COMMUNITY COLLEGE OF PHILADELPHIA
COMBINED/HYBRID MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Wednesday, September 16, 2026 – 9:00 A.M.

AGENDA

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

FROM: Jeffrey A. Eberly, Vice President, Finance and Administration and Treasurer

DATE: September 14, 2026

A combined/hybrid meeting of the Business Affairs and Executive Committees of the Board of Trustees is scheduled for **September 16, 2026, at 9:00 A.M**. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom, M2-1 or *via* Zoom.

Public Session Zoom Link

https://ccp.zoom.us/j/99075755343?pwd=HMarso8ekejrqpXBLGC5wNJYd4X8U3.1Meeting

ID: 990 7575 5343
Passcode: 8029

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, Grants, or Bond Proceeds) which College Administration is seeking approval.

(1) Contract Award to BlackBaud, Inc. for the Raiser's Edge NXT Advancement Platform (Action Item)

The College is proposing to enter into a 3-year agreement with Blackbaud, Inc. for continued use of the Raiser's Edge NXT (RE NXT) advancement platform.

The proposed renewal will provide continuity for Institutional Advancement's core constituent relationship management and fundraising infrastructure during implementation of the College and Foundation's broader advancement capacity-building work. Per discussion with Mattison Advisors, the capabilities currently available through RE NXT appear generally aligned with several areas contemplated within Mattison Advisors' Phase II scope of work, including data management and reporting, fundraising and stewardship workflows, donor relationship management, prospect development, pipeline management, and performance measurement.

Mattison Advisors is at the beginning of the Phase II engagement and has not yet completed the assessment and planning work necessary to formally validate the three-year renewal or determine whether the platform and its current configuration fully align with its ultimate recommendations. As Phase II progresses, the engagement will further assess technology, data, processes, workflows, and system configuration and identify any additional considerations or opportunities for optimization.

Maintaining RE NXT during this period provides operational continuity and preserves Institutional Advancement's donor records, relationship history, prospect activity, gift information, communications, event activity, membership information, and wealth intelligence while that assessment and broader capacity-building work proceeds.

Contract Components

- **JustGiving with payment processing** — supports digital giving and donor acquisition.
- **RE NXT Membership** — supports membership and constituent relationship management.
- **RE NXT Pro+ Advanced Wealth Insights** — strengthens prospect identification, donor prioritization, portfolio development, and major-gift focus.
- **NXT webforms** – supports donation pages, event registrations, membership signups, and email subscription forms
- **Blackbaud Merchant Services** – provides end-to-end payment processing

The renewal also removes components that are no longer required, including **Blackbaud NetCommunity**, following the migration of the College's website and portal functions to WordPress and NXT forms; **Award Management Flex Pack**, which has been replaced by AwardSpring; and **Custom SSL and PP4M learning packs**.

This consolidation removes services that are no longer needed while maintaining the core capabilities currently supporting Institutional Advancement's fundraising and constituent relationship-management operations.

Phase II Capacity-Building Outcomes Supported by RE NXT

- **Data governance and reporting:** Provides centralized management and reporting of donor, prospect, gift, engagement, and relationship data.
- **Pipeline and moves management:** Provides infrastructure for prospect portfolios, cultivation stages, activity tracking, and performance monitoring.
- **Donor stewardship and retention:** Supports communications, engagement tracking, relationship ownership, and follow-up.
- **Revenue diversification:** Supports individual, corporate, event, membership, and digital fundraising activities.
- **Performance and accountability:** Provides data that can support the development and monitoring of fundraising revenue, pipeline, stewardship, and donor-retention performance indicators.

- **Campaign readiness:** Maintains prospect intelligence, relationship history, gift data, and reporting infrastructure that can inform future campaign readiness assessment and planning.

These capabilities demonstrate general alignment with areas contemplated within the Phase II scope; however, the Phase II assessment will determine whether additional technology, data, process, workflow, or configuration changes should be recommended.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the award of a three-year contract to Blackbaud, Inc. for the Raiser's Edge NXT Advancement Platform, at a total cost of $257,783.12, with annual fees of $81,800.04 for Year 1, $85,860.04 for Year 2, and $89,523.04 for Year 3. These funds will be provided from the operating budget.

