

**COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 20, 2025 – 9:00 A.M.**

Present for the Business Affairs Committee: Ms. Mindy Posoff, Chair (presiding), Mr. Harold Epps, Mr. Timothy Ford, Pastor Jonathan Mason (via zoom)

Present for the Executive Committee: Mr. Harold Epps Chair (Presiding), Ms. Mindy Posoff, Ms. Ajeenah Amir, Ms. Chekemma Fulmore-Townsend (via zoom)

Present for the Administration: Dr. Alycia Marshall, Mr. Jacob Eapen, Ms. Carolyn Flynn, Mr. Derrick Sawyer, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Mr. Gim Lim, Ms. Marsia Henley, Mr. John Wiggins, Mr. Tim Traszka, Ms. Josephine DiGregorio, Mr. Moe Rahman, Ms. Lisa Hutcherson, Ms. Koi Stevens, Dr. Linda Powell (via zoom), Dr. Darren Lipscomb

Guest: Dr. Judith Gay, Vice President Emerita (via zoom)

BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

Ms. Posoff called the meeting to order at 9:01 am. Ms. Posoff stated there are few reductions from last year with some contracts. Mr. Ford stated that it is nice to see a reduction.

Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with the first agenda item.

Please see Attachment A that 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 Renewal with Granular Insurance – Stop Loss Coverage
(Action Item)

Discussion: Mr. Eapen stated that Trion/Marsh McLennan (MMA), the College's benefits consultants, completed a full marketing of the College's stop loss coverage. MMA reached out to a total of ten (10) carriers (See Attachment B).

The initial stop loss renewal from Granular called for a 23.6% increase. Trion/Marsh McLennan Agency (MMA) was able to negotiate Granular down to a 19.6% increase to current pricing. As part of the renewal, the stop loss level was increased from \$275,000 to \$300,000 to help reduce costs. Granular is the College's current carrier, and the College is pleased with their services.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee to approve the contract with Granular Insurance for the period 09/01/2025-08/31/2026 in the amount of \$1,573,294. These funds will be paid from the operating budget.

Action: Mr. Ford motioned, and Mr. Epps seconded the motion to recommend to the Executive Committee the approval of the contract with Granular Insurance for the period 09/01/2025 – 08/31/2026 in the amount of \$1,573,294. These funds will be paid from the operating budget. The motion passed unanimously.

(2) Contract with UNUM for Life, AD&D and Disability Insurance (Action Item)

Discussion: Mr. Eapen stated that Trion/Marsh McLennan Agency (MMA), the College's benefits consultant, completed a full marketing for Life, AD&D, & Disability coverage. All quoting carriers were asked to match the current life and disability plan design. We received quotes from the following vendors:

- Sun Life (Incumbent)
- Hartford
- Lincoln Financial Group
- MetLife
- NY Life
- Prudential
- Reliance (RSLI)
- The Hartford
- The Standard
- Transamerica
- UNUM

Our current contract with Sun Life in the amount of \$809,341 for life, AD&D, and long-term disability insurance is set to expire on August 31, 2025. MMA made multiple attempts to renegotiate rates with Sun Life. Despite our low utilization and favorable market conditions, the best offer Sun Life provided was a 19% rate reduction. Therefore, we are recommending a transition to UNUM, which offered the most competitive pricing and was able to closely replicate our existing plan design.

Mr. Eapen stated that while Sun Life proposed a 19% reduction, equating to approximately \$154,009 in savings over three years with a total annual premium of \$655,331; UNUM offered a 42.7% reduction, resulting in a projected savings of \$345,341 over the same period with an annual premium of \$464,000. (See Attachment C).

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee the approval to contract with UNUM for AD&D, and long-term disability insurance at an annual premium of \$464,000. These funds will be paid from the operating budget. Mr. Ford stated that it is nice to see a reduction.

Action: Mr. Ford motioned and Mr. Epps seconded the motion to recommend to the Executive Committee the approval to contract with UNUM for AD&D, and long-term disability insurance at an annual premium of \$464,000. These funds will be paid from the operating budget. The motion passed unanimously.

(3) Contract with Delta Dental (Action Item)

Mr. Eapen stated that Trion/Marsh McLennan Agency (MMA), the College's benefits consultant, completed a full marketing for Dental coverage. All quoting carriers were asked to match the current dental benefits. We received quotes from the following vendors:

- Delta Dental (Incumbent)
- Ameritas
- Guardian
- MetLife
- Sunlife
- UCCI

Mr. Eapen stated that Delta Dental (incumbent) offered the most competitive pricing for administrative fees and expected claims. Our current annual contract amount is \$1,053,540. Delta Dental has agreed to a 1.6% decrease, an annual savings amount of \$16,614 for the next three years (see attachment D).

Action: Mr. Ford motioned and Mr. Epps seconded the motions to recommend to the Executive Committee of the Board of Trustees to approve the contract with Delta Dental in the amount of \$1,036,926. The funds will be paid from the operating budget. Mr. Eapen thanked Ms. Hutcherson and Ms. Stevens for doing a great job in this area.

(4) Contract Award to Tricon Construction Management, Inc. for Welding General Construction (Action Item)

Discussion: Mr. Eapen stated that staff seeks approval for electrical construction for the renovation of CATC welding lab and WRC classroom space to support the NWI Welding Program. The College is currently working with the Naval Welding Institute, LLC (NWI) for the development of advanced manufacturing classes, focusing on Naval shipbuilding for national defense.

Mr. Eapen stated that the College as a team is working to ensure that the welding programs start on time. In order to meet the needs, we are requesting that the ensuring that the welding programs start on time. This program includes the installation of 20 new welding booths in CATC (NWI Grant) and the relocation of the existing welding booths to WRC to support the CCP existing program.

CCP received proposals for general construction work through PA State COSTAR Cooperative Purchasing Program. The general construction work required is to relocate the existing welding booths and construct the new welding booths including required ventilation.

Tricon construction CATC work: \$ 88,648

Tricon construction WRC work: \$145,932

Mr. Eapen stated that we are moving the old equipment from CATC to the West Regional Center and installing new equipment, which is approximately 20 new welding equipment in CATC. Mr. Eapen stated we are looking at a new grant, and we are making final requirements to meet that need.

Mr. Ford asked that since we have this great contract for the navel welding program, why are the dollars for these improvements coming from the grants in the operating budget, and not from the contract? Mr. Eapen responded, and it is not coming from the operating budget, it is coming from the capital budget. Mr. Eapen stated that there is not enough money in the naval grant because our focus was on the academic area. We are looking into another grant working with Institutional Advancement. Dr Zanjani stated that Blue Forge is considered a grant.

