST  
PHILADELPHIA, PA 19130-3936

### Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Amber Raby

Product	Unit Price	Quantity	Subtotal
OptiPlex Small Form Factor Plus 7020 BTX	\$900.00	450	\$405,000.00
Dell 24 Monitor - E2425H	\$86.23	450	\$38,803.50

Subtotal:	\$443,803.50
Shipping:	\$0.00
Non-Taxable Amount:	\$443,803.50
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$443,803.50

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

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	Unit Price	Quantity	Subtotal
<b>OptiPlex Small Form Factor Plus 7020 BTX</b>	<b>\$900.00</b>	<b>450</b>	<b>\$405,000.00</b>
Estimated delivery if purchased today:			
Mar. 28, 2025			
Contract # C000001020025			
Customer Agreement # COSTARS-003-E22-603			

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex Small Form Factor Plus 7020 BTX	210-BKWL	-	450	-
Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.4 GHz Turbo, 65W)	338-CNCK	-	450	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	450	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	450	-
32 GB: 2 x 16 GB, DDR5	370-BBQG	-	450	-
M.2 2230 512GB PCIe NVMe SSD Class 35	400-BQSB	-	450	-
M.2 22x30 Thermal Pad	412-AAQT	-	450	-
1st M.2 2280 SSD Screw	773-BBBC	-	450	-
NO RAID	817-BBBN	-	450	-
Intel Integrated Graphics	490-BBFG	-	450	-
OptiPlex SFF Plus with 260W Bronze Power Supply	329-BJWJ	-	450	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	450	-
DVD+/-RW Bezel	325-BDSH	-	450	-
8x DVD+/-RW/RAM 9.5mm Slimline Optical Disk Drive	429-ABFH	-	450	-
CyberLink Media Essentials for Windows	430-XYIX	-	450	-
No Media Card Reader	379-BBHM	-	450	-
No Wireless LAN Card	555-BKHY	-	450	-
No Additional Video Ports	492-BCKH	-	450	-
Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black	580-AJJG	-	450	-
Mouse included with Keyboard	570-AADI	-	450	-
No Cover Selected	325-BCZQ	-	450	-
Dell Additional Software	634-CHFP	-	450	-
ENERGY STAR Qualified	387-BBLW	-	450	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	450	-
Watch Dog SRV	379-BFMR	-	450	-
Quick Start Guide, OptiPlex SFF Plus	340-DMJC	-	450	-
Print on Demand Label	389-BDQH	-	450	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	450	-
Shipping Material	340-CQYR	-	450	-
Shipping Label	389-BBUU	-	450	-
Regulatory Label for OptiPlex SFF Plus PSU DAO	389-FFZD	-	450	-
Intel® Rapid Storage Technology Driver	658-BFSK	-	450	-
Intel Core i7 Processor Label	340-CUEQ	-	450	-
Desktop BTS/BTP Shipment	800-BBIP	-	450	-

No Additional Add In Cards	382-BBHX	-	450	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	450	-
Configuration Matérielle Fixe	998-GRXT	-	450	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	450	-
Internal Speaker	520-AARD	-	450	-
No vPro® support	631-BBQQ	-	450	-
Dell Limited Hardware Warranty Plus Service	812-3886	-	450	-
Onsite/In-Home Service After Remote Diagnosis 3 Years	812-3887	-	450	-
		<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
		<b>\$86.23</b>	<b>450</b>	<b>\$38,803.50</b>

**Dell 24 Monitor - E2425H**

Estimated delivery if purchased today:  
Mar. 27, 2025  
Contract # C000001020025  
Customer Agreement # COSTARS-003-E22-603

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - E2425H	210-BNHS	-	450	-
Dell Limited Hardware Warranty	814-9381	-	450	-
Advanced Exchange Service, 3 Years	814-9382	-	450	-
		<b>Subtotal:</b>		<b>\$443,803.50</b>
		<b>Shipping:</b>		<b>\$0.00</b>
		<b>Estimated Tax:</b>		<b>\$0.00</b>
		<b>Total:</b>		<b>\$443,803.50</b>

## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

## **ATTACHMENT D**

### **Resolution – Salary Increases for Administrators, Grant Administrators, and Confidential Employees**

**Community College of Philadelphia**

**Resolution – Fiscal Year 2024-2025**

**Resolution for Board of Trustees Meeting May 1, 2025 for Salary Increases for Administrators,  
Grant Administrators, and Confidential Employees**

WHEREAS on April 16, 2025, the Business Affairs Committee of the Community College of Philadelphia's Board of Trustees approved a motion recommending that the Community College of Philadelphia's Board of Trustees approve a salary increase for College Administrators, Grant Administrators, and Confidential Staff of up to one and one-half (1.5%), subject to satisfactory evaluation and performance, retroactive to September 1, 2024:

NOW THEREFORE, on this 16th day of April, 2025, the Board of Trustees hereby resolves that, subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a salary increase of up to one and one-half (1.5%) retroactive to September 1, 2024.

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

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Jacob Eapen, Treasurer



## **ATTACHMENT D**

### **Policy Approval: Solicitation at the College**

# SOLICITATION AT THE COLLEGE IN CAMPUS FACILITIES

## Memorandum #158 Solicitation in Campus Facilities at the College

Revised: ~~March~~ April \_\_,

2025

Revised: June 1, 2005

Original Date of Issue: July 1, 1987

Approved by: Board of Trustees

Policyholder:

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to: (1) buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization; or (2) distribute political or other types of information; or (3) proselytize religious beliefs. This policy does not address the posting of flyers, literature, etc., which is addressed in: the Posting in College Facilities Policy (Memorandum #159)-~~addresses these issues~~.

Solicitation for charitable, political, social, religious or other causes by students, staff, or visitors ~~on at the~~ College, including on College property or via College-provided communication systems (e.g. email or any college-provided messaging platform) is regulated by the this policy below. ~~Distribution and/or posting of literature (handbills, promotional materials, leaflets, or other similar items) by outside parties for external agencies Credit card marketing at the on College property~~ is also regulated by the this policy below.

~~(1)~~ Solicitation by College students is regulated by College policy administered through the Office of Student Life Engagement. ~~(2)~~ Solicitation by the community is regulated by College policy administered through the Office of Special Events and Community Relations. ~~(3)~~ All other solicitation activity requests are administered through the Office of Purchasing and Services.

### Policy:

- The College does not permit any person, organization or agency to solicit, conduct business, or raise funds ~~on at the~~ College, including on College property or via College-provided communication systems, ~~property~~ except where specific written permission has been obtained from the: Office of Student Life, Office of Special Events and Community Relations, or Office of Purchasing & Services (M1-4).
- Any approved solicitation(s) should have the primary objective of providing a benefit to the ~~students of the~~ College community. Examples of "benefit" include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.
- Solicitation must not interfere with educational activities of the College.
- Approved sale of goods or services on College property may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.
- Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste that results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.
- This policy applies to all College properties, including leased facilities, and College-provided communication systems.

## Student-related solicitation

- Solicitation initiated by students requires the written approval of the Director of Student [LifeEngagement](#). Any College location required for the solicitation activity must be reserved by the Office of Student [LifeEngagement](#). This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Community-related solicitation

- Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations [CoordinatorDirector](#). Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations [CoordinatorDirector](#). This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Credit Card Marketing

- [The marketing of credit cards on campus or via College-provided communication systems is prohibited. For purposes of this Policy, the marketing of credit cards includes advertising, promoting, offering, or accepting applications for a credit card.](#)

## All other requests for solicitation

- Written permission must be obtained from the [Office of Purchasing & Services Manager](#) for any commercial activity on campus. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.
- Goods or services offered for sale by external organizations must be approved by the Office of Purchasing and Services.
- Food products offered for sale may not be prepared at the place of sale and shall comply with all applicable health code standards.
- Sales may occur only at the location approved by the College. No “door-to-door” solicitation is permitted.
- The College may require the solicitor to sign a Hold Harmless Agreement and provide evidence of insurance, of an amount acceptable to the College, naming the College as an additional insured.
- Public space is available for posting of literature. Refer to College Policies and Procedures Memorandum No. 159 for additional information.