(2) Contract Award to Voyatek for Fraud Mitigation and Identity Verification Software (Action Item)

Given the increasing prevalence of student fraud nationwide, the regulatory expectations surrounding identity verification, and the limitations of existing manual controls, the College's administration recommends approval of funding for the acquisition and implementation of Voyatek Fraud Mitigation and Identity Verification Software.

Fraudulent student activity threatens the integrity of the College's admissions, financial aid, student records, assessment, and enrollment processes. Higher education institutions nationwide are facing coordinated fraud schemes involving stolen identities, synthetic identities, fraudulent transcripts, unauthorized test takers, and organized financial aid fraud.

The College currently relies on a combination of official transcripts, manual review processes, proctored assessments, and IP address monitoring to identify potentially fraudulent activity. While these practices provide protection, they are largely reactive, labor-intensive, and difficult to scale as application volume grows. Failure to implement enhanced fraud detection measures increases the risk of improper Title IV disbursements, unauthorized student refunds, loss of institutional resources, audit findings, regulatory scrutiny, reputational risk, and increasing operational costs associated with investigating fraudulent activity.

To mitigate institutional risk and strengthen compliance with federal regulations, Administration recommends the implementation of Voyatek Fraud Mitigation and Identity Verification Software.

Pricing for the solution is being obtained through the E&I Cooperative Services contract (#683525) awarded to Carahsoft Technology Corporation, providing the College with a competitively solicited procurement vehicle. The total three-year cost will be no more than $230,182, with implementation fees of $26,806 and an annual fee of $67,792 for Year 1, and annual fees of $67,792 for Year 2 and Year 3.

Voyatek provides a dedicated fraud detection and identity verification platform specifically designed to identify suspicious applicant activity and reduce fraud before aid disbursement occurs. The solution supports a proactive approach to enrollment integrity by introducing identity validation at critical points in the student lifecycle.

The cost of proactive fraud prevention is significantly less than the potential financial, regulatory, and reputational consequences associated with continued growth in fraudulent activity.

This investment will:

1. Establish a formal identity verification framework.
2. Strengthen compliance with federal regulations.
3. Protect Title IV funding and institutional resources.
4. Reduce operational burden on Enrollment Management and Financial Aid staff.
5. Enhance the College's ability to proactively detect and deter fraudulent enrollment activity.

Implementation of Voyatek will enable the College to move from reactive fraud detection to proactive prevention while strengthening compliance and protecting institutional resources.

Administration requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees to award a three-year contract to Voyatek for Fraud Mitigation and Identity Verification Software, at a cost of no more than $230,182, with implementation fees of $26,806 and an annual fee of $67,792 for Year 1, and annual fees of $67,792 for Year 2 and Year 3. The funds will be provided from the operating budget.

(3) Contract Award to OneDigital for Employee Benefits Brokerage and Consulting Services (Action Item)

The College issued a Request for Proposal (RFP #10245) seeking a qualified employee benefits broker and consultant to support the College's employee benefit programs, regulatory compliance obligations, long-term healthcare strategy, and employee engagement efforts. Proposals were received from multiple nationally recognized firms and evaluated by a committee using a weighted scoring methodology. The College received bids from the incumbent Marsh McLennan Agency, Arthur J. Gallagher, OneDigital, CBIZ, USI, and Conner

Strong & Buckelew. USI and Conner Strong & Buckelew were not evaluated due to their pricing.

Proposals were evaluated using a weighted scoring methodology based on:

- Relevant experience and past performance (20%)
- Strategy and methodology (20%)
- Transition and implementation approach (15%)
- Performance metrics and accountability measures (15%)
- Cost proposal (15%)
- Higher education experience (10%)
- Diversity and inclusion commitment (5%)

Following a review of written proposals, interviews, and pricing submissions, OneDigital achieved the highest overall evaluation score, receiving a weighted evaluation score of 4.40 out of 5.00. The remaining three evaluated firms (CBIZ, Marsh McLennan Agency, and Arthur J. Gallagher) scored between 3.50 and 4.08.

The evaluation committee determined that OneDigital provided the strongest overall combination of innovation, strategic planning, employee advocacy services, advanced analytics, pharmacy consulting expertise, and long-term value to the College. While Arthur J. Gallagher presented a competitive proposal, the committee determined that OneDigital offered similar capabilities at a more favorable cost.