Ms. Henley stated that Tricon is New Castle, Delaware. They are a small company with six (6) employees, and most of their work is subcontracted out. Ms. Henley stated that Tricon don't have any minority representation. However, we have been working with them and talking with them regarding having that included with their workforce. Ms. Posoff asked about talking with them, if it's encouraging them. Ms. Henley responded that it is encouraging, because at this dollar level in terms of the policy, it does not say we have to have an EOP plan which starts at \$250,000, and this is \$234,000. Ms. Henley stated that they have other work with us, and we have some influence with them in terms of requesting diversity within the workforce, they don't have it within their staffing. Mr. Henley stated they do have one female, which would make 16%. Mr. Epps asked, how extensive was the RFP pool? Ms. Henley responded that this was through COSTARS. The College did not issue an RFP. Ms. Henley stated that COSTARS is the state contracts, and we use a lot of vendors off state contracts. Mr. Eapen stated that the reason we use COSTARS is because of the urgency to get this work done to be ready for the Fall semester. Mr. Epps stated that we ended up with an out-of-state provider at the level where it seems there should be local opportunities to source those dollars. Mr. Epps also stated that given the degree of our deferred maintenance that this grant that we are going after in September, he assumed that the College will have quite a few of these, and Mr. Epps stated that he hopes that we do not have to export those dollars to a company which is located outside of Philadelphia.

Ms. Posoff asked if Costars is in the state of Pennsylvania, and Ms. Henley replied, "yes". Mr. Epps stated that we see how we can get a different outcome in the future.

Action: Mr. Ford motion, and Mr. Epps seconded the motion (with reluctance) that Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the award to Tricon Construction Management, Inc. for General Construction in the amount of \$234,580. This purchase will be paid from grants and the Capital Budget.

Ms. Posoff reminded, that the hope that this is executed by the September 29, 2025. The motion passed unanimously.

Dr. Marshall stated that the Welding Program starts October 20, 2025. We do have a little space, the instruction and the curriculum development folks are also open to have some type of theory class for a few weeks to get them up to speed, so there is a buffer. We are trying not to utilize that because we are publicly saying that we're starting on October 20th for the welding piece, but there are a few weeks in between that in terms of the construction being completed and the start of class. Mr. Epps stated that we are currently in September, no matter how far construction is in today's world, there are labor and materials and mistakes. Dr. Marshall responded that the biggest issue has been finalizing the contract with Blue Forge.

There were a lot of delays on Blue Forge's end, and they have acknowledged this in writing. We adjusted the timeline to reflect that which has really been a major holdup as well as securing the funds and getting all that done. Dr. Marshall stated that they have pushed our timeline back. The Fall start is actually later, than we originally wanted. Dr. Marshall stated that we have a class that is already going on, and this speaks of our expansion efforts. We have to relocate eight booths. We also have classes currently going on, so we are trying to work around the current existing schedule in regards to the construction. We are in talks with Ben Franklin School District, and we have on a schedule next month to try to utilize their welding facilities so that in the future, we have another option. Dr. Marshall stated that they pushed back and not delivering what we need, takes us back a little bit; and they acknowledged that. Mr. Epps states that whatever is working, he is all "in" on welding, so push them aggressively and completely. Dr. Marshall stated that we were requesting a meeting with them regarding Ben Franklin, and there was a delay in regards to people trying to talk to them, and she did reach out to Dr. Wallington, and he is fully supported working with everyone else on the team. He sees the urgency and us having that conversation, and we are working well together to make sure things are happening.

Ms. Posoff wanted to remind everyone that we do have a \$20 million proposal to PDE for the deferred maintenance. Perhaps at the end of August, we will report on it in September, and talk about the timelines just to recall that we will need to get a bond, and there will be other processes. We will go through September, hoping that we hear back. These two projects that we are going to talk about – if we had the money would be in those projects. There are high priorities. We need to address them today so that we are on schedule for next summer.

Ms. Posoff stated that these projects need to get started and paid for. We cannot wait another year when the PDE funds will come through.

(5) Contract Award to Garland/DBS, Inc. for Bonnell Roof Repair/Restoration (Action Item)

Mr. Eapen stated that the roof on the Bonnell Building is 25+ years old with multiple leaks and showing signs of deterioration. The roof has outlasted its useful life. The restoration provided for a 15- year warranty.

Mr. Trzaska stated that we looked at all the roofs on all our buildings to see what condition they are in. We see the age of the roofs to track when they need to be replaced because we want to replace a roof before it starts to leak – not after.

The two oldest roofs that we have are the Bonnell and WRC, so we do thermal scans of both. We saw that both roofs are holding, but the Bonnell roof we identified as the more urgent roof to do because of the type of roof. That roof is not like a lot of flat roofs which are layered insulation with a layer of a membrane on top. The Bonnell roof is unique, that it's a lightweight concrete roof, which means there is structural elementary roof. There is steel pan, and a layer of lightweight concrete, and then there is a membrane on top. If that roof leaks, and the concrete absorbs the water, then we have to do a total tear off of that roof. That cost would be approximately \$4.5 million. Mr. Trzaska stated that we are "on top" of that one. We get it sealed up and it is good for the next 15-20 years.

The next roof will probably be the WRC, and the one after that will be the NERC. We will be looking at it because of the age of the roof. Mr. Epps asked, when replacing the flat roof, will solar plan into your replacement strategy? Mr. Traska stated that if you could do it that way, it would be great. Mr. Trzaska states that we do have a solar grant that we just received, and the solar grant is for NERC, the buildings here on main campus will be Winnet. The Winnet roof was replaced two years ago. The NERC is close to its end of life. The gym roof is in good shape, but it's not the newer. Mr. Trzaska stated that he has done the research by talking to solar companies about the different types of panels we can use. Mr. Trzaska stated that we will go with the Ballast system which is when the solar panel sits on the frame that is weighted to sit on the roof rather than attached to the roof. Mr. Trzaska stated that when it comes time to do the roof replacements, we are able to slide those new panels to the side to do one side, and slide them back and do the other side. Mr. Trzaska stated that we must think can the building hold the ballast system because it is going to be heavier than just attaching them to the building. Mr. Traska stated that companies now research to make sure that we are good to go with solar systems. Mr. Trzaska stated that right now it looks good, but waiting for the proposals to come back next week.