## Department Reference:

Office of Student Activities, phone number (215) 751-8210

Office of Special Events and Community Relations, phone number (215) 751-8941

Office of Purchasing & Services, phone number [\(215\) 751-8935](#)

## Related Policies:

[Posting in College Facilities \(Memorandum #159\) \(hyperlink\)](#)

[Policy Governing Use of College Facilities \(Memorandum #153\) \(hyperlink\)](#)

[Statement of Acceptable Behavior for College Guests and Visitors \(Memorandum #161\) \(hyperlink\)](#)

[Acceptable Use Policy for Interactive Systems \(Memorandum #307\)](#)

# SOLICITATION AT THE COLLEGE

## Memorandum #158 Solicitation at the College

Revised: April \_\_, 2025

Revised: June 1, 2005

Original Date of Issue: July 1, 1987

Approved by: Board of Trustees

Policyholder:

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to: (1) buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization; or (2) distribute political or other types of information; or (3) proselytize religious beliefs. This policy does not address the posting of flyers, literature, etc., which is addressed in the Posting in College Facilities Policy (Memorandum #159).

Solicitation for charitable, political, social, religious or other causes by students, staff, or visitors at the College, including on College property or via College-provided communication systems (e.g. email or any college-provided messaging platform) is regulated by this policy. Credit card marketing at the College is also regulated by this policy. Solicitation by College students is regulated by College policy administered through the Office of Student Engagement. Solicitation by the community is regulated by College policy administered through the Office of Special Events and Community Relations. All other solicitation activity requests are administered through the Office of Purchasing and Services.

### Policy:

- The College does not permit any person, organization or agency to solicit, conduct business, or raise funds at the College, including on College property or via College-provided communication systems, except where specific written permission has been obtained from the: Office of Student Life, Office of Special Events and Community Relations, or Office of Purchasing & Services (M1-4).
- Any approved solicitation(s) should have the primary objective of providing a benefit to the College community. Examples of "benefit" include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.
- Solicitation must not interfere with educational activities of the College.
- Approved sale of goods or services on College property may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.
- Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste that results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.
- This policy applies to all College properties, including leased facilities, and College-provided communication systems.

### Student-related solicitation

- Solicitation initiated by students requires the written approval of the Director of Student Engagement. Any College location required for the solicitation activity must be reserved by the Office of Student Engagement. This office

will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Community-related solicitation

- Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations Director. Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations Director. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

## Credit card marketing

- The marketing of credit cards on campus or via College-provided communication systems is prohibited. For purposes of this Policy, the marketing of credit cards includes advertising, promoting, offering, or accepting applications for a credit card.

## All other requests for solicitation

- Written permission must be obtained from the Office of Purchasing & Services for any commercial activity on campus. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.
- Goods or services offered for sale by external organizations must be approved by the Office of Purchasing and Services.
- Food products offered for sale may not be prepared at the place of sale and shall comply with all applicable health code standards.
- Sales may occur only at the location approved by the College. No "door-to-door" solicitation is permitted.
- The College may require the solicitor to sign a Hold Harmless Agreement and provide evidence of insurance, of an amount acceptable to the College, naming the College as an additional insured.
- Public space is available for posting of literature. Refer to College Policies and Procedures Memorandum No. 159 for additional information.

## Department Reference:

Office of Student Activities, phone number (215) 751-8210

Office of Special Events and Community Relations, phone number (215) 751-8941

Office of Purchasing & Services, phone number, (215) 751-8935

## Related Policies:

Posting in College Facilities (Memorandum #159) ([hyperlink](#))

Policy Governing Use of College Facilities (Memorandum #153) ([hyperlink](#))

Statement of Acceptable Behavior for College Guests and Visitors (Memorandum #161) ([hyperlink](#))

Acceptable Use Policy for Interactive Systems (Memorandum #307)