While the incumbent possesses extensive knowledge of the College's organizational structure, benefit programs, bargaining units, and employee populations, their proposal was more focused on maintaining current practices than advancing new approaches. In comparison, other bidders presented more robust analytical tools, innovative strategies, and proactive communication solutions that better support the College's goals for modernization, employee engagement, and strategic benefits management.

The College reviewed both fixed-fee and commission-based compensation models.

Under the fixed-fee proposal structure, OneDigital submitted a five-year proposal consisting of an initial three-year term with two one-year renewal options, for a total cost of $761,000. This compared with $925,000 from Arthur J. Gallagher and $650,000 from Marsh McLennan Agency. While CBIZ submitted the lowest-cost proposal at $420,000, the evaluation committee concluded that OneDigital's broader service offering and strategic capabilities provided superior overall value.

Because the College sponsors a self-funded medical plan, compensation was also evaluated against prevailing market practices. Many self-funded employers are moving towards a more transparent commission-based fee structure. The committee determined that OneDigital's proposed commission-based arrangement is competitive, transparent, and appropriately aligned with the services provided.

Under OneDigital's proposal, compensation equates to approximately $14.06 per employee per month, which is based on approximately 830 enrolled employees and annual benefit expenditure of approximately $30M, that projects to an annual commission revenue of approximately $140,000 in the first year and total compensation of approximately $761,000 over five years, subject to enrollment levels and carrier confirmation.

The committee determined that a commission-based compensation model is both market competitive and cost effective because it:

- Eliminates a separate consulting fee.
- Aligns compensation with program size and plan enrollment.
- Preserves access to the full suite of consulting and advocacy services.
- Provides predictable and transparent compensation disclosures.
- Reduces administrative burden associated with annual consulting fee invoicing and contract amendments.

Based on the results of the competitive RFP process, including technical evaluation, interviews, and pricing analysis, the evaluation committee recommends awarding the Employee Benefits Brokerage and Consulting Services contract to OneDigital as the firm offering the best overall value to the College.

Staff requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees to award a contract to OneDigital for Employee Benefits Brokerage and Consulting Services for an initial three-year term with two one-year renewal options, at a total cost not to exceed $761,000, and authorize the administration to negotiate and execute a commission-based brokerage agreement consistent with the firm's proposal and applicable compensation disclosure requirements. These funds will be provided from the operating budget.

AGENDA EXECUTIVE COMMITTEE
PUBLIC SESSION

(1) Policy Review Update (Action Item)

General Counsel will present an updated Policy Review Memo to the Executive Committee regarding policies that have been reviewed in the prior academic year, all outstanding policy reviews and the upcoming review schedule. The Revised Policy Update Memorandum is attached hereto as Attachment B to this agenda.

General Counsel recommends that the Executive Committee of the Board of Trustees recommends to the Board of Trustees to approve the Revised Policy Update Memorandum attached hereto as Attachment B.

(2) Discontinuance of Policies (Action Items)

As set forth in Memorandum #319, Community College of Philadelphia Policy on College Policies, the discontinuance of any policy must be approved by the Board of Trustees. In accordance with the Policy, General Counsel requests that the following policies be discontinued because they are out-of-date or obsolete:

a. Memorandum #154, Food or Drink in Classrooms, Laboratories, or Other Designated Areas (https://www.myccp.online/college-policies-and-procedures/food-or-drink-classroomslaboratories-or-other-designated-areas): This two-sentence policy prohibits food or drink in classrooms, labs, and other areas. It is overbroad as written and addresses an issue that does not require a College-wide policy.
b. Memorandum #155, Sign-out Procedure for Long-term Audiovisual Equipments (https://www.myccp.online/college-policies-and-procedures/sign-out-procedure-long-term-audiovisual-equipments): This policy is obsolete and does not reflect current practices.
c. Memorandum #254, Accidents At Work (https://www.myccp.online/college-policies-and-procedures/accidents-work). This policy contains procedure and not a policy.
d. Memorandum #264, COVID Leave Policy (https://www.myccp.online/college-policies/covid-leave-policy): This policy was implemented to comply with City of Philadelphia Bill No. 220051-A, which expired on December 31, 2023. The policy is therefore out-of-date and no longer applicable.