Mr. Epps asked about solar on this project, and Mr. Trzaska stated that solar is not appropriate for Bonnell based on the solar design team who looks at the height of the building as well as the adjacent buildings looking to see where shadows fall. Mr. Trzaska stated that perhaps Bonnell wasn't a good candidate.

Mr. Epps asked about the solar roof, how does one measure energy savings? Mr. Trzaska responded that one of the things that the company we hire to do is going to on how many solar pounds is going to put up and how many pounds and the wattage of each panel, and they can exactly tell you what energy you expect to save to offset your energy costs.

Mr. Wiggins stated that we are looking to introduce this as a GESA project as well, which is Guaranteed Energy Savings Act, which will have a firm come in and try to do calculations beforehand and estimate how much you will save. It is not a guaranteed science, but when they are doing that, they are almost trying to put a warranty, and this is what you are going to receive. Mr. Wiggins stated that sometimes they have it that if we don't meet the projected savings, they are supposed to write a check, which we will look into more. Mr. Epps added that this is a long-term savings. Ms. Posoff asked about the urgency on the other two. Mr. Trzaska stated that for the WRC will be the next one, however it may have to wait because he does not want to open the roof up during the winter. Mr. Traska stated that we are looking at Spring, 2026 and then we will look at the NERC, he does not believe is on the capital plan yet. Ms. Posoff asked if that is part of deferred maintenance, and Mr. Eapen responded not the deferred maintenance, it will be mechanical systems. Mr. Eapen stated based on Mr. Epps question, that we will be coming back to the September meeting to recommend contractors on the solar project. Mr. Eapen stated that the solar project is \$500,000 in grants, and a match of \$500,000 with capital budget.

Mr. Eapen stated that bid pricing was obtained by Garland/DBS, Inc through OMNIA Partners, Public Sector (US Communities) Agreement MICPA #PW1925. (See attachment E) and the Robert Ganter Contractors was the firm that gave us the best price.

Arc Roofing Corporation: \$1,814,449
Belcher Roofing Corp.: \$1,533,630
Robert Ganter Contractors: \$1,498,823
United States Roofing Corporation: \$1,651,009

Mr. Eapen asked Ms. Henley to report on the demographics for Robert Ganter. Ms. Henley stated that Robert Ganter Contractors is located in Quakertown. They have 182 employees, and they have 26% underrepresented minority employees. Ms. Posoff asked a timeframe to get this project done, and Mr. Traska responded before the winter.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Garland/DBS, Inc. for the Bonnell roof repair/restoration in the amount of \$1,498,823. These funds will come from the capital budget.

Action: Mr. Ford motioned, and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Garland/DBS, Inc. for the Bonnell roof repair/restoration in the amount of \$1,498,823. These funds will come from the capital budget. The motion passed unanimously.

(6) Contract with Elliott Lewis for the Replacement of the Chiller Fill in the Bonnell Building (Action Item)

Discussion: Mr. Eapen stated that staff is requesting approval for the replacement of the chiller fill in the Bonnell Building. This chiller plays a critical role in the College's

HVAC infrastructure, providing cooling capacity to approximately half of the buildings on campus.

The fill within the chiller is essential to its efficient operation, ensuring proper heat transfer and maintaining system performance. Over time, the fill has deteriorated due to normal wear and environmental exposure, significantly reducing the chiller's efficiency and increasing the risk of system failure.

Prompt replacement is necessary to prevent further degradation of service, particularly as we transition into periods requiring reliable climate control for both cooling and heating through the campus-wide systems.

Mr. Eapen stated this cost is under the COSTAR pricing. Mr. Eapen also stated that we have come before the Board before regarding Elliott Lewis and they are doing an excellent job

Ms. Henley reported that Elliott Lewis is a large company based in Philadelphia. They have 358 employees, and they have 16% of underrepresented minority groups.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Elliott Lewis for procurement and installation of a new chiller fill for the Bonnell Building in the amount of \$120,320. These funds will be paid from the capital budget.

Action: Mr. Ford motioned, and Mr. Epps recused himself. Ms. Posoff seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Elliott Lewis for procurement and installation of a new chiller fill for the Bonnell Building in the amount of \$120,320. These funds will be paid from the capital budget. The motion passed unanimously.

(7) Contract with Elliott Lewis for Replacement Coil on Cooling Tower #2
(Action Item)

Discussion: Mr. Eapen stated that staff seeks approval for the replacement of the coil on Cooling Tower #2, located at the CBI building. This component is a critical part of the building's HVAC system and is essential to maintaining climate control and system reliability.

Elliott Lewis has been identified as the apparent lower bidder for this work, at a total cost of \$158,900. Elliott Lewis has experience with similar HVAC infrastructure projects and ability to respond promptly makes them a qualified choice for this urgent replacement.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Elliott Lewis for the replacement of the coil on Cooling Tower #2, located at the CBI Building in the amount of \$158,900. These funds will be paid from the capital budget.

Action: Mr. Ford motioned, Mr. Epps recused himself, and Ms. Posoff seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Elliott Lewis for the replacement of the coil on Cooling Tower #2, located at the CBI Building in the amount of \$158,900. These funds will be paid from the capital budget. The motion passed unanimously.

(8) Northeast Regional Center (NERC) Café (Action Item)

Discussion: The College is seeking approval to reopen the Café at the Northeast Regional Center (NERC) to enhance the student experience, support campus engagement, and provide convenient food services options. A Profit & Loss (P&L) model has been developed to guide operational decisions, monitor financial performance, and support long-term sustainability.

Dr. Rooney stated that there is good news, as we look over the last five (5) years in terms of the growth at the NERC which has been substantial and sustained.

Dr. Rooney stated that there is now a lot of opportunity at NERC to get something quick to eat without going off the campus. Dr. Rooney stated that she thinks it's a great idea that we bring a café to that campus.

Dr. Rooney reported that currently for Fall, we are up 21% at approximately 1,600 students at NERC. Summer II we were up 111%. Dr. Rooney stated that some of those numbers are smaller because that is our summer term and there are few students. Dr. Rooney stated that in Summer 1 was up 77%, and all summer we had around 250 students in the building. Dr. Rooney stated that if we look back to Spring, we were up 36% at approximately 1,400 students, and that there is a need for a café to serve that student population, and we would benefit from keeping students on campus as long as possible.

Mr. Sawyer stated that a survey was done of student in February in which 333 responded that they would like a cafeteria and most of the student replies indicated that they would use the cafeteria 2-3 times per week with a hot food option.

Mr. Sawyer stated that we are proposing to re-open the cafeteria under a P&L model, we will pay a management fee, whatever we lose or Canteen lose we can pay that. If there is a month that we have a surplus, we will not pay that, and it will come back to the College. Mr. Sawyer stated that this is the same structure that we have on the main campus. In addition to keep labor costs low, we have proposed to have the Canteen group work with us. Mr. Sawyer stated that will have one full-time chef/manager, and we will hire a CCP student. Mr. Sawyer stated we will partner with our Culinary Department and be paid through Canteen, but they will work at NERC.

Mr. Sawyer stated that we will offer hot meals, beverages, just like the main campus. We will monitor sales, and we will monitor the operations in hours, especially on the first six months to see how things are going.

Mr. Sawyer stated that the first-year investment is \$188,000, which is an estimate based on the one-time investment of \$35,000 for equipment.

Mr. Epps asked what the monthly management fee? Mr. Sawyer responded that the monthly management fee is \$12,500. Mr. Sawyer stated that there is a management fee and there is an administration fee both are \$12,500. Ms. Posoff stated that the hours will be 8:00am – 2:00pm, and Mr. Sawyer responded, yes.

Mr. Epps asked, how does Canteen do? Mr. Sawyer stated that we have a good relationship with Canteen as it relates to catering, but we don't do catering at the NERC. Canteen is flexible and responsible to the College needs. Mr. Epps asked, do we break even, do we pay deficits, or do we get refunds? Mr. Sawyer responded that the main campus does not break even. We are paying approximately \$245,000 per year for main campus. Mr. Epps added, \$20,000/per month and Mr. Sawyer responded yes, but we are on top of that. Mr. Epps asked the management fee at main campus, and Mr. Sawyer responded, \$10,000.

Proposed Operating Model:

- The Café will be operated by one full-time Café Manager/Chef employed by our contracted food service provider.
- Staffing will be supported by Community College of Philadelphia student workers through the College's work-study or student employment programs.
- Operations will focus on offering affordable, high-quality grab-and-go options, beverages, and daily hot meals.
- Café hours and menu offerings will align with campus traffic patterns and demand to optimize efficiency.

Year 1 Estimated Costs (FY2026)

- Total Estimated Operating Cost: \$188,000
 - Management Fee: \$12,500
 - Administrative Fee: \$12,500
 - Equipment Purchase: \$35,000 (one-time College investment)
 - Labor, supplies, and food costs make up the balance of the annual Budget

Staff is requesting the Business Affairs recommend to the Executive Committee of the Board of Trustees the approval of the reopening of the NERC Café under the proposed operational model, with a Year 1 cost not to exceed \$188,000, which includes a one-time \$35,000 equipment investment. These funds will be paid from the Auxiliary Services Budget.

Upon approval, the College will finalize implementation plans with the vendor to prepare for a phased launch for Fall 2025.

Action: Mr. Ford motioned, and Mr. Epps seconded the motion that the Business Affairs recommend to the Executive Committee of the Board of Trustees the approval of the reopening of the NERC Café under the proposed operational model, with a Year 1 cost not to exceed \$188,000, including a one-time \$35,000 equipment investment. These funds will be paid from the Auxiliary Services Budget. The motion passed unanimously.

(9) Resolution for Salary Increases for Administrators, Grant Administrators and Confidential Employees (Action Item)

Discussion: Ms. Flynn stated that the College administration seeks salary increases for administrators, grant administrators and confidential employees in parity with the raises already approved for the College's bargaining unit employees for fiscal year 2025-2026.

For fiscal year 2025-2026, the Board approved a salary increase of 5.5% for bargaining unit employees. The College administration recommends that the Business Affairs Committee of the Board of Trustees recommends to the Board of Trustees to approve the Resolution as set forth in Attachment F, which includes, "Subject to satisfactory evaluation and performance, Confidential Employees, College Administrators, and Grant Administrators are eligible to receive a salary increase of up to 5.5% effective September 1, 2025." (See Attachment F).

Ms. Flynn stated that due to the September board meeting is after September 1st, we will pay the increases retroactive to September 1, 2025.

Action: Mr. Ford motioned, and Mr. Epps seconded the motion that the Business Affairs Committee recommends to the Board of Trustees to approve the resolution as set forth in Attachment F, which includes, "Subject to satisfactory evaluation and performance, Confidential Employees, College Administrators, and Grant Administrators are eligible to receive a salary increase of up to 5.5% effective September 1, 2025." The motion passed unanimously.

(10) Dr. Shannon Rooney Presentation - Community College of Philadelphia 60th Anniversary. (Information Item)

(See Attachment H)

(11) Next Meeting – Business Affairs Committee of the Board of Trustees (Information Item)

The next meeting of the Business Affairs Committee meeting is scheduled for September 17, 2025 at 9:00 am.

The Business Affairs Committee meeting adjourned at 9:35 am.

EXECUTIVE COMMITTEE
PUBLIC SESSION

Mr. Epps opened the Executive Committee at 9:37 am. Based on the Business Affairs Committee, the Executive Committee of the Board of Trustees motioned on the following items:

(1) Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion to approve the following:

- Contract Renewal with Granular Insurance – Stop Loss Coverage
- Contract with UNUM for Life, AD&D and Disability Insurance
- Contract with Delta Dental
- Contract Award to Tricon Construction Management, Inc. for Welding General Construction
- Contract Award to Garland/DBS, Inc. for Bonnell Roof Repair/Restoration
- Contract with Elliott Lewis for the Replacement of the Chiller Fill in the Bonnell Building
- Contract with Elliott Lewis for Replacement Coil on Cooling Tower #2
- Northeast Regional Center (NERC) Café

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the Contract Renewal with Granular Insurance for the period of 09/01/2025-08/31/2026 in the amount of \$1,573,294. These funds will be paid from the operating budget. The motion passed unanimously.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the contract with UNUM for Life, AD&D and Disability Insurance at an annual premium of \$464,00. These funds will be paid from the operating budget. The motion passed unanimously.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the Contract with Delta Dental in the amount of \$1,036,926. These funds will be paid from the operating budget. The motion passed unanimously.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the Contract Award to Tricon Construction Management, Inc for Welding General Construction in the amount of \$234,580. These funds will be paid from the capital budget. The motion passed unanimously.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approved the Contract Award to Garland/DBS, Inc. for Bonnell Roof Repair/Restoration in the amount of \$1,498,823. These funds will come from the capital budget. The motion passed unanimously.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the Contract with Elliott Lewis for the Replacement of the Chiller Fill in the Bonnell Building in the amount of \$120,320. These funds will come from the capital budget. The motion passes unanimously.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the Contract with Elliott Lewis for the replacement of the coil on Cooling Tower #2, located at the CBI Building in the amount of \$158,900. These funds will be paid from the capital budget. The motion passed unanimously.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees approve the reopening of the NERC Café under the proposal operation model, with a Year 1 cost not to exceed \$188,000, which includes a one-time \$35,000 equipment investment. These funds will be paid from the Auxiliary Services Budget. The motion passed unanimously.

(2) Policy Review Update (Action Item)

Ms. Flynn stated that in accordance with the College's Policy Review Procedure, General Counsel will present an update to the Executive Committee regarding policies that have been reviewed in the prior academic year, all outstanding policy reviews and the upcoming review schedule. A policy Update Memorandum is attached as Attachment G.

Ms. Flynn stated there is a memorandum (Attachment G) the policy to the committee and the working group to provide what has been established under the College's per policies, the General Counsel providing you prior year polices, outstanding policy reused and information regarding upcoming policy reviews.

In attachment G, the College viewed and updated 18 policies, and they are listed to provide new information. There are approximately 5 are related to approving courses, approval of register, determining eligibility for graduation, examination of credit and academic standards, approved by the President. Ms. Flynn stated that they did not require board approval.

Ms. Flynn stated that there are a number of policies that have been approved by the Board of Trustees which include parking policy, solicitation at the college, the logo and tagline usage policy – together with the new policy. Ms. Flynn stated that we anticipate at the October meeting, we will also be requesting the approval of the records management and retention policy and the policy on college policies.

Ms. Flynn stated that both of those policies will be presented to the Executive Committee in advance of the October meeting because they require Executive Committee approval, so additional information will be provided and proposed revisions at that time. There are other policies that require updates based upon the law that include our hazing policy and the solicitation of the campus policy that did include an update related to credit card marketing to explain the other policies were reviewed for legal compliance.

Ms. Flynn stated that we had to update those same occasional presence of minors on campus. It was reviewed, and there are some new programs that are going to happen at the college, that we just reviewed recently

General Counsel recommends that the Executive Committee of the Board of Trustees recommends to the Board of Trustees to approve the Policy Update Memorandum.

Action: Mr. Epps motioned and Ms. Fulmore-Townsend seconded the motion that the Executive Committee of the Board of Trustees to approve the Resolution as set forth in Attachment F, which includes, "Subject to satisfactory evaluation and performance, Confidential Employees, College Administrators, and Grant Administrators are eligible to receive a salary increase up to 5.5% effective September 1, 2025".

EXECUTIVE SESSION

The Business Affairs Committee went into Executive Session to discuss real estate matters and a litigation matter.

JE/tn

c: Ms. Mindy Posoff

ATTACHMENT A
FUNDING FOR ACTION ITEMS

**COMBINED MEETING OF THE BUSINESS
AFFAIRS COMMITTEE AND THE
BOARD OF TRUSTEES**

AGENDA: August 20, 2025

Agenda No.	Vendor/Consultant	Amount	Source
1	Renewal with Granular Insurance – Stop Loss Coverage	\$ 1,573,294	Operating Budget
2	UNUM for Life, AD&D, Disability Insurance	\$ 464,000	Operating Budget
3	Delta Dental	\$ 1,036,926	Operating Budget
4	Tricon Construction	\$ 234,580	Capital Budget & Grants
5	Garland/DBS Inc.	\$ 1,498,823	Capital Budget
6	Elliott Lewis	\$ 120,320	Capital Budget
7	Elliot Lewis	\$ 158,900	Capital Budget
8	NERC Café	\$ 188,000	Auxiliary Services Budget

ATTACHMENT B

CCP Firm Stop Loss Analysis



MarshMcLennan
Agency

STOP LOSS
CENTER OF EXCELLENCE

Community College of Philadelphia

September 1, 2025

Stop Loss Marketing Results

July 22, 2025



Your future is limitless.™

Stop loss RFP background

At your request, MMA East (Conshohocken, PA) completed a full marketing of your stop loss coverage. The following vendors were included in the RFP process:

				
				

Below is a recap of the vendors and their response.

Carrier	Result
BCS	Declined to quote due to underwriting guidelines
Berkshire Hathaway	Declined to quote due to ongoing claims
Granular Insurance (incumbent)	Provided firm renewal
HMIG	Provided firm quote
QBE	Provided firm quote
Sun Life	Provided firm quote
Swiss Re	Declined to quote due to underwriting guidelines
Symetra	Declined to quote due to uncompetitive rates
TMHCC	Provided firm quote
Voya	Declined to quote due to uncompetitive rates

ATTACHMENT C

UNUM – Life, AD&D, &
Disability Insurance

Community College of Philadelphia

Basic Life / AD&D and Long-Term Disability Renewal

Basic Life / AD&D - Active	Sun Life Current	SunLife Renewal	UNUM Proposal
Enrolled	850	850	850
Covered Volume	\$135,324,672	\$135,324,672	\$135,324,672
Basic Life Rate	0.285	0.257	0.180
AD&D Rates	0.013	0.013	0.013
Combined Rate	0.298	0.270	0.193
Monthly Premium	\$40,327	\$36,538	\$26,118
Annual Premium	\$483,921	\$438,452	\$313,412
\$\$ Increase		(\$45,469)	(\$170,509)
% Increase		-9.4%	-35.2%

Basic Life - Retiree	Sun Life Current	SunLife Renewal	UNUM Proposal
Enrolled	15	15	15
Covered Volume	\$2,802,000	\$2,802,000	\$2,802,000
Basic Life Rate	0.285	0.257	0.180
Monthly Premium	\$798.57	\$720	\$504
Annual Premium	\$9,583	\$8,641	\$6,052
\$\$ Increase		(\$941)	(\$3,531)
% Increase		-9.8%	-36.8%

Long-Term Disability	Sun Life Current	SunLife Renewal	UNUM Proposal
Enrolled	706	706	706
Covered Payroll	\$4,460,971	\$4,460,971	\$4,460,971
LTD Rate	0.590	0.389	0.270
Monthly Premium	\$26,320	\$17,353	\$12,045
Annual Premium	\$315,837	\$208,238	\$144,535
\$\$ Increase		(\$107,599)	(\$171,301)
% Increase		-34.1%	-54.2%

Total Cost Summary	Sun Life Current	SunLife Renewal	UNUM Proposal
Annual Premium	\$809,341	\$655,331	\$464,000
\$\$ Increase	-	(\$154,009)	(\$345,341)
% Increase	-	-19.0%	-42.7%

Rate Guarantee	-	36 Months	36 Months
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* SunLife Renewal and UNUM Proposal each assume removal of LTD pension benefit

ATTACHMENT D

Delta Dental

Community College of Philadelphia

ASO Dental Marketing Analysis Financial Summary

9/1/2025

ASO Dental	Delta Dental	Delta Dental	Ameritas	Gaurdian	MetLife	MetLife Fl'd	Sun Life	UCCI
Effective September 1, 2025	Current	Renewal	Proposal	Proposal	Proposal	Proposal	Proposal	Proposal
Dental Base Claims PEPM	\$54.31	\$54.31	\$54.31	\$54.31	\$54.31	-	\$54.31	\$54.31
Claim Relativity Factor	1.000	0.981	1.074	1.039	1.042	-	1.061	1.020
Adjusted Claims PEPM	\$54.31	\$53.28	\$58.31	\$56.41	\$56.58	-	\$57.64	\$55.40
Projected ASO Fees PEPM	\$4.89	\$4.99	\$3.68	\$3.35	\$4.00	-	\$2.80	\$3.25
Projected Cost PEPM	\$59.20	\$58.27	\$61.99	\$59.76	\$60.58	\$57.26	\$60.44	\$58.65
Current Enrollment	1,483	1,483	1,483	1,483	1,483	1,483	1,483	1,483
Projected Claims Cost - Annualized	\$966,517	\$948,124	\$1,037,633	\$1,003,927	\$1,006,885	-	\$1,025,701	\$985,855
Projected Admin Fee Cost - Annualized	\$87,022	\$88,802	\$65,489	\$59,617	\$71,184	-	\$49,829	\$57,837
Projected Total Cost - Annualized	\$1,053,540	\$1,036,926	\$1,103,123	\$1,063,543	\$1,078,069	\$1,019,035	\$1,075,530	\$1,043,692
vs. Current \$	-	(\$16,614)	\$49,583	\$10,004	\$24,530	(\$34,505)	\$21,990	(\$9,848)
vs. Current %	-	-1.6%	4.7%	0.9%	2.3%	-3.3%	2.1%	-0.9%
vs. Renewal \$	-	-	\$66,197	\$26,618	\$41,144	(\$17,890)	\$38,604	\$6,766
vs. Renewal %	-	-	6.4%	2.6%	4.0%	-1.7%	3.7%	0.7%
Fee Guarantee	NA	3 Years	3 Years	3 Years	3 Years	7% Rate Cap Yr2&3	1 Year	3 Years
Implementation Credits	NA	\$0	\$3,000	\$0	\$0	\$30,000	\$0	\$15,000
Benefits Administration Offsets	NA	\$0	\$0	\$0	\$0	\$31,000 annually	\$0	\$0

Community College of Philadelphia
Dental
Summary of Financials

	Inforce Carrier	Delta Dental	Ameritas	Gaurdian	MetLife	Sun Life	UCCI
Primary Network	PPO	PPO	Primary	Primary	PPO	Primary	Primary
Secondary Network	Premier	Premier	Secondary		PDP		
Self Reported Discounts:							
Primary Network	49.8%	49.8%	43.5%	45.8%	47.2%	44.6%	47.2%
Secondary Network	42.3%	42.3%	42.3%	0.0%	47.2%	0.0%	0.0%
OON	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Shared Savings Fee							
Primary Network	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9.0%
Secondary Network	10.0%	10.0%	0.0%	0.0%	40.0%	0.0%	0.0%
OON	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Disruption							
Primary Network	67.2%	69.6%	79.5%	80.0%	73.1%	79.2%	88.0%
Secondary Network	14.5%	14.5%	0.0%	0.0%	7.0%	0.0%	0.0%
OON	18.2%	15.9%	20.5%	20.0%	19.9%	20.8%	12.0%
Self Reported Network Effective Discount							
Primary Network	49.8%	49.8%	43.5%	45.8%	47.2%	44.6%	43.0%
Secondary Network	38.1%	38.1%	42.3%	0.0%	28.3%	0.0%	0.0%
OON	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Self Reported Net Effective Discount	39.0%	40.2%	34.5%	36.7%	36.5%	35.3%	37.8%
Discount Relativity (Self Reported)	1.000	0.981	1.074	1.039	1.042	1.061	1.020

ATTACHMENT E

Garland/DBS, Inc. – Bonnell Roof
Repair & Restoration



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Community College of Philadelphia
Bonnell Building
1700 Spring Garden Street
Philadelphia, PA 19130

Date Submitted: 07/10/2025
Proposal #: 25-PA-250712
MICPA # PW1925

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Bonnell Building Roof Restoration

SAFETY / SECURITY / ACCESS / MOBILIZATION:

1. Set up and maintain rooftop safety system to comply with OSHA requirements as needed.
2. Follow all CCP safety and security requirements.
3. Contractor will be required to have a change of shoes to access the building.
4. Contractor to protect foot traffic area inside building.
5. Contractor to access the roof via a ladder from the lower roof to the upper roof.
6. Furnish and maintain temporary toilet facilities for employees.
7. Load the required material and equipment onto the roof areas scheduled to be restored.
8. Ensure material and equipment is spread evenly over the existing roof surface to disperse the additional weight and cover all water sensitive materials.

ROOF REPAIRS / COOLING TOWER:

1. Prime the existing roof around the cooling tower (3,200sf) with Garla-Prime LO at a rate of .5 gal/sq.
2. Torch apply StressPly Plus IV Mineral throughout primed area.
3. Wire brush and prime all steel dunnage supports at cooling tower.
4. Flash all steel supports with Tuff-Flash LO.

SURFACE PREPARATION FOR COATING:

1. Remove all existing walk pads and repair any damage to the roof.
2. Power wash the entire roof with min. 2,500 psi.
3. Treat entire roof with TSP and rinse at least twice to be sure all cleaning agents or contaminants are completely removed to prevent adhesion issues.
4. If the roof surface becomes contaminated with dirt, dust or other particles at any time during the application of the LiquiTec system, cleaning measures must be taken to restore the surface to a suitable condition.
5. Ensure roof is dry prior to restoration application.
6. Lift all mechanical units on pads and coat.

APPLICATION OF FULLY REINFORCED RESTORATION:

1. Apply a base coating of LiquiTec Base and Grip Polyester Soft (fabric) at a rate of 4 gal./100 sq. ft. over entire Modified membrane. Use rollers apply for uniform minimum coverage. Apply UniBond 4" peel and stick at gutter edge prior to applying base coat. Allow to cure thoroughly, but no more than 72 hours. Coat all membrane throughout curbs and wall flashings.
2. Apply a top coating of LiquiTec Base or LiquiTec coating over the reinforced base coat at 2.0 gal./100 sq. ft.

WALK PADS:

1. Remove and dispose of existing walk pads throughout roof area.
2. Tape off walkway locations and apply LiquiTec Base at a rate of 1 gal per square and broadcast dry white roofing granules into coating in the area where walk pads were removed.

WARRANTY:

1. Installer's Warranty: 3 years from date of substantial completion.
2. Manufacturer's Warranty: 15 years from date of substantial completion.

Bonnell Building Roof Restoration:

Proposal Price Based Upon Market Experience:	\$ 1,498,823
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Garland/DBS Price Based Upon Local Market Competition:

Robert Ganter Contractors, Inc.	\$	1,498,823
Belcher Roofing Corporation	\$	1,533,630
United States Roofing Corporation	\$	1,651,009
ARC Roofing	\$	1,814,449

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is excluded.
3. Interior Temporary protection is excluded.
4. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662

ATTACHMENT F

Resolution #2026-001

Fiscal Year 2025-2026

Community College of Philadelphia

Resolution # – Fiscal Year 2025-2026

**Resolution for Board of Trustees Meeting September 4, 2025 for Salary Increases for
Administrators, Grant Administrators, and Confidential Employees**

WHEREAS on August 20, 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 five and one-half percent (5.5%), subject to satisfactory evaluation and performance, effective September 1, 2025:

NOW THEREFORE, on this 4th day of September, 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 five and one-half percent (5.5%) retroactive to September 1, 2025.

Harold T. Epps, Chair

Ajeenah Amir, Secretary

Jacob Eapen, Treasurer

Alycia Marshall, Interim President

ATTACHMENT G

Policy Review Update

ATTACHMENT G

Policy Review Update

OFFICE OF THE GENERAL COUNSEL
M E M O R A N D U M

TO: Executive Committee of the Board of Trustees and Policy Working Group
Harold T. Epps
Ajeenah Amir
Chekemma Fulmore-Townsend
Sheila Ireland
Roz McPherson
Mindy Posoff
Jeremiah White
Timothy Ford
Carol Jenkins
Judy Gay

FROM: Carolyn Flynn, General Counsel
David Solomon, Associate General Counsel

DATE: August 18, 2025

SUBJECT: Policy Update for Joint BAC & Executive Committee

Below is a summary of the policies that were reviewed in 2024-2025, outstanding policy reviews, and the upcoming policy review list:

- 1) The College reviewed and updated the 18 policies listed below with brief descriptions.

Policy Name/Number	Description of Review	Policyholder	Approve By
Auditing of Courses Policy (#1)	Revisions clarify definitions for distance learning.	AVP, Student Success and Engagement	IWC/ President
Approval to Register for Credit Overload (#2)	The approval of the Credit Overload Request Form has been moved from the Dean of ESS to the AVP for Academic and Student Success.	AVP, Student Success and Engagement	IWC/ President
Determining Eligibility for Graduation, Posthumous Degrees and Issuance of Diplomas (#6)	The policy articulates formal steps to award posthumous degrees.	Executive Director of Enrollment Operations and Compliance	IWC/ President
Credit by Examination (#7)	Establishes that the Cabinet will set an appropriate fee for exams and notes that students may remit payment through the end of the next term that follows their passing an examination for credit.	AVP, Student Success and Engagement	IWC/ President
Policy on Academic Standards and Progress (#8)	Revisions update allowances for Department Heads, Deans or their Designees such that "An incomplete grade becomes a failing grade ("F")	AVP, Student Success and Engagement	IWC/ President

	if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned, unless an extension is approved by the Department Head, Dean, or Designee."		
Standards for Distance Education Courses (#14)	Revisions clarify definitions for distance learning.	Dean, Online Learning and Media Services	IWC/ Interim President
Occasional Presence of Minors (Dependents Under the Age of 18) on Campus (#156)	Updated and revised to ensure parent supervision responsibility and for updated safety purposes.	Director, Public Safety and Security	Interim President
Parking Policy (#157)	Revised terms used in the policy and factual description of the parking lots	Associate Vice President of Budgets & Business Services	Board of Trustees
Solicitation at the College (#158)	Revised to comply with new law regarding credit card marketing policy and updated to broaden applicability.	Director, Public Safety and Security	Board of Trustees
Community College of Philadelphia Child Abuse Reporting Policy (#162)	No proposed revisions.	Director, Public Safety and Security	Interim President
Anti-Hazing (#164)	Revised to comply with revised statutory language and requirements	AVP Student Success & Engagement & Dean of Students	General Counsel/ Interim President
Logo and Tagline Usage Policy (#TBD)	New. To establish policy that protects brand logo and tag line	Assistant Vice President, Brand Management and Operations	Board of Trustees
Disability and Accessibility Policy for Students and Employees (#TBD)	New. To comply with law.	Office of Equal Education and Employment, ADA Coordinator and Center on Disability	President
Data Verification Policy (#TBD)	New. To ensure use of clear and accurate data across all public platforms.	AVP, Institutional Effectiveness	Interim President
Records Management and Retention Policy (#313)	Reviewed and updated for legal compliance and current College structure	General Counsel	Board of Trustees (To be presented to Board for approval at the October meeting)
Whistleblower Policy (#314)	Reviewed for legal compliance	General Counsel	General Counsel/ Interim President
Policy on College Policies (#319)	Updated timeline for policy review	General Counsel	Board of Trustees (To be presented to Board for approval at the October meeting)

Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment (#361)	Reviewed updated for legal compliance	Director of Equal Employment and Education Office/ Title IX Coordinator	General Counsel/ President
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- 2) Additional Policies that we anticipate to be completed by the October Board of Trustees Meeting:
 - a. Forgivable Loan Policy (#206)
 - b. Campus Mail Procedure Policy (#302)
 - c. Official Public and Special Holidays (#304) (Board approval required.)
 - d. Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program (#310)
 - e. Anti-Discrimination and Harassment Complaint Policy (#357)
 - f. Remote Work Policy for Administrators and Confidential Employees (#265); Remote Work Policy for Classified Employees (#266); Remote Work Policy for 12 Month Faculty (#267)
- 3) The following policies have been reviewed and approved by General Counsel and are awaiting IWC approval:
 - a. Policy Governing the Use and Duplication of Software (#305)
 - b. Policy for Responsible Computing (#306)
 - c. Acceptable Use Policy for Interactive Systems (#307)
 - d. Hardware and Software Support Policies on Campus (#309)
- 4) Outstanding policy reviews that were not completed this year include:
 - a. Identity Theft Detection and Prevention Policy (#312): General Counsel has sought assistance from outside counsel who specialize in the area of identity theft and prevention with this policy and is awaiting their proposed revisions to the policy.
 - b. Inclusion of Diverse Suppliers and Philadelphia-Based Businesses in College Purchasing Activities (#216): Due to the recent executive orders and administrative guidance related to diversity, equity and inclusive, General Counsel believes that this policy requires further review and analysis.
 - c. Alcoholic Beverages Policy (#303): General Counsel is working on revisions based upon discussions with Cabinet members and intends to finalize this policy in Fall 2025.
 - d. Board of Trustees Statement on Student Activities (#102): General Counsel will prioritize review of this policy in Fall 2025.
 - e. College Identification Card Policy (#160): The proposed revisions to this policy were presented to Cabinet and are still being discussed by Cabinet.
- 5) The following policies are currently under review and should be completed in the 2025-2026 year:
 - a. Policy on Transfer Credit (#12)
 - b. Academic and Time Amnesty (#10)
 - c. Posting on College Facilities (#159)
 - d. Expenditure Approval Requirements (#203)
 - e. Royalties and Other Compensation or Incentives Related to Selection of Course Materials (#218)
 - f. Political Activity Policy (New): This policy was presented to the Policy Working Group for discussion and will be presented to Cabinet in Fall 2025.
- 6) Other policy-related information:
 - a. P-Card Procedures and Regulations: Based upon an audit of expenses incurred on the College's Purchasing Cards, General Counsel's Office reviewed and revised the Purchasing Card Policy that applies to College P-Card holders to: to identify and include related policies; update the list of unauthorized P-Card purchases; and state possible consequences of non-compliance (including possible revocation of employee's P-Card privileges).
 - b. Corporate Sponsorships: General Counsel's Office has evaluated the possible legal implications related to solicitation of corporate sponsorships and will work with the

President's Office and other applicable divisions to establish the parameters of such sponsorships and division responsibilities.

ATTACHMENT H

CCP 60th Anniversary



60th Concepts

Cabinet | 8.5.25



COMMUNITY COLLEGE OF PHILADELPHIA

Draft Goals

- **Celebrate College's legacy and 60 years of history**
- **Raise brand awareness and enhance reputation**
- **Reconnect to programs, staff, faculty, and students**
- **Reinvigorate the internal community**
- **Enhance external community and partnerships**
- **Fundraising goal? [for discussion]**

Execution

- **Develop working committee & subcommittees**



Yearlong celebration ideas:

- Kickoff: PD Week
 - Introduce our diamond year
 - Mention 60 for 60 and "Diamonds Among Us"
 - Give away "diamond" lapel pins to everyone at opening session
- 60 for 60
 - 60 students and alumni profiled throughout the year
 - Highlighted on social, ccp.edu newsroom
 - Students nominate faculty for promotion (asked to name at least one faculty member)
 - Stories of Alumni Scholarship Recipients
 - "60 seconds with" – social media features
 - 60 programs
 - Academic programs, initiatives or projects, student orgs/teams
 - Highlighted on social, newsroom
 - Promoted during related individual events (ex: Criminal Justice during Law & Society week; Art and photography during annual events, music during SGR concerts)
- Trivia game days
 - Know the college's history, get to know your professors, 60 landmarks in Philadelphia that have a CCP connection
- Staff: Diamonds Among Us
 - For discussion
 - President's awards return (break into new categories in honor of anniversary)? Employee service awards? Folks turning 60 (optional)?



COMMUNITY COLLEGE OF PHILADELPHIA

60th Events

RISE FROM WITHIN



Retro Events

- Employee Service Awards
- Classified Confidential Employee Luncheon
- College Family tea & Exhibition
- Retirees Ceremony & Reception
- Community Leader Impact Award (1 community member, 1 organization, 1 elected official)
- College Wide President's Awards



COMMUNITY COLLEGE OF PHILADELPHIA

Existing Events

- Welcome Week – Welcoming CCP's 60th class
- National Voter Registration Day – Application x Voter registration
- Catto Legacy Conference
- Roary's Cub House – Innovative
- Fringe Festival Feature - Innovative
- Veteran's Day
- CCP Holiday Celebration
- Latine Heritage Month – Kick Off Luncheon
- Black History Month – Kick Off Luncheon
- Thanks-for-Giving Luncheon
- One Book/One College Program
- Women's History Month
- Law & Society Week
- OutFest
- April is Art
- Student Leadership Awards
- Roarchella
- Alumni Reception
- Catto Legacy Awards
- Commencement – Graduating CCP's 60th class

RISE FROM WITHIN



New initiatives in honor of anniversary

- Commencement – Integrate certificate programs into the commencement ceremony for the first time in history
- Special Corporate/Community volunteer opportunity honoring 60 years
- CCP Foundation
 - Elevate Alumni Impact
 - Spotlight Scholarships
 - Enhance Fundraising & Donor Stewardship
 - Engage IR, Career services, MarComm



Culminating event

- Riffing on “Art & Soul”
- “Diamond drip” dress code/theme or Diamonds and Denim theme
 - Diamonds and Denim Anniversary Gala
- Cut glass diamond style paperweight giveaways
- Student makers market
- Student music
- CAHM catering
- Awards: a student, an alum, a FT faculty member, a PT faculty member, a staff member, community member who embodies spirit of CCP [how to determine?]
- For discussion: price points for staff/faculty/attendees



COMMUNITY COLLEGE OF PHILADELPHIA



RISE FROM WITHIN



COMMUNITY COLLEGE OF PHILADELPHIA



RISE FROM WITHIN



COMMUNITY COLLEGE OF PHILADELPHIA



RISE FROM WITHIN



COMMUNITY COLLEGE OF PHILADELPHIA



RISE FROM WITHIN