General Counsel recommends that the Executive Committee of the Board of Trustees recommends to the Board of Trustees to approve the discontinuance of the above-referenced policies.

(3) Resolution to Authorize the Administration to Update Position Titles in Policies

As set forth in Memorandum #319, Community College of Philadelphia Policy on College Policies, "[a]ll College policies must be approved by the Board of Trustees ("Board") or, as delegated by the Board, by the President of the College." The administration requests that the Executive Committee of the Board of Trustees recommends to the Board of Trustees to approve a resolution authorizing the Community College of Philadelphia's administration to update the position titles in College policies consistent with changes to position titles and/or responsibilities approved by the President without requiring Board of Trustees approval for such revisions. The resolution is attached hereto as Attachment C.

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

- Contract Award to BlackBaud, Inc. for the Raiser's Edge NXT Advancement Platform
- Contract to Voyatek for Fraud Mitigation and Identity Verification Software
- Contract Award to OneDigital for Employee Benefits Brokerage and Consulting Services

JAE/cr

c: Mr. Tim Ford
Dr. Alycia Marshall
Mr. Gim Lim
Mr. Derrick Sawyer
Ms. Carolyn Flynn

ATTACHMENT A

FUNDING FOR ACTION ITEMS
COMBINED MEETING OF THE BUSINESS AFFAIRS and EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES

September 16, 2026

Agenda Item No.	Vendor Consultant	Amount	Source
1	Blackbaud, Inc.	$257,783.12	Operating
2	Voyatek	$230,182	Operating
3	OneDigital	$761,000	Operating

ATTACHMENT B

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
Keola Harrington
Roz McPherson
Mindy Posoff
Jeremiah White
Timothy Ford
Carol Jenkins
Judy Gay

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

DATE: September 14, 2026

SUBJECT: Policy Update for Joint BAC & Executive Committee

Below is a revised summary of the policies that were reviewed in 2025-2026, outstanding policy reviews, and the upcoming policy review list:

1) The College reviewed the 20 policies listed below with brief descriptions.

Policy Name/Number	Description of Review	Policyholder	Approve By
Academic & Time Amnesty (#10)	Under the updated policy, the Provost and VP of Academic and Student Success may appoint a designee to grant academic or time amnesty to a student.	Dean of Students	President
Policy on Transfer Credit (#12)	Reviewed with no proposed revisions.	AVP, Enrollment Management	President
Involuntary Student Leave of Absence (#15)	Reviewed with no proposed revisions.	AVP, Student Success/Dean of Student Retention	President
Smoke-Free Campus Policy (#151)	Revisions updated language, added language on accountability for non-compliance, and specified prohibited products.	AVP, Facilities and Construction Management	President
Food or Drink in Classrooms, laboratories,	Recommended for discontinuance as not required.	AVP, Facilities and Construction Management	Board of Trustees (For discontinuance; To

or Other Designated Areas (#154)			be presented to Board for approval at the October meeting)
Sign-Out Procedure for Long-Term Audiovisual Equipment (#155)	Recommended for discontinuance as outdated and unnecessary.	AVP, Information Technology	Board of Trustees (For discontinuance; To be presented to Board for approval at the October meeting)
Posting in College Facilities (#159)	Revisions updated references to posting locations and amended and simplified language.	AVP, Facilities and Construction Management	President
Inclusion of Small and Local Businesses In College Purchasing Activities (#216)	Revisions update the policy to be consistent with the City's shift to prioritizing small and local businesses via Executive Order No. 6-25.	Director, Purchasing and Services	Board of Trustees
Royalties and Other Compensations or Incentives Related to Selection of Course Materials (#218)	Reviewed with no proposed revisions.	AVP, Accounting and Controller	President
Tuition Remission for Employees, Their Spouses, Domestic Partners and Children (#251)	Reviewed with no proposed revisions.	AVP, Human Resources	President (Pending President's approval)
Leaves of Absence for Administrative Personnel for Military Duty (#253)	Reviewed with no proposed revisions.	AVP, Human Resources	President (Pending President's approval)
Accidents at Work (#254)	Recommended for discontinuance as policy includes only procedure for employees to report accidents.	AVP, Human Resources	Board of Trustees (For discontinuance; To be presented to Board for approval at the October meeting)
Documentation Required for Extended Illness (#256)	Reviewed with no proposed revisions.	AVP, Human Resources	President (Pending President's approval)
COVID Leave Policy (#264)	Recommended for discontinuance; the applicable law is expired.		Board of Trustees (For discontinuance; To be presented to Board for approval at the October meeting)

Campus Mail Procedures (#302)	Revisions include updating terminology to match what USPS uses in 2026 and establishing timelines for final pickup (non-emergency).	Director, Purchasing and Services	President
Policy Governing the use and Duplication of Software (#305)	Revisions to update language and emphasize personal responsibility for unauthorized duplication of software (no indemnity from the College)	AVP, Information Technology	President
Policy for Responsible Computing (#306)	Revisions to update language and add requirement for securing personal devices, e.g., cell phones.	AVP, Information Technology	President
Acceptable Use Policy for Interactive Systems (#307)	Updates to technology definitions and references to other College policies.	AVP, Information Technology	President
Hardware and Software Support Policies on Campus (#309)	Updates to references to and definitions of hardware and other updates to reflect current terminology.	AVP, Information Technology	President
Identity Theft Detection and Prevention (#312)	Reviewed with no proposed revisions.	AVP, Information Technology	President

2) Additional Policies that we anticipate to be completed by the November Board of Trustees Meeting:

   a. Establishing Community College of Philadelphia Awards and Scholarships (#104) (Requires Board Approval)
   b. Forgivable Loan Policy (#206) (Requires Board Approval)
   c. Travel Authorization and Reimbursement (#217) (Requires Board Approval)
   d. Political Activity Policy (New) (Requires Board Approval)

3) The following policies have been reviewed and approved by General Counsel and are awaiting Cabinet/Standing Committee/IWC approval:

   a. Admittance to College Buildings (#152)
   b. Statement of Acceptable Behavior for College Guests and Visitors (#161)
   c. Material Procurement Cut-off Dates for College Operating and Capital Budgets (#208)
   d. Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program (#310)
   e. Personal Information Privacy and Protection Policy (#320)
   f. Anti-Discrimination and Harassment Policy (#357)

4) The following policies were not completed this year, are currently under review and should be completed in the 2026-2027 year:

   a. Policy Governing Use of College Facilities (#153): As the College is still evaluating rental options related to facilities and sponsorship activities that may impact use of facilities, this policy is still under review.

b. Expenditure Approval Requirements (#203) (Requires Board Approval): This policy was put on hold until the new Vice President of Finance and Administration was hired. Also, with the re-organization that is occurring and includes of new levels of senior leadership (e.g. Senior Vice Presidents), this policy needs to be revised to incorporate those changes, which may impact expenditure levels.

5) The following policies are scheduled for review or drafting in the 2026-2027 year:
   a. Board of Trustees Statement on Student Activities (#102)
   b. College Identification Card Policy (#160)
   c. Expressive Demonstration: Time, Place and Manner Policy (#163)
   d. Acceptable Use of Artificial Intelligence Policy (New). A policy about acceptable artificial intelligence use is anticipated in 2026-2027.
   e. Sponsorship Policy (New). Discussions related to a policy about commercial sponsorships are ongoing.

ATTACHMENT C

COMMUNITY COLLEGE OF PHILADELPHIA

Resolution # – Fiscal Year 2026-2027

Resolution to Authorize the Administration to Update Position Titles in Policies

WHEREAS, as set forth in Memorandum #319, Community College of Philadelphia Policy on College Policies, "[a]ll College policies must be approved by the Board of Trustees ("Board") or, as delegated by the Board, by the President of the College."

WHERAS, on September 16, 2026, the Executive Committee of the Community College of Philadelphia's Board of Trustees approved a motion recommending to the Board of Trustees to authorize the Community College of Philadelphia's administration to update the position titles in College policies consistent with changes to position titles and/or responsibilities approved by the President without requiring Board of Trustees approval for such revisions;

NOW THEREFORE, on this 1st day of October, 2026, the Board of Trustees hereby resolves that Community College of Philadelphia's administration is authorized to update the position titles in College policies consistent with changes to position titles and/or responsibilities approved by the President without requiring Board of Trustees approval for such revisions.

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary