



MEETING OF THE BOARD OF TRUSTEES
Thursday, September 7, 2017 – 3:00 p.m.
Isadore A. Shrager Boardroom

Table of Contents

(1)	Agenda	Pages 2-3
(2)	Proceedings and Minutes of Decisions and Resolutions Meeting of June 1, 2017	Pages 4-12
(3)	Gifts and Grants	Pages 13-15
(4)	Minutes of the June 1, 2017 Student Outcomes Committee	Pages 16-35
(5)	Minutes of the June 21 and August 23, 2017 Business Affairs Committee	Pages 36-61
(6)	Resolution on One-Time Retirement Incentive	Pages 62-63
(7)	Resolution on MarcDavid LGBTG Center	Pages 64

#####

MEETING OF THE BOARD OF TRUSTEES
AGENDA
Thursday, September 7, 2017 – 3:00 p.m.
Isadore A. Shrager Boardroom, M2-1

- (1) Executive Session
- (2) Meeting Called to Order
- (3) Public Comment
- (4) Report of the Business Affairs Committee
 - (a) Resolution on One-Time Retirement Incentive (A)
- (5) Report of the Student Outcomes Committee
- (6) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of June 1, 2017
 - (b) Gifts and Grants
 - (c) Academic Program Review-Liberal Arts A.A. Degree
 - (d) Hobsons' Starfish Student Degree Planning and Predictive Analytics Reporting
 - (e) RFP #9990 Mint Stair Replacement
 - (f) RFP #9972 Security System Upgrades
 - (g) RFP #9978 ESS Library Suite; Winnet, Bursar Counter
 - (h) RFP #9995 Telecommunications Service Provider
 - (i) 2017-18 Property and Casualty Insurance Renewal Package
 - (j) Revised College Policies and Procedures Memorandum No. 202 – Purchases
and contracts Requiring Specific Board Authorization
- (7) Report of the Nominating Committee for Board Officers (A)
- (8) Report of the Chair
- (9) Foundation Report
 - (a) Resolution on MarcDavid LGBTQ Center (A)
- (10) Report of the President

(11) New Business

(12) Next Meeting: Thursday, October 5, 2017 – 3:00 p.m.
Isadore A. Shrager Boardroom, M2-1

Future Committee Meetings:

Real Estate Committee:	Friday, September 15, 2017 11:00 a.m. – Isadore A. Shrager Boardroom, M2-1
Business Affairs:	Wednesday, September 27, 2017 10:00 a.m. – Isadore A. Shrager Boardroom, M2-1
Audit Committee	Thursday, September 28, 2017 12:00 noon – M2-34
Student Outcomes:	Thursday, October 5, 2017 1:30 p.m. – M2-34

Upcoming Events

ACCT Leadership Congress	September 25-28, 2017 The Cosmopolitan Hotel Las Vegas, Nevada
Commission for Community Colleges Southeast Region Trustee Meeting	Thursday, November 16, 2017 5:30 p.m. – 8:00 p.m. Montgomery County Community College 340 DeKalb Pike Blue Bell, PA 19422
Board of Trustees Retreat	Friday, November 17, 2017 8:00 a.m. – 3:00 p.m. Center for Business and Industry Building Room C2-5

#####

COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, June 1, 2017– 3:00 p.m.

Present: Mr. White, presiding; Mr. Armbrister, Mr. Bergheiser, Ms. Biemiller, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Mr. Herzog, Ms. Horstmann, Ms. McPherson, Dr. Rényi, Representative Roebuck, Ms. Sidhu, Dr. General, Ms. de Fries, Ms. Di Gregorio, Mr. Eapen, Dr. Gay, Dr. Hirsch, Ms. Hurst, Mr. Murphy, and Ms. Zellers

(1) Executive Session

The Executive Session was devoted to a discussion of budget and negotiations.

(2) Meeting Called to Order

Mr. White called the meeting to order.

(3) Public Comment

There were no requests for Public Comment.

(4) Report of the Business Affairs Committee

Ms. Biemiller reported that Ms. Arlene Yocum, President of the Foundation Board, Mr. Craig Stock, Foundation Board member, and Mr. Greg Murphy, Vice President for Institutional Advancement and Executive Director of the Foundation, had attended the Business Affairs Committee meeting of May 17, 2017 and discussed the Foundation's assets and strategic priorities. She stated that the Foundation has been recruiting new board members and that Dr. Ellyn Jo Waller will soon become chair of the Foundation Board. Ms. Biemiller stated that the Foundation, under the direction of Mr. Murphy, is also creating a new strategic fundraising plan that will form the foundation of a new comprehensive campaign. Ms. Biemiller noted that with decreasing support from the public sector, it is important that private fundraising activities become a source of recurring and increased funds for the College's budget priorities. Ms. Biemiller stated that the Foundation will provide an update, including a fundraising strategy, at the Business Affairs Committee at its November 2017 meeting.

(4a) Tuition Recommendation for 2017-18 Year

Ms. Biemiller reported that the Committee was provided with an overview of the budgetary challenges faced by the College for the 2017-18 fiscal year. She stated that the College has not had a tuition increase in the last three fiscal years. Ms. Biemiller stated that in order to maintain fiscal stability, staff recommended a \$6.00 per credit tuition increase to

\$159.00 effective for the fall 2017 term. Ms. Biemiller stated that the decision to raise tuition was difficult but necessary in order to balance the budget.

After discussion, Ms. Biemiller moved, with Ms. Hernández Vélez seconding, that the Board approve that the tuition charge be increased by \$6.00 per credit from \$153 to \$159 effective for the fall 2017 term. The motion carried unanimously.

(4b) Proposed 2017-18 College Budget

At the request of Ms. Biemiller, Mr. Eapen provided an overview of the proposed 2017-18 proposed budget. He stated that it is a tight budget with many challenges in terms of balancing the budget. Mr. Eapen stated that enrollment is a challenge, and that if enrollment does not improve, the College will face additional constraints moving forward which may require further reductions. Mr. Eapen reviewed the budget expenses and the reductions that the College had made in an effort to reduce expenses. Mr. Eapen noted that the Board is being asked to approve a deficit budget with the expectation that the College will work to close the deficit.

After discussion, Dr. Rényi moved, with Ms. McPherson seconding, that the Board approve the 2017-18 College Budget. The motion carried unanimously.

(4c) Resolution Approving 2% Salary Increase for Administrators (Excluding Vice Presidents and General Counsel Serving on the College's Cabinet) and Grant Administrators, and 2% Increase in Hourly Rate for Confidential Employees, Effective July 1, 2017

Ms. Biemiller read the following Resolution to approve salary increase:

WHEREAS, on May 17, 2017, the Business Affairs Committee approved a two percent (2%) salary increase for the Community College of Philadelphia's administrators (excluding Cabinet members) and confidential employees effective July 1, 2017;

NOW THEREFORE, on this 1st day of June, 2017, the Board of Trustees hereby approves a two percent (2%) salary increase for the Community College of Philadelphia's administrators (excluding the Vice Presidents and General Counsel serving on the College's Cabinet) and grant administrators and a two percent (2%) increase in the hourly rate for confidential employees, effective July 1, 2017.

Mr. Armbrister moved, with Ms. Hernández Vélez seconding, that the Board approve the above Resolution. The motion carried unanimously.

(5) Report of the Student Outcomes Committee

Dr. Rényi reported that the Student Outcomes Committee had reviewed the audit findings from the Liberal Arts A.A. academic program. She stated that currently 40% of Liberal Arts students leave with fewer than 12 credits or a GPA lower than 2.0. To address this issue, the program will decide on a measure to track students and learn why they move into, and out of, the

program. Dr. Rényi stated two other findings concerned increasing faculty engagement and assessment. The programs' curriculum revisions have impacted its assessment plan. Dr. Rényi stated that the program is already addressing the findings, especially faculty engagement.

Dr. Rényi reported that the Committee reviewed a follow up report on the Photographic Imaging A.A.S. program data regarding student outcomes. She stated that the program has done many things to increase enrollment, such as streamlining the curriculum, adding new courses, and renewing focus on enrolling students in the proficiency certificate program. Dr. Rényi stated that the program has made enhancements to the student experience, and have been doing as much as they can to increase the program's profile. Dr. Rényi stated that the Committee was impressed with the level of internship positions the program has secured for Community College of Philadelphia students in the program.

Dr. Rényi stated that strategic topics for discussion by the Board will take place in the fall.

(6) Consent Agenda

Mr. White presented the following Consent Agenda for Board approval:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of May 4, 2017
- (b) Gifts and Grants
- (c) E-Commerce Billing and Payment Solutions
- (d) Managed Backup Services

Ms. Hernández Vélez moved, with Mr. Armbrister seconding, that the Board approve the Consent Agenda. The motion carried unanimously.

(7) Report of the Chair

(7a) Foundation Board Appointments

Mr. White reminded the Board that three Board members can serve on the Foundation Board. He stated that in addition to Mr. Soileau, he had appointed Ms. Sidhu to serve on the Foundation Board. Mr. White noted that Ms. Sidhu will no longer serve on the Student Outcomes Committee.

(7b) Nominating Committee for Board Officers

At the request of Mr. White, Ms. Hernández Vélez, Chair of the Nominating Committee for Board Officers, reported that she had received nominations for Board Officers and that the Committee will be recommending a slate of officers at the September Board meeting.

(7c) Meeting with Joe Neubauer

Mr. White reported that at the *Philadelphia Citizen Speaks* panel discussion at the Barnes Foundation in which Dr. Generals participated with four other college presidents in the City, Mr. Joe Neubauer, former Chairman and Chief Executive Officer of Aramark, had been very impressed with Dr. Generals' comments and Community College of Philadelphia. He stated that as a follow-up to the event, he, Dr. Generals, and Mr. Murphy met with Mr. Neubauer and his Foundation Director, Ms. Rebecca Cornejo on May 31, 2017 to discuss possible collaboration with the Neubauer Foundation. Mr. White stated that Mr. Neubauer shared his vision for Philadelphia and opportunities to help young people, the importance of connections with high schools, and dual enrollment. Mr. White stated that the meeting went well, and that Mr. Neubauer may be interested in collaborating with the College on a number of projects.

(8) Foundation Report

Mr. Murphy reported that he had hired Ms. Pat Warner as the new Director of Grants and Strategic Philanthropy. He stated that Ms. Warner comes to the College from the Academy of Natural Sciences and will work to maintain government funding and increase private giving.

Mr. Murphy reported that this has been the best year for private fundraising as it is up 150% over last year. Government fundraising is up over \$2 million from last year.

(9) Report of the President

Dr. Generals called attention to his memorandum in the Board folder regarding his activities during the month of May, and summarized the highlights.

(9a) Cheyney University

Dr. Generals called the Board's attention to an article in their Board folder regarding conversations that are underway at the State level regarding Cheyney University and what community colleges should be doing to help Cheyney. Dr. Generals stated that the College has a dual admissions agreement with Cheyney University. He stated that he will keep the Board informed on this issue.

(9b) Pathways Magazine Breakfast

Dr. Generals reported that he had delivered remarks at the Pathways Magazine Breakfast on May 22, 2017. Mr. John Frye, President of Drexel University, was featured on the spring 2017 edition and was the keynote speaker at the event. He stated that Mr. Frye spoke about the important role of Community College of Philadelphia and the partnership with Drexel University. Following the unveiling of the *Pathways Magazine*, Dr. Generals stated that he and Mr. Frye had signed the Dual Admissions Agreement. The partnership allows students to earn their associates degree at our College and then enroll at Drexel with junior standing.

(9c) Biomedical Technician Training Apprenticeship Program

Dr. Generals reported that he had delivered remarks at the Department of Labor and Industry and Wistar Institute press conference on May 30, 2017 announcing the Biomedical Technician Training Apprenticeship Program. He stated that Wistar Institute and the College have been successful in producing biomedical technicians who are well trained and ready to enter the workforce with the knowledge and expertise necessary to succeed. The College and the Wistar Institute have now joined forces to extend the program to include a nontraditional apprenticeship opportunity. Secretary of Labor and Industry Katherine Manderino, and Mayor Kenny attended the event as the program is the first of its kind in the nation.

(9d) Culinary Arts and Hospitality Management
Program Education Day

Dr. Generals reported that he had delivered remarks earlier in the day at the 24th Annual PHL-Greater Philadelphia Hotel Association Hospitality Education Day held on Campus. The event is an opportunity to highlight the College's Culinary Arts and Hospitality Management program. In attendance were high school students from the School District of Philadelphia as well as College faculty, and representatives from local colleges and universities.

(9e) Foundation Golf Outing

Dr. Generals reminded members of the Board regarding the Foundation Annual Golf Classic scheduled for Monday, July 31, 2017 at 11:30 a.m. at the Manufacturer's Golf & Country Club.

(9f) Board Retreat

Dr. Generals stated that he planned to schedule a day long Board Retreat in November. He stated that Trustees will be contacted by the President's Office to identify a date for the Retreat.

(10) New Business

Mr. White stated that there will be no Board meetings held in July and August. He wished a great summer to all.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 7, 2017 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 3:55 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, June 1, 2017– 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Mr. White, presiding; Mr. Armbrister, Mr. Bergheiser, Ms. Biemiller, Ms. Fulmore-Townsend, Ms. Hernández Vélez, Mr. Herzog, Ms. Horstmann, Ms. McPherson, Dr. Rényi, Representative Roebuck, Ms. Sidhu, Dr. Generals, Ms. de Fries, Ms. Di Gregorio, Mr. Eapen, Dr. Gay, Dr. Hirsch, Ms. Hurst, Mr. Murphy, and Ms. Zellers

(1) Executive Session

The Executive Session was devoted to a discussion of matters related to budget and negotiations.

(2) Meeting Called to Order

Mr. White called the meeting to order.

(3) Public Comment

There were no requests for Public Comment.

(4) Report of the Business Affairs Committee

Ms. Biemiller updated the Board on discussions held at the May 17, 2017 meeting of the Business Affairs Committee regarding the College's Foundation.

(4a) Tuition Recommendation for 2017-18 Year

The Board approved that the tuition charge be increased by \$6.00 per credit from \$153 to \$159 effective for the fall 2017 term.

(4b) Proposed 2017-18 College Budget

The Board approved the 2017-18 College Budget.

(4c) Resolution Approving 2% Salary Increase for Administrators (Excluding Vice Presidents and General Counsel Serving on the College's Cabinet) and Grant Administrators, and 2% Increase in Hourly Rate for Confidential Employees Effective July 1, 2017

The Board approved a 2% salary increase for administrators (excluding Vice Presidents and General Counsel serving on the College's Cabinet) and grant administrators, and 2% increase in hourly rate for confidential employees, effective July 1, 2017.

(5) Report of the Student Outcomes Committee

The Student Outcomes Committee reviewed the Liberal Arts A.A. academic program, and a follow up report of the Photographic Imaging A.A.S program.

(6) Consent Agenda

The Board approved the following Consent Agenda for Board approval:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of May 4, 2017
- (b) Gifts and Grants
- (c) E-Commerce Billing and Payment Solutions
- (d) Managed Backup Services.

(7) Report of the Chair

(7a) Foundation Board Appointments

Mr. White appointed Ms. Sidhu to serve on the Foundation Board.

(7b) Nominating Committee for Board Officers

The Nominating Committee for Board Officers will be recommending a slate of officers at the September Board meeting.

(7c) Meeting with Joe Neubauer

Mr. White, Dr. Generals, and Mr. Murphy met with Mr. Neubauer and his Foundation director, Ms. Rebecca Cornejo on May 31, 2017 to discuss possible collaboration with the Neubauer Foundation.

(8) Foundation Report

Ms. Pat Warner has been hired as the new Director of Grants and Strategic Philanthropy.

Private fundraising is up 150% over last year. Government funding is up over \$2 million from last year.

(9) Report of the President

Dr. Generals called attention to his memorandum in the Board folder regarding his activities during the month of May, and summarized the highlights.

(9a) Cheyney University

The Board was provided with an article regarding conversations that are underway at the State level regarding Cheyney University and what community colleges should be doing to help Cheyney.

(9b) Pathways Magazine Breakfast

The Pathways Magazine Breakfast took place on May 22, 2017. Mr. John Frye, President of Drexel University, was featured on the spring 2017 edition and was the keynote speaker at the event.

(9c) Biomedical Technician Training Apprenticeship Program

Dr. Generals delivered remarks at the Department of Labor and Industry and the Wistar Institute press conference on May 30, 2017 announcing the Biomedical Technician Training Apprenticeship Program.

(9d) Culinary Arts and Hospitality Management
Program Education Day

Dr. Generals delivered remarks earlier in the day at the 24th Annual PHL-Greater Philadelphia Hotel Association Hospitality Education Day held on campus.

(9e) Foundation Golf Outing

The Foundation Annual Golf Classic is scheduled for Monday, July 31, 2017 at 11:30 a.m. at the Manufacturer's Golf & Country Club.

(9f) Board Retreat

The Board will be contacted regarding the scheduling of a Board Retreat in November.

(10) New Business

No Board meetings will be held during the months of July and August.

(11) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, September 7, 2017 at 3:00 p.m. in the Isadore A. Shrager Boardroom.

The meeting adjourned at 3:55 p.m.

COMMUNITY COLLEGE OF PHILADELPHIA
Office of Institutional Advancement
Monthly Summary of Grants and Gifts
for the September 2017
Meeting of the Board of Trustees

Federal Grants

The National Science Foundation has funded year four of the five-year Alliance for Minority Participation for the Greater Philadelphia Region (AMP Phase V) grant for \$23,694. The College is a subcontractor on this fifth consecutive five-year *Louis Stokes Alliance for Minority Participation* (LSAMP) grant through Drexel University. The LSAMP program has had a positive impact on the College's culture and attitude toward underrepresented STEM students. The LSAMP program directly supports approximately 100 first-year STEM students each year through mentoring and scholarship support, and reaches over 1,000 through speakers and other broader activities.

The National Science Foundation has funded the Philadelphia Teacher Initiative in Education Sustainability grant for \$20,251 from June 2017 through May 2018. This grant supports a partnership between Bryn Mawr, West Chester University, the School District of Philadelphia and the College to support a regional Education for Sustainability initiative and provide teacher professional development in Philadelphia.

The U.S. Department of Education has funded year three of the five-year Predominantly Black Institutions Program – Competitive Grant for \$600,000 supporting the Center for Male Engagement (CME). The CME is designed to increase the retention and graduation rates of African-American male students at the College through intentional, coordinated and culturally responsive programming that holistically addresses the particular academic and non-cognitive needs of African-American males as they pursue a degree, establish short and long-term career goals, become more civic-minded, and learn to effectively use their social capital in order to become contributing participants of a global workforce.

The U.S. Department of Education has funded year three of the five-year TRIO Student Support Services (SSS) grant for \$271,420. Community College of Philadelphia's SSS program goal is to serve 225 eligible students annually by providing the support services necessary for persistence and completion of postsecondary education. The focus of the project will be on increasing retention, good academic standing, graduation and/or facilitating transfer from an associate's degree-granting institution to a four-year college/university, and maintaining an institutional climate supportive of the needs of participants.

The U.S. Department of Education has funded year one of the five-year Upward Bound (TRIO Program) for \$301,958. This is the College's fifth TRIO Upward Bound grant. The Upward Bound program will provide 68 eligible secondary students annually with the academic skills and motivation necessary for persistence and completion of secondary and postsecondary education. The College will partner with two persistently low achieving target high schools in the School District of Philadelphia: Benjamin Franklin and South Philadelphia.

The U.S. Department of Health & Human Services has funded the KEYS (Keystone Education Yields Success) grant for \$660,548 for fiscal year 2017-2018. The College's KEYS program will provide TANF recipients who are students at the College with assistance to foster their academic success. KEYS offers students academic supports including developmental courses, study and life skills workshops, career exploration, tutoring, mentoring and resource development.

The U.S. Department of Health and Human Services has provided an additional \$8,489 in funding for year two of the New Faces Health Professions Diversity Pipeline Program grant. The College will provide secondary faculty development and pre-college experiences for high school students at Roxborough High School to encourage postsecondary matriculation in STEM and health careers.

Local Grant

The School District of Philadelphia has funded year one of the five-year Gateway to College grant for \$1,040,000 from July 2017 through June 2018. The College's Gateway to College program serves high risk youth who have dropped out of school, providing them an opportunity to earn a high school diploma while earning college credits. The grant will support up to 200 students per year from 2017-2022.

Foundation Grants

The Independence Blue Cross Foundation has funded the Nurses for Tomorrow Undergraduate Scholarship grant for \$5,377. This grant will support scholarships for nursing students enrolled for the 2017-2018 academic year.

The Truth Initiative Foundation has provided an additional \$5,000 in funding for the Moving in the Right Direction: Engaging Community College of Philadelphia to be Smoke Free grant from April 2017 through December 2017. The grant continues to support efforts to educate and engage the College community around the issue of becoming a 100% smoke free campus.

Organization Grant

The Association of American Colleges and Universities (AAC&U) on behalf of the Teagle Foundation has funded the Purposeful Pathways: Faculty Planning for Curricular Coherence grant for \$46,000 for three years of funding from June 2017 through May 2020. This grant will support the implementation of action plans developed through a prior grant from the Teagle Foundation. The plan works to identify ways the College's commitment to quality general education will complement the guided pathways work.

**STUDENT OUTCOMES COMMITTEE OF THE
BOARD OF TRUSTEES**

MINUTES

Thursday, June 1, 2017

1:30 p.m.

Conference Room M2-34

Presiding: Dr. Rényi

Present: Mr. Armbrister, Ms. de Fries, Ms. Fulmore-Townsend (via phone), Dr. Gay, Dr. Generals, Dr. Hirsch, Ms. McPherson, Dr. Roberts

Guests: Mr. Acosta-Morales, Ms. Dunston, Mr. Spielberg, Dr. Sweet

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of May 4, 2017

The minutes were accepted unanimously.

(b) Academic Program Review: Liberal Arts A.A. Degree

Ms. Dunston addressed the findings from the Liberal Arts A.A. academic program review. One finding related to retention. Currently 40% of Liberal Arts students leave with fewer than 12 credits or a GPA lower than 2.0. To address this, the program will decide on a measure to track students and learn why they move into and out of the program. The program is undergoing change. There are currently about 2,500 students, down 40% from five years ago. The enrollment drop is partly due to new program availability, such as English and Psychology. Students entering those new programs formerly would have enrolled in Liberal Arts. Additionally, the College's enrollment has declined in general. The program will evaluate examining the effect on enrollment and retention of the new First Year Experience (FYE) course. In FYE 101 students articulate their goals and create an educational plan, activities designed to improve retention.

Two other findings concerned increasing faculty engagement and improving assessment. The program's curriculum revisions have already stimulated changes in its assessments. The program will present a full cycle of assessment, including looking at faculty engagement, technology, and new course requirements.

Mr. Acosta-Morales, the Department Head of History, Philosophy, and Religious Studies, which houses the Liberal Arts program, described how the program is already addressing the findings, especially as a result of increased faculty engagement leads to more thorough and effective assessment. Mr. Acosta-Morales reported that the faculty are looking forward to the data from the new FYE course. In general, the Guided Pathways work should improve retention. Proactive advisement of students, taking the FYE course within the first 12 credits, and helping students determine their academic goals earlier (in the FYE course) should significantly improve retention. The program recently refined the courses that are recommended. This not only provides guidance to students, but also enables them to see connections between courses and how the recommended courses help them progress.

Mr. Armbrister asked about the broad array of concentrations on the curriculum map. Mr. Acosta-Morales explained that Liberal Arts is a general major, which should allow students to have experiences with courses that fit an array of different interests. Advisors guide student choices. Dr. Rényi commented that this major stems from General Studies and asked if all courses would be accepted as liberal arts requirements upon transfer. Mr. Acosta-Morales could not say that all courses are accepted at every institution as having fulfilled liberal education requirements. Dr. Generals added that schools will probably accept the credits and that the role the credits fill might vary; PASSCHE schools generally do accept them for liberal education requirements. An attempt was made to structure the program so that if students complete the degree, they should fulfill the general education distribution at a transfer institution. Ms. Dunston explained that the requirements of the top transfer institutions were reviewed and they did vary. Dr. Rényi noted the importance of advising to help students determine early to which institution they will transfer; Dr. Generals attested to the advisors' ability to do so. Dr. Sweet explained that a student learning outcome of the FYE course is for students to complete academic and career plans; they therefore consider transfer institutions and course sequencing as part of this. As a consequence, some students might find a more specific major to meet their goals. Dr. Hirsch described how within the blocks in the curriculum, students do have some flexibility with courses so they can take into account transfer requirements. Mr. Acosta-Morales said this was part of the ongoing curriculum revision process. .

Dr. Sweet commented that only since last summer has the program resided in the History, Philosophy, and Religious Studies department and that Mr. Acosta-Morales' input has been beneficial to the program.

Action: The Student Outcomes Committee unanimously recommends that the Board of Trustees accept the program review with approval for five years. The program should submit a follow-up report to the Committee within one year to address the evaluation of the FYE course and its effect on retention, the developmental education map, and retention outcomes.

(c) Program Audit Follow up Report – Photographic Imaging

At the Student Outcomes Committee meeting in September 2016, the Committee requested that the Photographic Imaging A.A.S. program submit an update report to provide more data regarding student outcomes. Dr. Sweet described how the program has initiated many new activities to increase enrollment, such as streamlining the curriculum (from 63 to 60 credits), adding new courses, and renewing focus on enrolling students in the proficiency certificate program. As a result, 35 students have signed up for the Digital Imaging PC program. There were six graduates from the Photographic Imaging program in 2016, with 5 in 2017; and fewer in the Digital Imaging PC program.

The program has made enhancements to the student experience. Faculty have been doing as much as they can to increase the program's profile and encourage students to seek out this option. Mr. Spielberg explained how the College has had photography courses since it was founded. The program focuses on commercial photography, with the goal of preparing students for a career. Since video is part of photography training, both photography and video are taught in the program. If students are especially proficient in video, they are encouraged to explore the Digital Video Production program. Faculty also encourage students who would not be able to make a living as photographers to find a different program in which they can be successful. These discussions typically occur in lower-level courses, which results in a high attrition rate from these lower-level classes.

Dr. Rényi commented that the internship with the *Inquirer* is fabulous. Mr. Spielberg said that the *Inquirer* and local TV stations used to only take a Community College of Philadelphia student every 3-4 years, but now internship positions regularly go to our students. Dr. Rényi noted that the committee is very impressed with what the program has accomplished.

Action: The Student Outcomes Committee agreed to defer action of the Program until the September Committee meeting at which time Drs. General and Hirsch will provide more information.

(d) New Business

There were no new business topics to discuss

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for September 7, 2017 at 1:30 p.m. in Conference Room M2-34.

Attachments:

Minutes of May 4, 2017

Academic Program Review: Liberal Arts A.A. Degree

Program Audit Follow-Up Report: Photographic Imaging Curriculum

Liberal Arts Curriculum Map

Academic Pathways

**STUDENT OUTCOMES COMMITTEE OF THE
BOARD OF TRUSTEES**

MINUTES

**Thursday, May 4, 2017
1:30 p.m.
Conference Room M2-34**

Presiding: Dr. Rényi

Present: Ms. de Fries, Ms. Fulmore-Townsend, Dr. Gay, Dr. Generals, Ms. Horstmann (via phone), Dr. Hirsch, Dr. Roberts, Rep. Roebuck, Jr., Ms. Sidhu

Guests: Dr. Carter

(1) Executive Session

There were no agenda items for the Executive Session.

(2) Public Session

(a) Approval of the Minutes of April, 2017

The minutes were accepted unanimously.

(b) Program Audit Follow-up Report – Business Administration A.A., Business A.A. Degrees

Dr. Carter provided updates on actions taken based on audit findings.

Finding 1: Evaluate the integration between the Marketing and Management Department and the Business Administration Department.

Update: The majority of faculty saw reason for the integration. Department heads have been working together over the past few months. They have addressed some of the issues behind the recommendation, especially assessment. They created a new assessment schedule for a more holistic view and have alerted faculty to this schedule. The department is working on determining the best possible structure – for example, Marketing will not have a department head - and moving forward with the approval to merge.

Finding 2. Evaluate the distinction between Business Administration and Business Programs.

Update: The new Business – General program will go into effect in Fall 2017. Current students in the Business Administration and Business programs can choose to remain with their chosen program or they can change to the new curriculum. Because

the new program is so similar to the previous programs, students most likely will not make that change.

Finding 3. Complete all outstanding 335 course evaluations.

Update: As of the SOC meeting, ten 335 course evaluations had been completed, including information on assessments. The remaining evaluations should be completed by the end of the summer.

Finding 4. Evaluate the quality and variety of assessment measures; ensure alignment between the Program Learning Outcomes and Student Learning Outcomes; ensure faculty collaboration in assessment planning and review across the departments; examine the extent to which the Programs incorporate common business education trends and necessary skills for business graduates into their outcomes and let these education trends and skills inform changes to assessment.

Update: In switching to the new curriculum, evaluation and assessment were thoroughly considered. This includes a new schedule for assessment, as noted under Finding 1. The faculty kept the Program Learning Outcomes that were most reflective of the new program. As part of Guided Pathways, faculty looked at appropriate general education options that would support program cohesion. For instance, the program changed the history course from US history to global history so that students would have a more global context for their business studies. Cultural Anthropology and Human Geography were chosen as general education options because of their focus on economic systems in the global context. Public speaking or group/team communications are options for the communication requirement. While choosing courses, the faculty considered how all the choices transfer to four-year institutions.

Co-curricular activities were started in the past year. This included a panel on study abroad opportunities focused on business, as opposed to Liberal Arts. The program is identifying speakers to bring to the College to talk about global issues.

Regarding assessment, the program is looking at building skills into the curriculum for which employers are looking. For example, to address leadership skills desired by employers, the BUSL 101 course has an emphasis on self-leadership.

Dr. Rényi asked about the differences in math requirements as had been described in the audit. Dr. Carter explained that faculty decided that Business Math (MATH 111) did not adequately prepare students, especially for transfer. The College will still offer the course because of students remaining in the two business programs to be discontinued. The program has plans to develop an AAS degree. The AAS degree would not be for a traditional transfer program, but rather for programs that prepare students for careers and degree completion programs and for which MATH 111 would suffice. Statistics remains in the curriculum, as all students take this course. The program wants to refine the math sequence. Faculty currently send students to the Math department for Calculus. As part of reviewing the curriculum under Guided Pathways, the program is moving to readjust the math sequence.

Finding 5. The Business and Business Administration Programs should evaluate their articulation agreements.

Update: Nine of 37 current articulation agreements have been reviewed so far. Review of the agreements includes examining relevance of the agreements vis a vis student goals; ending agreements with poor alignment; updating for the new Business-General program; and developing information materials for students.

Finding 6. Improve outcomes for students in the Business Program.

Update: Outcomes differed across the two programs largely because students who chose the Business Administration program, with the higher level math requirement, were typically academically stronger. The discontinuation of the two programs and the introduction of the new Business-General program will address this issue.

Dr. Rényi requested an update on the progress on the math sequence and on maintaining articulation agreements. Dr. Rényi commented that the program has made a lot of progress and it appears that the faculty are very positively engaged; Dr. Carter agreed with that characterization.

(c) Guided Pathways – Update Presentation

Dr. Hirsch provided an update to the Committee on the College’s progress on its Guided Pathways efforts; this included a PowerPoint presentation. The Guided Pathways reform can be divided into four parts, each encompassing multiple undertakings:

Clarifying the Paths:

- Academic Pathways - Currently when students view our website, they see an alphabetical list of programs. This will change so clusters of related programs, or “academic pathways,” are grouped together. The College is developing a database of Student Learning Outcomes by pathway. Academic pathways allow for better alignment of related programs and courses.
- Curriculum maps – Examples of “before” and “after” maps were provided for Liberal Arts, Business-General, and Hospitality Management. Previous curriculum grids show electives with little guidance, while the new curriculum maps provide more focused and therefore reduced options. The curriculum maps provide more information to students that can help guide their experience, such as information on course sequencing, milestone courses, etc. The curriculum maps will encompass about 80% of the students. Some tailoring may be needed for the other 20%, such as with transfer students. The College is currently working on a course substitution process to address such needs. A goal with these new curriculum maps is to have students take fewer excess credits. Monitoring described above will also help with this.

Dr. Rényi asked if programs within an academic pathway are discussing general education. Dr. Hirsch explained that there will be faculty-led

discussions on this in the summer, which may lead to a reexamination of general education in the future.

Help Students Get on the Path:

- First-Year Experience Course – in this course, students develop academic, career, and financial plans.
- Intake Redesign – this has just started.
- Developmental Education – Across both English and Foundational Math there have been pockets of innovative piloting, e.g., contextualized learning, co-requisites, etc. A new intensive English language program will be launched in the fall semester.
- Integrative supports – these entail a more prescriptive and intentional approach.

Help Students Stay on their Path:

- Intensive advising model – the goal of this model is to increase student persistence and completion. The College hired seven new full-time advisors ahead of Fall 2016, who have been assigned to the largest programs. These advisors saw more than 3,000 students, who with the advisors’ help developed educational plans. This proactive advising model includes “nudges” such as student monitoring, early alerts, and mid-term grades.
- Tracking progress – the College has looked at new and integrative technologies. Available technologies are becoming increasingly sophisticated in providing options to monitor student progress.

Ensure Students are Learning:

- Applied learning experiences and internships – the College is working towards increasing these efforts.
- Professional development – the College recognizes the need to provide faculty and staff with professional development to support innovations.

(d) New Business

There were no new business topics to discuss.

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for June 1, 2017 at 1:30 p.m. in Conference Room M2-34.

Attachments:

Minutes of April 6, 2017

Business Program Audit Action Item Update

Community College *of* Philadelphia

Academic Program Review

Executive Summary Prepared

for

Student Outcomes Committee of the Board

Liberal Arts Program

Author: Krishna
Dunston

Contributors:
John Joyce
John Moore
Marge Niven

Date: Fall
2016

I. Executive Summary

A. Key Findings

The Office of Assessment and Evaluation makes the following observations, with regard to the quality and viability of the program:

- i. **Retention** – Retention is lower than the college average. Improvement efforts, including the Program’s participation in First Year Experience (FYE) course, are large in scale and may cause fluctuations in *program* retention, even as they positively impact *college* retention.
- ii. **Assessment** – several potentially impactful changes to the curricula have been made in the last eighteen months, and further steps are under consideration. As a result, significant adjustments to the assessment plan are in progress.

B. Action Items

The Office of Assessment and Evaluation makes the following recommendations to the senior leadership and the Board in response to the information collected in the *Academic Program Review (APR)*:

Recommendations – include items of concern, which should be addressed and re-examined, based on the current plan.

1. Retention and Evaluation of FYE Interventions

As noted, the drop in enrollment over the past five years has multiple causes, including new programs which cause a migration of students from Liberal Arts into programs which are more closely aligned to students’ academic goals. It is reasonable to assume that as the College implements interventions in the First-Year Experience (FYE) course and completes pathways mapping, there may be an increase in program to program transfers. A plan which tracks and evaluates potential fluctuations in retention and transfer is recommended. This should show the efficacy of recent changes and inform the program as to further needs. A, “one year out” survey of students who completed the FYE course may provide additional insight.

Recommended Timeline: Spring 2018

Persons Responsible: Curriculum Coordinator, Department Head, Dean of Liberal Studies

2. Faculty engagement

A core group of faculty representing various academic disciplines included in the liberal arts areas should be recruited to serve as a review board. This faculty group should provide advice for issues such as curricular review and assessment practices. Assessment results should be disseminated to this group for analysis and further

sharing with faculty in academic disciplines serving the Liberal Arts curriculum. The team could be composed of faculty members from the first year experience course, faculty with experience in transfer, an academic advisor or counselor, and/ or other faculty who teach program courses.

Recommended Timeline: Ongoing

Responsible: Dean of Liberal Studies, Department Head, Curriculum Coordinator

3. Assessment Plan

As the program completes a cycle of curricular revisions begun in 2015-16, an evaluation of learning outcomes and assessment activities is required. This might include realigning or redrafting program learning outcomes, reviewing recently introduced assessments, and/or making further use of technological supports to support collection and timely use of data. It must include a clearly defined calendar of assessment activities explicitly aligned to program learning outcomes, allowing for a complete cycle of assessments which can provide evidence of student learning and ensure quality improvement.

Recommended Timeline: Spring 2018

Persons Responsible: Curriculum Coordinator, Department Head

C. Narrative Summary

The Academic Program Review of Liberal Arts has been ongoing for almost two years. Multiple authors have made an effort to simultaneously document the program's challenges, while acknowledging the substantive, thoughtful and potentially impactful revisions which remain on-going.

The Liberal Arts –General Program was established in 1995 in part to replace the General Studies and Associate in Arts Curricula. The program was revised in 2009 to bring it into compliance with the (then new) general education requirements. A recently approved revision, effective fall 2015, changed the program name to Liberal Arts, incorporates national best practices and current thinking on guided pathways, limiting student choice and inclusion of a transition to college course. Liberal Arts- General was renamed Liberal Arts, effective with the 2015-16 Catalog. Further implementation of revisions began as part of the 2016-2017 academic year, including housing Liberal Arts in the History, Philosophy and Religious Studies Department.

Over the past 5 years, operating costs have been similar to those of the College as a whole.

Enrollment in the Liberal Arts program has averaged 3652 students over the past 5 years and shows a downward trend. Program students are more likely to be enrolled in all

developmental coursework. Program retention is lower than College wide and 31% of students transfer (compared to 36% college wide).

Recommendations focus on a retention plan which tracks impact of FYE course on retention and movement of students through the college; increasing faculty engagement in the program; and a reevaluation of the assessment plan which ensures that the program has and can respond to meaningful student learning data. The assessment plan should emphasize a cyclical plan which allows the program to complete assessments in a sustainable manner for continuous improvement.

**Photographic Imaging Program, AAS
Audit Update
June 1, 2017**

Student Outcomes:

1. Enrollment averaged 54 majors for 2016-2017.
2. Graduates: 5 Photographic Imaging AAS and 4 Digital Imaging PC.
3. Course assessment shows increased student success at final portfolio presentation for PHOT 299. Faculty have raised the benchmark from 70% to 75%.

Enrollment	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016
Photographic Imaging	75	76	78	68	83	78	69	66	52	58	50
Digital Imaging			1	1	1	2	2	2	2	1	1

Graduation	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Photographic Imaging	6	3	6	5	4	3	4	3	6	5
Digital Imaging					1	6	29	5	13	4

Program Name	F15 New Students	Returning Students	All Students	F16 New Students	Returning Students	All Students
Photographic Imaging	18	34	52	16	34	50
Digital Image Prof. Cert	0	1	1	0	1	1

Program Enhancements to Improve Retention, Progression, and Graduation

1. Revised Photographic Imaging curriculum:
 - Lowered required credits from 63 to 60 credits;
 - Aligned with Guided Pathways for electives;
 - Eliminated some pre-requisites to increase retention;
 - Created 2 new courses, PHOT 105 Intro Digital Photo and PHOT 113 Digital Technology, Art, and Culture for Fall 17.

2. Increased recruitment through Veterans Resource Center by having PHOT211 students create a public service promo video for the center.
3. Increased number of students in Photo Imaging Proficiency Certificate through persistent promotion in classrooms to 35 (2017).
4. Increased the number of students receiving sponsored Academic Awards from 6 (2016) to 12 (2017).
5. In discussion with University of the Arts and Temple to develop transfer agreements.
6. Created internship program within PHOT 217 Digital Photojournalism, and with the cooperation of Advisory Board members. Students are mentored by photographers at The Philadelphia Inquirer. Four graduates have been invited to join the staff call list.
7. Student response to department questionnaire shows high degree of satisfaction with course content and expected skills. Area of concern: offering more sections in different time slots to accommodate student work schedules.

Enhancing the Student Experience

- Annual Photo Student Show in the Rotunda in March.
- Student Photo Print Sale in Bonnell Lobby set for December.
- Off campus Photo Friday monthly group shoot.
- Presentations by professional photographers, filmmakers and equipment vendors.
- Professionals provide student mock job interviews at final Advisory Board meeting.
- PHOT 211 requires group community service through photo and video services.
- Extensive student work on permanent display in administrative offices in the Mint and Bonnell Buildings.

Assessment

- A FT faculty member has been designated as assessment liaison.
- Revised assessment plan in place to examine different PLOs each semester.
- Assessment progress discussion now included in all faculty meetings.

Accreditation

The Department of Photographic Imaging meets all ASMP (American Society of Media Photographers) and NPPA (National Press Photographers of America) standards for image quality, marketing and ethics training.

Liberal Arts Course Sequence

Effective Spring 2018

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
FYE 101 - First Year Experience		3	
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology*		3	Tech Comp
FNMT 118 - Intermediate Algebra or MATH 137 - Geometry for Design or MATH 150 - Introductory Data Analysis or MATH 161 - Pre-Calculus I**	For MATH 137: FNMT 017 or FNMT 118 (or higher) placement For MATH 150 or MATH 161: FNMT 118 with a grade of C or better or MATH 161 (or higher) placement	3	Mathematics
Social Sciences Pair 1(choose one): ***1 HIST 101 - United States History: Colonial America through the Revolutionary Period or PSYC 101 - Introduction to Psychology or SOC 101- Introduction to Sociology or ANTH 101- Introduction to Anthropology		3	Social Sciences
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Humanities Pair 1 (choose one): ***1 HIST 121 - Global History I or HIST 122 - Global History II or HUM 101 - Cultural Traditions or HUM 102 - Cultural Traditions II or Foreign Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish		3	Humanities Global Diversity

Communication course (choose one): ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117- Group/Team Communication or ENGL 118 - Intercultural Communication	For ENGL 115, ENGL 116, and ENGL 117: ENGL 101 , which may be taken concurrently	3	
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4	Lab Science
Social Science or Humanities course (choose one): ¹ PHIL 101 -Introduction to Philosophy or PHIL 111 - Critical Thinking or PHIL 152 - Philosophy of Religion or PHIL 211- Ethical Problems or RS 101- Introduction to Religion or RS 151- World Religions		3	
Third Semester			
Social Sciences Pair 2 (choose one) ***1 HIST 102 - United States History: The 19 th Century or HIST103 - United States History: The 19 th Century or PSYC 202 - Human Sexuality or PSYC 205 - Psychopathology/Abnormal Psychology - or PSYC 215 - Developmental Psychology or PSYC 221 - Social Psychology or SOC 212 - Sociology of Marriage and Family or SOC 215 - Criminology or SOC 231- Social Problems or SOC 233 - The Sociology of Ethnic and Minority Group Relations or ANTH 112 - Cultural Anthropology or ANTH 124 - Fundamentals of Archaeology or	PSYC 202, 205, 221: PSYC 101 PSYC 215: PSYC 101 or BIOL 109 . SOC 212, 215, 231 and 233: SOC 101 or ANTH 112 .	3	

ANTH 211 - African Peoples and Cultures or ANTH 215 - Peoples and Cultures of Asia			
ENGL 190 - Introduction to Literature or ENGL 265 - Science Fiction or ENGL 271- The Language of Film	ENGL 190: ENGL 101 , which may be taken concurrently ENGL 265 and ENGL 271: ENGL 101	3	Writing Intensive Interpretive Studies
Humanities Pair 2 (choose one): ***1 HIST 121 - Global History I or HIST 122 - Global History II or HUM 101 - Cultural Traditions or HUM 102 - Cultural Traditions II or Foreign Language 102: Arabic, Chinese, French, Italian, Japanese, or Spanish		3	
American Diversity (choose one): ENGL 250 - African-American Literature or ENGL 251- African-American Literature or HIST 145 - Latino-American History or HIST 160 - Diversity in American History or HIST 220 - African-American History to 1877 or HIST 221 - African-American History after 1865 or MUS 120 - Music of African-Americans or RS 170 - Religion in American History or SOC 115- Women & Men in American Society	For ENGL 250 and 251: ENGL 101 . For SOC 115: ENGL 101 .	3	American Diversity Interpretive Studies
The Arts (choose one) 1: ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art: Renaissance to Modern or	For ENGL 205 - ENGL 101 .	3	

3

ENGL 205 - Creative Writing or MUS 103 - Introduction to Music or PHOT 113 - Digital Technology, Art, & Culture			
Fourth Semester			
Citizenship (choose one): GEOG 180 - Urban Geography or LEAD 104 - Introduction to Leadership or HIST 176 - Philadelphia History: Architecture and Planning or JUS 101- Survey of Justice or POLS 117 - City and State Government and Politics, with Cases from Philadelphia and Pennsylvania		3	
Gender Diversity (choose one): ANTH 202- Gender Roles in Cross- Cultural Perspective or ENGL 260 -Women in Literature or HIST 180 -Women and History or PHIL 202 - Philosophy of Love & Sexuality or WS 101- Intro to Women’s Studies	For ANTH 202: ENGL 101 and ANTH 101, ANTH 112 or SOC 101. For ENGL 260 - ENGL 101 .	3	
Humanities course (choose one) 1: ENGL 211 - Survey of British Literature: From Beginnings to 1750 or ENGL 212 - Survey of British Literature: From 1750 to the Modern Era or ENGL 241- Introduction to Shakespeare or ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War or ENGL 222 - Survey of American Literature: From the Civil War to the Present or ENGL 245 - World Literature: From Antiquity to 1500 or ENGL 246 -World Literature: From 1500 to the Present or	ENGL 211, 212, 221, 222, 241, 245, 246, HUM130, 150, 170, 180: ENGL 101 .	3	

ENGL 256 - African Literature or HUM 130 - Introduction to Japanese Culture and Civilization or Hum 150 - Introduction to Latin American Cultures and Civilizations or Hum 170 - Middle East Cultures and Civilizations or Hum 180 - Introduction to African Cultures and Civilizations			
Social Analysis (choose one): ECON 181- Principles of Economics (Macroeconomics) or ECON 182 - Principles of Economics (Microeconomics) or GEOG 103 - Intro to Human Geography or PHIL 215- Social & Political Philosophy or POLS 112 - Introduction to International Relations		3	
CHEM 103 - General Chemistry I or EASC 111- Environmental Conservation or PHYS 108 - Descriptive Astronomy		3	Natural Science
Minimum Credits Needed to Graduate: 61			

**ACADEMIC PATHWAYS 2017-18
COMMUNITY COLLEGE OF PHILADELPHIA**

Health Care	Science and Technology	Design, Construction and Transportation	Business, Entrepreneurship and Law	Creative Arts	Liberal Arts and Communications	Education and Human Services
DEGREES						
Clinical Laboratory Technician*	Applied Science & Engineering Technology	Architecture*	Accounting	Art and Design *	American Sign Lg/English Interpreting*	Behavioral Health/Human Services
Dental Hygiene*	Biology*	Automotive Technology	Business - General	Digital Video Production	Communication Studies	Education, Early Childhood
Diagnostic Medical Imaging*	Chemistry*	Building Science	Culinary Arts	Music Performance*	English	Education, Middle Level
Health Care Studies	Computer Information Systems – IT	Construction Management	Hospitality Management	Photographic Imaging	International Studies	Education, Secondary Humanities/Social Studies Option
Health Services Management*	Computer Science*	Facility Mngt - Construction Option	Digital Forensics	Sound Recording and Music Technology*	Liberal Arts	Education, Secondary Math/Science Option
Nursing*	Cybersecurity	Facility Mngt - Design Option	Fire Science	Theater	Liberal Arts - Honors Option*	Liberal Arts – Social/Behavioral Science
Respiratory Care Technology*	Engineering Science*	Interior Design*	Justice		Mass Media	Psychology
	Mathematics*		Paralegal Studies*		Religious Studies	
	Network Technology Management and Administration		Technical Studies*			

ACADEMIC AND PROFICIENCY CERTIFICATES						
Clinical Assistant PC	Biomedical Equipment Technology I PC	Architectural Visualization PC	Accounting Paraprof. PC	Acting PC	Creative Writing AC	Early Childhood Education PC
Medical Insurance Billing PC	Biomedical Equipment Technology II PC	Automotive Service I PC	Culinary Arts I PC	Digital Imaging PC		Human Services AC
Ophthalmic Technician PC	Computer Prog & Sftwr Devt PC	Automotive Service II PC	Culinary Arts II PC	Digital Video Production PC		Recovery & Transformation AC
Patient Service Representative PC	Cybersecurity I PC	Energy Conservation AC	Electronic Discovery PC	Technical Theater PC		Recovery & Transformation PC
	Cybersecurity II PC		Entrepreneurship PC			Social & Human Service Assistant PC
	Network & Systems Administration PC		Geographic Info. Systems PC			
	Process Technology PC		Paralegal Studies* PC			

* Select program

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, June 21, 2017 – 10:00 A.M.**

Present from the Executive Committee: Mr. Jeremiah White (Chair), Ms. Suzanne Biemiller, Ms. Mary Horstmann (*via* Teleconference), Ms. Judith Rényi, and State Rep. James R. Roebuck, Jr. (*via* Teleconference)

Present from the Business Affairs Committee: Ms. Suzanne Biemiller (Chair), Steve Herzog, and Mr. Michael Soileau (*via* Teleconference).

Serves on Both Business Affairs & Executive Committees: Ms. Suzanne Biemiller

Present from the Administrative Staff: Dr. Donald Generals, Victoria Zellers, Esq., Mr. James P. Spiewak, Mr. Gim Lim and Mr. Gary Bixby

**BUSINESS AFFAIRS COMMITTEE
AGENDA – PUBLIC SESSION**

(1) Hobsons’ Starfish Student Degree Planning and Predictive Analytics Reporting (Action Item):

Discussion: Ms. Biemiller informed Committee members that the College is proposing to enter into a three-year agreement with Hobsons, Inc. for the services delivered through the Starfish software platform. This new agreement will include the existing early alert and student connection tools which the College uses as well as the expanded tools of degree planners, predictive analytics, intervention inventories, risk scores, case management, communications, calendars, referrals, and reporting. All of these integrated technology tools are necessary to support the Guided Pathways reform initiative. The Starfish platform license includes software, hosting, support, and maintenance for test and production licenses. The annual fee will be \$120,000 to be paid by the College and a one-time implementation fee of \$50,000 to be covered by a grant. The current vendor (Civitas) contract providing a predictive analytics tool at an annual budgeted fee of \$134,167 will be terminated. The College will have an annual savings of \$14,167 in license and maintenance fees and get a more robust tool.

Action: Mr. Herzog moved and Mr. White seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a three-year agreement with Hobsons, Inc. for the services delivered through the Starfish software platform at an annual fee of \$120,000, and a one-time implementation fee of \$50,000 to be covered by a grant. The motion passed unanimously.

(2) RFP #9990 Mint Stair Replacement (Action Item):

Discussion: Ms. Biemiller informed the Committee that the U.S. Mint Monumental Stair Replacement, RFP #9990, was developed and specified by Preservation Design Partnership (PDP), an MWBE, architectural firm specializing in the restoration of historic buildings, to replace the failing entrance stairway going into the Mint Building on Spring Garden Street.

PDP had recommended five contractors who were qualified to perform this scope of work. Three of these five contractors came to the mandatory pre-bid meeting, one of which was a WBE firm. A single bid response was received from Knapp Masonry, LLC. The bidder was brought in for a scope and bid submission review and found to be fully compliant with the capabilities to meet the specifications as documented in the RFP #9990. Staff recommends awarding a contract for the full amount of \$685,250 to Knapp Masonry, LLC, a Magnolia, New Jersey firm. The Pennsylvania Department of Education is providing capital funds in the amount of \$212,500 for this project with the understanding that the construction will be completed by October, 2017.

Action: Mr. White moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College approve the awarding of a contract to Knapp Masonry, LLC in the amount of \$685,250 to replace the failing entrance stairway leading into the Mint Building on Spring Garden Street. The College will receive approximately \$212,500 from the Pennsylvania Department of Education with the understanding that the construction will be completed by October, 2017. The motion passed unanimously.

(3) RFP #9972 Security System Upgrades (Action Item):

Discussion: Mr. Spiewak stated that an RFP to upgrade the College's Security Systems was issued on April 24, 2017, with the objective of identifying a vendor who will partner with the College to install and support a Video Surveillance system that integrates with the currently installed CBORD® access and alarm management control system. The enhanced system will be an upgrade of the NICE system and will be implemented at all campus locations. Currently the Main Campus and the Northeast Regional Center are on the Nice System while the West and Northwest Regional Centers are using obsolete solutions that are beyond their life span. The desired solution will have a bidirectional integration of the CBORD® Access Control System with the NICE/Qognify. Additionally, the RFP sought long-term price protection of up to 5 years for maintenance and support of all equipment. Mr. Spiewak noted that this project is the end result of responding to an element of the Security Audit performed by Margolis Healy which was to: develop CCTV systems and equipment standards; select an integrator that can sell, install and maintain the CCTV systems; and add cameras to the CCTV system.

He stated that the RFP was structured in 4 phases to accommodate budget and resources.

The components of Phase 1 include items that are deemed to be the most critical and include:

- Replacing two servers and NVR storage equipment in the Security Operations Center which is connected to all existing cameras
- Enhancing the existing video wall and improving access to camera displays
- Migrating all existing cameras on the NICE system to the new Qognify system
- Integration to CBORD's alarm and video management system
- Acquiring network switches to support the POE needs of camera installs during Phase 2 (Not included in cost proposal)

The components of Phase 2 include:

- The installation of 106 additional cameras to high priority areas across all locations
- Integration to CBORD's alarm and video management system

Phases 3 & 4 will continue the installation of additional cameras in medium priority areas and integrate them to CBORD's alarm and video management system.

The evaluation criteria utilized for the RFP process included cost, proposed technology, vendor's experience and support levels (dispatch distance, maintenance plan, trained technicians, etc.). The evaluation was done on a weighted basis.

Three vendors submitted bids with one deemed to have submitted an unresponsive bid. The remaining 2 bidders, Access Systems Integration and Unlimited Technology Inc., were evaluated on the criteria above. Access Systems is recommended as they presented the lowest qualified response. College staff is currently seeking approval for Phases 1 & 2 at this time as these activities are viewed as being high essential to improving the College's video surveillance system.

Summary of Pricing:

Vendor Name	Phase 1 Capital Costs	Phase 1 Full Maintenance Years 2-5 ¹	Phase 2 Capital Costs	Phase 2 Full Maintenance years 2-5 ¹	Total 5 Year Cost
Access	\$122,789	\$86,748	\$112,440	\$91,243	\$413,220
Unlimited	\$253,572	\$246,630	\$168,598	\$166,930	\$835,730

Note: The activities associated with Phases 1 and 2 will require the installation of cabling and the purchase of Cisco switches which are not included in the Summary of Pricing above and will be procured separately. Staff estimates costs for switches at \$50,000 and cabling at \$30,000.

¹-Maintenance costs will be paid on an annual basis; the cost reflected in the Summary of Pricing represents 4 year costs. There will be no maintenance cost for the first year.

In response to Committee members' questions, staff noted that having additional cameras focused on the exterior of the campus would have assisted in investigating certain incidents that occurred over the past few years. Staff also commented that having additional cameras will enable security staff to focus on identified locations should an incident be in progress.

Mr. Spiewak stated that the dollar amounts reflected in the pricing summary could decrease slightly since discussions with Access Systems on the implementation plan could reveal some modifications to equipment needs.

Action: Mr. White moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College approve the awarding of a contract to Access Systems Integration in the amount of \$235,229 for capital costs for Phases 1 and 2 and \$177,991 for four years of maintenance costs for Phases 1 and 2 of the security system upgrades. The motion passed unanimously.

(4) RFP #9978 - ESS Library Suite; Winnet; Bursar Counter (Action Item):

Discussion: Ms. Biemiller explained that at the April 6, 2017 Board of Trustees meeting, the Board approved the contract with Torrado to undertake the renovations to the ESS Library Suite, the Winnet Building and Bursar Service Counter project at a cost of \$642,000. Subsequent to the approval, Torrado was not able to secure the performance bond. Therefore, staff is requesting to award the contract to the next lowest bidder, Smith Construction (WBE) for the full amount of \$644,084.

As part of a large-scale office relocation, required in large-part due to the Biology lab expansion and renovations, several areas required reconfiguration and outfitting as offices. Three areas were defined wherein this need could be addressed: Library; Winnet 3rd floor; and 1st floor of the West Building. The Educational Support Services (ESS) group would relocate to the Library open space area; The Trio and Upward Bound Gateway programs would relocate to the Winnet 3rd floor; the third portion of the combined project was a reconfiguration of the Bursar service counter (not related to the office relocation effort) required to provide suitable work spaces for each attendant at the window. The failure of awarding this contract, as scheduled, has impacted project costs through storage of delayed shipments and scheduling to have this project completed before the start of the Fall semester.

The original bid response values were:

Contractor	Proposed cost
Torrado Construction — MBE	\$642,000
Smith Construction WBE	\$644,084
Bittenender Construction, LP WBE	\$692,468

Action: Mr. Herzog moved and Mr. White seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College

approve the awarding of the contract to Smith Construction, a WBE firm, in the amount of \$644,084 to undertake the renovations to the ESS Library Suite, the Winnet Building and Bursar Service Counter Project. The motion passed unanimously.

(5) RFP #9995 Telecommunications Service Provider (Action Item):

Mr. Spiewak reported that an RFP for the College's telecommunications services was issued on June 5, 2017 due to the pending end of our current vendor contract. The results of the bid are shown below. College staff recommend Data Network Solutions (DNS) be awarded the new three-year contract due to having the lowest cost and their ability to meet the College's tight timeline for porting of the current DID blocks. Verizon pricing for the PRI lines was 15% higher and their rate for local and long distance calls was more than double. Comcast failed to meet the RFP criteria by bidding a non-PRI* solution which was stated as unacceptable in the RFP and within the Addendum that were published on June 6, 2017.

*A non-PRI solution of SIP, is a VoIP streaming protocol which requires special equipment on our telecommunications equipment servers. This solution which was proposed by Comcast is not viable as our equipment is not setup for such service at this time. This was clearly defined in the RFP as well as post bid addenda.

*A PRI (Primary Rate Interface) line is a form of ISDN (Integrated Services Digital Network) line which is a telecommunication standard that enables traditional phone lines to carry voice, data and video traffic.

DNS has multiple education clients and provided all the information in a concise manner. The timeline for implementation meets our need for our exit from our existing provider; 7/1/17 Kick-off and 7/11/17-7/17/17 Porting of DID's from existing provider.

In response to Mr. Herzog's question on costs compared to current provider, Mr. Spiewak stated that the cost for the PRI lines is higher, most likely because the existing contract was put in place more than five years ago, but that savings are anticipated in local and long distance call costs.

Bidder	Local and Long distance Cost per call	Monthly reoccurring charge for 7 PRI lines and 1800 DID line extensions	Proposed Annual Cost
Data Network Solutions	\$0.01/min. Local \$0.020/min. Long Distance \$ 588 Estimated monthly cost	\$2,356 monthly fee	\$35,328
Verizon	\$0.036/min. Local \$0.048/min. Long distance \$1,726 Estimated monthly cost	\$3,210 monthly fee	\$59,232
Comcast	Free Local \$0.03/min. Long Distance after pooled allocation exceeded \$0 Estimated monthly Cost	\$3,452 NON-PRI solution monthly fee Fee for 1800 DID lines extensions was not provided	\$41,424

Please note that Mr. Michael Soileau recused himself from the discussion and vote of the Telecommunications service provider.

Action: Mr. Herzog moved and Mr. White seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College approve the awarding of the contract to Data Network Solutions at a proposed annual cost of \$35,328 as the College’s telecommunications service provider. The motion passed unanimously with Mr. Soileau abstaining.

(6) Public Art Update (Information Item):

Staff provided the Committees with an update on Public Art. Mr. Spiewak stated that through the Philadelphia Redevelopment Authority Percent for Art program, the College is required to set aside one percent of a prescribed portion of the overall project costs for new construction, to be used exclusively for a work of art. This requirement applied to the projects of the Northeast Regional Center expansion and the Pavilion Building. Subsequent to reviewing and paying several stipends for individual artwork concepts, from multiple artists for each site, the decision was made to consolidate the efforts to a single piece to be placed in the higher visibility location of the Main Campus. Several artist concepts were again reviewed and a final selection was made in the fall of 2015 to Koryn Rolstad Studios, a Washington State firm for \$275,000.

The work selected has been titled *Illuminated Growth* using an array of panels reflecting and refracting colors of light appearing to originate in a pool of simulated water and “growing” into 30-foot-tall “trees.”

Ms. Rolstad has selected the site in front of the Pavilion and presented her design concept to the committee, consisting of administrators, staff, faculty from within the Art

Department and representatives from the Percent for Art Program, established by the College for the review and approvals of the Public Art. The designs and materials have been approved and the actual layout and foundations are being coordinated to finalize the final construction documents, avoiding underground utilities. The expectation is to have the artwork installed for the Fall term of 2017.

(7) 2017-18 Property and Casualty Insurance Renewal Package (Action Item):

Mr. Spiewak stated that the College insurance program is reviewed annually prior to the July 1 renewal with its broker, Willis Towers Watson (WTW). During the renewal strategy meeting held on February 28, 2017, it was decided that WTW would approach the incumbent carriers with the intent of securing identical coverages at premiums as close to expiring as possible since significant marketing was done last year. The state of the insurance market is stable but showing indications of moderate rate increases due to legal and medical cost inflation. This strategy was effective as all policies had stable premiums quoted with the exception of the general liability policy which has a 7% premium increase and the Educators Legal Liability policy which has a 5% premium increase. Excluding the workers' compensation policy, total policies increased by \$16,483 or 2.9%. Attachment A contains the detailed summary of the results of the insurance renewal process.

Mr. Spiewak explained that the incumbent workers' compensation carrier, Amerihealth, had recently been acquired by Amtrust and submitted a renewal quote that was 12% higher than expiring. WTW contacted three additional carriers and PMA and MEMIC submitted quotes after meeting with College staff that were significantly lower than Amerihealth, who subsequently revised their quote down slightly. Staff recommend placing the workers' compensation policy with PMA at a premium of \$255,739 or .3% above expiring. Attachment B is the revised listing of coverages with cost comparisons.

Action: Mr. Herzog moved and Mr. White seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College approve the 2017-18 insurance program with a total cost of \$901,502, including broker fee of \$55,000. The motion passed unanimously.

(8) Next Meeting Date:

The next regularly scheduled meeting of the Committee will be held on Wednesday, August 23, 2017 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

Following the Public Session of the Business Affairs Committee, Mr. White opened the Executive Committee of the Board of Trustees meeting.

EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES

Ms. Biemiller reviewed the six action items that were previously approved by the Business Affairs Committee prior to this meeting of the Executive Committee. The six action items were as follows:

- Hobsons' Starfish Student Degree Planning and Predictive Analytics Reporting
- RFP #9990 – Mint Stair Replacement
- RFP #9972 – Security System Upgrades
- RFP #9978 – ESS Library Suite; Winnet; Bursar Counter
- RFP #9995 – Telecommunications Service Provider
- 2017-18 Property and Casualty Insurance Renewal Package

Ms. Biemiller made a motion that the Executive Committee approve the six actions and the motion was seconded by Ms. Rényi. The motion passed unanimously.

EXECUTIVE SESSION OF THE BUSINESS AFFAIRS AND THE EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES

There was a discussion of legal matters and labor negotiations.

ATTACHMENT A

2017-2018 Property and Casualty Insurance Renewal Program

2017-2018 Property and Casualty Insurance Renewal Program (Action Item):

Introduction

The College insurance program is reviewed annually prior to the July 1 renewal with its broker, Willis Towers Watson (WTW). During the renewal strategy meeting held on February 28, 2017, it was decided that WTW would approach the incumbent carriers with the intent of securing identical coverages at premiums as close to expiring as possible since significant marketing was done last year. The state of the insurance market is stable but showing indications of moderate rate increases due to legal and medical cost inflation. This strategy was effective as all policies had stable premiums quoted with the exception of the general liability policy which has a 7% premium increase and the Educators Legal Liability policy which has a 5% premium increase. Excluding the workers' compensation policy, total policies increased by \$16,483 or 2.9%.

General Liability

The College's general liability coverage has been with United Educators (UE) for the past sixteen years. Willis Towers Watson has opined that UE has the best General Liability (GL) policy form available in the higher education market offering the most comprehensive coverage. The College was anticipating a rate increase in the range of 8 to 12% based upon discussions WTW had with their underwriters but the renewal premium of \$193,144 came in \$12,374 higher than expiring or 7% no change to the deductibles (\$25,000 each occurrence; \$100,000 annual aggregate). The College was granted a 6% premium rate credit based upon certain risk management initiatives that were undertaken during the year. Additionally, the College is entitled to a dividend of \$13,384 from United Educators if at least one coverage line (GL or Umbrella) is renewed. This, in effect, makes the net cost to the College for fiscal year 2017-18 equal to \$179,760. United Educators is organized as a reciprocal risk retention group – owned by its members like CCP; this would be the sixth consecutive year that the College will have received a dividend.

Umbrella

The College's umbrella liability coverage (\$25 million for any one loss) has also been with United Educators for sixteen years. UE's policy form offers the most comprehensive coverage in the higher education market for umbrella/excess coverage according to Willis Towers Watson. United Educators offered a renewal rate of \$87,995 which is \$920 higher than the previous year's premium. This policy also sits on top of the \$1 million coverage for student medical malpractice insurance. It also provides excess general liability, automobile liability, employers' liability and foreign liability insurance. As with the general liability policy, the College was granted a 6 percent premium reduction based upon certain risk management initiatives that were undertaken during the year.

Workers' Compensation

Amerihealth, the incumbent carrier, which was recently acquired by Amtrust, initially offered a renewal rate of \$285,918 which is \$31,163 (12.2%) higher than the expiring premium. Because of this unexpected large increase, WTW marketed the policy to three additional workers' compensation insurance carriers. Two expressed an interest in the College's program (PMA and MEMIC) and staff met with a representative of each during the week of June 12, 2017 and are awaiting quotes from each company at this time. The Human Resources Office and the College's Safety Committee continue to review all work-related claims and offer recommendations and training efforts where needed. The College's Safety Committee again received re-certification from the PA Department of Labor; this automatically makes the College eligible for a 5 percent reduction in premium. The College's PA modification factor for the new year is expected to decrease again from .802 to .746.

Property

Affiliated FM quoted a rate of \$164,608 or \$1,946 lower than the expiring premium. The College will have a blanket limit of \$363,231,000 with a deductible of \$25,000. This policy also provides \$7 million of business interruption insurance. This is the second year of a two-year rate guarantee policy. The College's insured value decreased due to the building at 15th and Hamilton Streets being taken off coverage.

Educators Legal Liability

The ELL policy provides management liability protection (\$15 million limit with a \$75,000 retention) for the College's Board of Trustees and the Foundation's Board of Trustees, employment practices liability, employed lawyers liability and professional liability for faculty and staff. AIG, the incumbent carrier, provided a quote of \$90,950 that is \$4,746 or 5% higher than the expiring premium. The increase was driven by the recent claims activity. AIG's initial quote was 13% higher but after providing AIG with updated information on the claims, a lower rate increase was provided.

Automobile

The incumbent carrier, Philadelphia Insurance Co., offered a renewal rate of \$17,452 which is \$168 higher than the current year. The automobile policy covers employees driving College owned, rented or hired vehicles as well as providing collision and comprehensive coverage for the College's vehicles.

Student Medical Malpractice

CNA offered a quote of \$7,670 that is the same as the expiring premium. The College again received rate reductions for being a long-term client (4+ years) and for having no claims during the most recent four-year period. The number of students participating in clinical settings affects the cost of this insurance. This policy provides \$1 million in coverage to the College and to students and faculty related to their activities in a clinical setting.

Crime

Travelers, the incumbent carrier's, renewal rate is \$5,648, the same as expiring as this is year two of a three-year policy with constant rates. Travelers offered this rate last year based upon their opinion that the College had strong existing internal control features to

prevent employee theft. This policy provides the College with protection against 1st party (employee) theft and 3rd party theft and fraud for a limit of \$4 million. It also covers "social engineering fraud/ funds transfer" should an employee unwittingly transfer College assets to a fraudulent third party due to deceptive activities.

International Liability

This policy provides foreign-based general liability, automobile liability, and workers' compensation coverage as well as travel, medical and security assistance services for faculty and staff traveling abroad. This policy also includes kidnap and extortion coverage. The College purchased a three-year policy in fiscal year 2015-16 at a annual cost of \$3,324.

Security and Privacy (Cyber Insurance)

The College first secured this line of coverage for the 2011-2012 fiscal year with a policy limit of \$1 million which was increased to \$3 million in fiscal year 2016-2017. This insurance offers protection to the College if there were data security breaches or compromises of student and/or employee "private" information (as determined by federal and state jurisdiction). The carrier will provide forensic and legal assistance from a panel of experts to help determine the extent of the breach and the steps required to comply with applicable laws, include the following: notification to persons who must be notified under applicable law or on a voluntary basis; offer 12 months of 3-bureau credit monitoring to affected individuals; identify theft-related fraud resolution services for individuals enrolled in credit monitoring who become victims of identity theft; and extend coverage for theft, loss or unauthorized disclosure of information held by business associates as defined by HIPPA. First party benefits include protection for data recovery and business interruption, extortion threats and regulatory defense and penalties. The policy also protects the College against 3rd party legal action for damages arising from the alleged breach (including defense costs).

The College currently has a policy limit of \$1 million and offers notification and credit monitoring services for up to 250,000 affected individuals. The renewal rate is \$18,588 or \$221 higher than the expiring rate.

Broker Fee

The annual fee for 2017-18 is \$55,000 which is the same fee as the prior year.

ATTACHMENT B

Revised Listing of Coverages with Cost Comparisons 2017-2018 Property and Casualty Insurance Renewal Program

**Attachment B
Recommendation**

College staff recommends that the College procure insurance as detailed below.

<u>Coverage</u>	<u>Carrier</u>	<u>Expiring (2016-17) Premium</u>	<u>Renewal (2017-18) Premium</u>
General Liability (\$1M)	United Educators	\$180,770	\$193,144
Umbrella (\$25M)	United Educators	87,075	87,995
Workers' Compensation	PMA	254,755	255,739
Property	Affiliated FM	166,554	164,608
Educators Legal Liability (\$15M)	AIG	86,204	90,950
Automobile	Phila. Insurance Co.	17,284	17,452
Student Medical Professional			
Liability (\$1M)	CNA	7,670	7,670
Crime (\$4M)	Travelers	5,648	5,648
International Liability	Navigators	3,324	3,324
Security & Privacy (\$3M for FY17)	Travelers	18,367	18,588
Travel Accident		1,384	1,384
TOTAL INSURANCE PREMIUMS		\$829,035	\$846,502
Broker Fee	Willis Towers Watson	\$ 55,000	\$ 55,000

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 23, 2017 – 10:00 A.M.**

Present: Ms. Suzanne Biemiller, presiding *via* teleconference; Mr. Steve Herzog, Mr. Michael Soileau, Mr. Jeremiah J. White, Jr. *via* teleconference, Mr. Joseph Martz *via* teleconference, Dr. Donald Generals, Mr. Jacob Eapen, Mr. Gim Lim, Mr. James P. Spiewak, Ms. Ellen Fernberger and Ms. Victoria Zellers, Esq.

AGENDA – EXECUTIVE SESSION

The Executive Session was devoted to labor negotiations, budget, real estate and legal matters.

AGENDA – PUBLIC SESSION

(1) Revised College Policies and Procedures Memorandum No. 202 – Purchases and Contracts Requiring Specific Board Authorization (Action Item):

Ms. Biemiller reminded Committee members that this topic was originally discussed at the January 18, 2017, Business Affairs Committee meeting as a result of an internal audit related to professional service contracts. At that time, Committee members suggested that, in addition to changes related to service contracts, staff should also review the existing dollar values that require Board approval. Mr. Spiewak reviewed the Summary of the Comparison of the Existing Policy to the Proposed Policy (Attachment A) noting the increase in dollar values for Board approval for: development of new or modified facilities; construction change orders; capital purchases or leases; capital write-offs; and accounts receivable write-offs. He noted additional language was added to the section on Construction Change Orders on the recommendation of the internal auditor. Mr. Spiewak pointed out the change related to professional services for public accounting, banking, legal, insurance broker, and investment management services. Board approval will only be required if the annual value of such service contracts exceeds \$100,000. He also explained that a new section was added to address contract renewals, extensions and change orders in order to eliminate any ambiguity about which circumstances require Board approval.

In response to Mr. White's question, Mr. Spiewak detailed the various dollar level approval thresholds for operating budget expenses of department heads (\$1,000), deans/directors (\$5,000), and vice presidents (\$10,000). Mr. Soileau offered that, as written, the language concerning contract extensions would not prevent staff from establishing multiple contract extensions if the time period was for less than twelve months. All agreed that this language needs to be changed and staff proposed offering revised language via email to the Committee for their consideration and approval.

Action: Mr. Martz moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board acceptance of the proposed College Policies and Procedures

Memorandum No. 202 – Purchases and Contracts Requiring Specific Authorization contingent upon Committee members approve revised language related to contract extensions. The motion, with the noted contingent requirement, passed unanimously.

Subsequent to the meeting, staff received email approvals from Committee members of the revised language related to contract extensions which is contained in Attachment C.

(2) Description of Two New Reserve Accounts: Reserve for Deferred Maintenance and Reserve for Technology Refresh (Information Item):

Mr. Eapen pointed out to the Committee that College staff have set up two new reserve accounts in FY17 and that each have a balance of \$200,000. Mr. Gim stated that to formalize the purpose of the reserves the following descriptions apply:

Reserve for deferred maintenance - The purpose of this reserve is to accumulate resources for any facility deferred maintenance capital costs that were not included in the capital budget. Contributions to this reserve will be based on annual assessment and subject to available funds.

Reserve for technology refresh – The purpose of this reserve is to accumulate resources for improving the information technology infrastructure, upgrading hardware, software, and communications equipment that are not included in the budget but are necessary to meet the competitive needs of the College. Contributions to this reserve will be based on annual assessment and subject to available funds.

(3) Economic Opportunity Plan (EOP) Status for The Hamilton (Information Item):

Ms. Biemiller explained to Committee members that at a recent Foundation Board meeting questions arose concerning the Economic Opportunity Plan that the College and Radnor Property Group (RPG) submitted to the City for the Hamilton Project. Mr. Eapen stated that, RPG and Clemens Construction are required to provide periodic updates of the status of their performance of the EOP to the College and that staff felt this should be shared with both Boards. Mr. Eapen and Ms. Zellers explained the requirements of the plan and how “best and good faith efforts” is determined by the City. It was noted that RPG’s prior public-private partnership projects exceeded the goals of the EOP. Mr. Eapen also stated that the College’s Purchasing Department provided RPG with a list of minority and woman-owned enterprises utilized by the College over the past few years. Mr. Spiewak briefly reviewed Attachment B which contains RPG’s and Clemens Construction Company most updated status report of the EOP for The Hamilton project. In response to Mr. Solieau’s question, Mr. Spiewak stated that the construction goals were 20–25% minority-owned participation, 10-15% woman-owned participation, and best and good faith effort for disabled business enterprises.

(4) Updated Facilities Master Plan (Information Item):

Mr. Eapen provided copies of the latest version of the Facilities Master Plan which incorporated edits provided by Ms. Lydia Hernandez, Chair of the Real Estate Committee. He stated that it was the intention of Ms. Hernandez to review with the Real Estate Committee in

time for a final draft to be presented at the October 5, 2017 Board meeting. Committee members discussed the need to share with the Foundation Board along with “talking points” that could be helpful for solicitation purposes.

(5) Retirement Incentive Program (Action Item):

Mr. Eapen explained the parameters of a retirement incentive program that staff are recommending for employees that meet certain criteria: (1) have 15 years of full-time service as of January 1, 2018 and (2) attain the age of 65 by January 1, 2018. Staff discussed the timing of the program offering and its implications.

Action: Mr. Herzog moved and Mr. Martz seconded the motion that the Committee recommend to the full Board acceptance of the proposed retirement incentive program. The motion passed unanimously.

(6) Next Meeting Date:

The next regularly scheduled meeting of the Committee will be held on Wednesday, September 27, 2017 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

ATTACHMENT A

Revised College Policies and Procedures Memorandum No. 202 – Purchases and Contracts Requiring Specific Board Authorization

- **Summary of the Comparison of the Existing Policy to the Proposed Policy**
- **Proposed Policy**

Proposed Revision to Policies & Procedures #202
Purchases and Contracts Requiring Specific Board Authorization
Summary of the Comparison of the Existing Policy to the Proposed Policy

Changes in Values that Require Board Authorization

- Development of New or Modified Facilities – from \$50,000 to \$100,000
- Construction Change Orders – from \$50,000 to \$100,000
- Capital Purchases or Leases – from \$50,000 to \$100,000
- Capital Write-Offs – from \$25,000 to \$50,000
- Accounts Receivable Write-Offs – from \$10,000 to \$25,000

Other Changes

- Construction Change Orders
 - If a postponement in approving a change order would seriously delay an essential project or create an exposure to contractor claims for delay of project, and if the change order can be accommodated within available construction dollars, then the President after consulting with and receiving approval from the Chair of the Business Affairs Committee, may authorize proceeding with the change order with the understanding that the change order will be presented to the Business Affairs committee at its next scheduled meeting.
- Professional Services for Public Accounting Services, Banking Services, Legal Services, Insurance Broker Services, Investment Management Services
 - Only require Board Authorization if the annual value of the contract is \$100,000 or greater
- Other Services
 - Engagement of professional and any other service, regardless of type, with an expected annual expense or revenue volume of one-hundred thousand dollars (\$100,000) or greater, requires Board approval.
- New Section
 - Renewals, Extensions and Change Orders for Professional and Other Services
 - Contract renewal options, if presented to the Board at the time of initial award with a stated dollar value, do not require a subsequent Board approval.
 - Contract extensions of a twelve-month duration or less do not require
 - Board approval unless the value of the extension exceeds 110% of the annual value of the expiring contract. Any contract extension beyond a twelve-month time duration requires approval by the Board of Trustees.
 - Change orders to contracts for professional or other services that cause the value of a contract to exceed \$100,000 require that the modified contract be approved by the Board of Trustees. If a postponement in approving a change order would seriously delay an essential project, then the President may authorize proceeding with the change order, after consulting with and receiving approval from the Chair of the Business Affairs Committee, with the understanding that the modified contract will be presented to the Business Affairs committee at its next scheduled meeting.

Memorandum #202 Purchases and Contracts Requiring Specific Board Authorization

The Board of Trustees assumes the ultimate responsibility for the operation of the College, the prudent use of its resources, and for maintaining productive and supportive relations with regulatory and funding agencies. In exercising its responsibility to the public and private sources which annually provide the College with its operating and capital budget revenues, the Board of Trustees approves the annual budget prior to the start of each fiscal year. In addition to approving the aggregate budget plan, the Board will specifically approve certain types of expenditures and contractual relationships. These specific approvals may occur either as a part of the annual budget adoption process or as individual items brought to the Board during the course of the fiscal year through the Board of Trustees Business Affairs Committee.

The following financial transactions require specific Board approval:

- *Development of New or Modified Facilities* - Any program for the development or modification of a college facility and associated equipment with a total project value of one hundred thousand dollars (\$100,000) or greater.
- *Construction Change Orders* - Any construction change order with a unit value of one hundred thousand dollars (\$100,000) or greater. Normally the construction change order should be approved by the Board before it is authorized by the College's construction manager. If a postponement in approving a change order would seriously delay an essential project or create an exposure to contractor claims for delay of project, and if the change order can be accommodated within available construction dollars, then the President after consulting with and receiving approval from the Chair of the Business Affairs Committee, may authorize proceeding with the change order with the understanding that the change order will be presented to the Business Affairs committee at its next scheduled meeting.
- *Capital Purchases or Leases* - Any single item or combination of complementary capital items with an annual cost of one hundred thousand dollars (\$100,000). This includes both property leases and capital purchases with the exception of personal computers that are included in the College's budgeted refresh plan.
- *Capital Write-Offs* - Disposal of capital equipment and other real property with an original acquisition price of fifty thousand dollars (\$50,000) or greater.
- *Real Estate Acquisition* - All acquisition of real estate including land and buildings. Potential real estate gifts to the College must be formally accepted by the Board before title to the property is transferred.
- *Debt Obligations* - Any agreements to borrow funds on behalf of the College. This includes both long-term debt such as bonds and mortgages as well as short-term borrowing for operating purposes.

- *Accounts Receivable Write-Offs* - Payments from any one source due to the College with a book value of twenty-five thousand dollars (\$25,000) or greater for which staff believe there is no basis to expect payment.
- *Professional and Other Services* - Engagement of professional and any other service, regardless of type, with an expected annual expense or revenue volume of one-hundred thousand dollars (\$100,000) or greater, requires Board approval. Purchase of other services with an expected value less than \$100,000 whose costs are contained within the approved college budget may be authorized by the President or his or her designee.
- *Renewals, Extensions and Change Orders for Professional and Other Services*
 - Contract renewal options, if presented to the Board at the time of initial award with a stated dollar value, do not require a subsequent Board approval.
 - Contract extensions of a twelve-month duration or less do not require Board approval unless the value of the extension exceeds 110% of the annual value of the expiring contract. Any contract extension beyond a twelve-month time duration requires approval by the Board of Trustees.
 - Change orders to contracts for professional or other services that cause the value of a contract to exceed \$100,000 require that the modified contract be approved by the Board of Trustees. If a postponement in approving a change order would seriously delay an essential project, then the President may authorize proceeding with the change order, after consulting with and receiving approval from the Chair of the Business Affairs Committee, with the understanding that the modified contract will be presented to the Business Affairs committee at its next scheduled meeting.

ATTACHMENT B

RPG's and Clemens Construction Company Updated Report of the Economic Opportunity Plan

MW/DSBE Subcontracts
 August 14, 2017

The Hamilton
 440 North 15th Street
 Philadelphia, PA 19130

Purchasing Schedule										
Item #	Trade / Description	OWNER CONTRACT AMT	Transfers	Revised Budget Amount	Actual Buy Value	Subcontractor Name	Target MBE Amount	Actual MBE Amount	Target WBE Amount	Actual WBE Amount
01000	Applicable General Conditions	\$ 2,350,000		\$ 2,350,000		Hoisting/Dumpsters/Final Clean	\$900,000		\$260,000	
02110	Demolition - Abatement	\$30,000		\$30,000	29,500	Delta BJDS				\$29,500
02115	Demolition - Perimeter Fencing / Barriers	\$6,000		\$6,000						
02121	Demolition - Subcontractor	\$1,250,000		\$1,250,000	1,250,000	Northstar				\$125,000
02125	Temporary Ramp	\$70,000		\$70,000						
02130	Cut Pockets / Beam Install	\$11,000		\$11,000						
02135	Demo Concrete F70 Foundations - Allow	\$21,000		\$21,000						
02140	Sitework / Excavation	\$156,588	(\$60,468)	\$96,120						
02146	Sitework - Micropiles	\$205,000	\$40,000	\$245,000	250,000	JPC Group				
02150	Sitework - Micropiles Load Test Allowance	\$40,000	(\$40,000)	\$0						
02155	Sitework - Rock Excavation Allow	\$40,000		\$40,000						
02160	Site Utilities	\$193,255		\$193,255						
02165	Sitework - Hardscape / Asphalt	\$168,181		\$168,181						
02170	Landscaping	\$366,741		\$366,741						
02175	Railway Landscaping / Hardscape - Allow	\$10,000		\$10,000						
02180	Fencing Around Courtyard - Allowance	\$50,000		\$50,000						
03000	Concrete - Subcontractor	\$ 1,042,700	\$98,468	\$1,141,168	1,112,000	Lou Dolente & Son				
03005	Concrete Repair - Allowance	\$105,600		\$105,600						
03010	Cementitious Topping	\$278,906		\$278,906						
03015	Infill Conveyor Trench - Allowance	\$4,500	(\$4,500)	\$0						
03020	Paving of Rail Bed - Allowance	\$43,500	(\$43,500)	\$0						
04000	Masonry	\$257,160		\$257,160						
04010	Existing Brick Ext Wall Repair - Allowance	\$24,000		\$24,000						
04020	CMU Curb at Storefront	\$30,000		\$30,000						
05100	Structural Steel - Subcontractor	\$1,800,000	(\$15,000)	\$1,785,000	1,760,000	Crystal Steel		\$1,760,000		
05110	Steel Canopy - Allowance	\$50,000		\$50,000						
05120	HSS Vertical / Horizontals - Allowance	\$50,000		\$50,000						
05130	Bracing at Offset Bearing Walls - Allowance	\$22,500		\$22,500						
05140	GPR Surveying Existing Conditions	\$24,000		\$24,000						
05200	Structural Metal Stud Panels	\$2,330,000		\$2,330,000		Steel Tech			\$100,000	
05300	Precast Concrete Panels			\$0		Boccella				
05400	Crane Rental / Operators	\$849,305		\$849,305						
05450	Shoring For Crane	\$ 183,980		\$183,980						
05500	Steel Stairs - Subcontractor	\$398,000		\$398,000						
05700	Misc.Metals	\$117,850		\$117,850					\$500,000	
05710	Balcony Rails - Allowance	\$160,000		\$160,000						
05720	Bollards - Allowance	\$5,000		\$5,000						
05730	Amenity Metal Screen & Stair - Allowance	\$40,000		\$40,000						
05740	Amenity Curved Screen Wall - Allowance	\$15,000		\$15,000						
05750	Additional Misc Metal - Allowance	\$30,000		\$30,000						
06100	Rough Carp/Blocking - Labor	\$60,000		\$60,000						
06101	Rough Carp/Blocking-Mtls.	\$30,000		\$30,000						
06102	Structural Stud Framing Podium	\$70,000		\$70,000						
06200	Temporary Protection	\$168,750		\$168,750			50000			
06400	Millwork	\$138,317		\$138,317		JBI/Boyetown			\$150,000	
06410	Millwork 3 Form at Marketing - Allowance	\$6,400		\$6,400						
07250	Spray Fireproofing	\$142,190		\$142,190						
07300	Roofing	\$1,052,012		\$1,052,012						
07310	Damproofing	\$ 63,600		\$63,600						
07320	Waterproofing at Foundations - Allow	\$20,000		\$20,000						
07400	Exterior Wall Panels - Furnish	\$ 5,071,300		\$5,071,300						
07450	Exterior Wall Panels - Install Labor	\$930,000		\$930,000						
07900	Caulk & Seal - Subcontractor	\$190,238		\$190,238		Pioneer/Old Phila			\$300,000	
08100	Drs./Frms./Hdwe - Material	\$781,000		\$781,000						
08150	Overhead Coiling Doors			\$0						
08500	Exterior Punched Windows - Furnished	\$1,366,000		\$1,366,000						
08551	Exterior Window - Field Installed Labor	\$156,500		\$156,500		Grayboyes	1300000			
08700	Storefront & Curtainwall System	\$500,070		\$500,070		Guthrie			\$500,000	
09200	Drywall / Carpentry	\$7,853,700		\$7,853,700						
09210	Trim at Plank Edge - Allowance	\$100,000		\$100,000						
09300	Ceramic Tile	\$860,803		\$860,803						
09550	Flooring	\$998,273		\$998,273		Liberty	1000000			
09900	Painting	\$766,000		\$766,000		Applewood/Buttonwood			\$760,000	
09901	Paint Existing SW Stair - Allowance	\$6,500		\$6,500						
09902	Painting Rail Shed Steel - Allowance	\$15,000		\$15,000						
10100	Shower Doors - Allowance	\$151,200		\$151,200		TraCorp			\$150,000	

M/W/DSBE Subcontracts
August 14, 2017

The Hamilton
440 North 15th Street
Philadelphia, PA 19130

Purchasing Schedule										
Item #	Trade / Description	OWNER CONTRACT AMT	Transfers	Revised Budget Amount	Actual Buy Value	Subcontractor Name	Target MBE Amount	Actual MBE Amount	Target WBE Amount	Actual WBE Amount
10160	Wire Closet Shelving	\$ 18,000		\$18,000		TraCorp			\$18,000	
10200	Uline Slatwall - Mis	\$50,220		\$50,220						
10260	Wall & Door Protection	\$8,300		\$8,300		TraCorp			\$8,300	
10400	Interior / Exterior Signage - Allowance	\$50,000		\$50,000						
10500	Storage Lockers (Bike & Tenant)	\$98,649		\$98,649		TraCorp			\$50,000	
10520	Fire Exting. & Cabinets	\$8,250		\$8,250		TraCorp			\$8,250	
10600	Mailboxes	\$12,000		\$12,000		TraCorp			\$12,000	
10670	Entrance Mat	\$16,524		\$16,524		TraCorp			\$16,524	
10800	Toilet & Bath Accessories	\$47,330		\$47,330		TraCorp			\$50,000	
11400	Window Washing Anchors - Allowance	\$80,000		\$80,000						
11450	Appliances - Allowance	\$924,335		\$924,335					\$925,000	
11500	Community Area Appliances - Allowance	\$2,650		\$2,650						
12400	Kitchen Countertops	\$ 399,475		\$399,475						
12420	Amenity Countertops	\$15,375		\$15,375						
12450	Kitchen Cabinets - Allowance	\$571,342		\$571,342		AC Products			\$570,000	
12500	Window Treatment	\$90,250		\$90,250						
14000	Elevators			\$0		Schindler				
14100	Elevator Cab Finish Upgrade - Allowance	\$10,000		\$10,000						
15000	Mechanical/HVAC	\$3,057,000		\$3,057,000		Falasca	300000			
15100	Temp Heat - Allowance	\$60,000		\$60,000						
15400	Plumbing	\$5,102,180	\$362,350	\$5,464,530		E.J. Raith			\$500,000	
15451	Plumbing Fixture Package - Allowance	\$342,350	(\$342,350)	\$0						
15460	New Sump Pump - Allowance	\$20,000	(\$20,000)	\$0						
15500	Sprinklers/Fire Protection	\$967,416		\$967,416		MK FireProtection				
16000	Electrical	\$ 7,258,129		\$7,258,129		McCrae / Gordon	\$6,982,000	\$18,000		
16101	AV Systems - Allowance	\$ 50,000		\$50,000						
	Additional Cleanup Buyout		\$25,000	\$25,000						
		\$ 53,587,394	\$0	\$ 53,587,394	\$4,401,500		10,532,000	1,778,000	4,878,074	154,500

Non-Opportunities	
Non-Opportunity Trades	\$3,385,000
Project Discount	\$0
Building Permit	\$104,020
Streets Permit	\$128,284
Preconstruction Fee	\$40,000
Builders Risk Insurance	By Owner
Taxes and GL / WC Insurance	\$740,881
Bond	\$424,327
Major Subs Bonding	\$363,744
Construction Contingency	\$1,156,828
General Conditions	\$919,209
Fee	\$1,650,313

\$3,385,000
\$0
\$104,020
\$128,284
\$40,000
By Owner
\$740,881
\$424,327
\$363,744
\$1,156,828
\$919,209
\$1,650,313

TOTAL PROJECT VALUE \$62,500,000

\$62,500,000

Actual/Target % Combined	23%	9%
---------------------------------	-----	----

EOP Workforce Summary Report
August 14, 2017

The Hamilton
440 North 15th Street
Philadelphia, PA 19130

Subcontractor	Trade	Total Apprentice Hours Worked to Date	Total Journeymen Hours Worked to Date	Total Hours to Date	Local Residents (Hours)	Local Residents (% All Hours)	Minority Apprentices (Hours)	Minority Apprentices (% Apprentice Hours)	Minority Journeymen (Hours)	Minority Journeymen (% Journeymen Hours)	Female Apprentices (Hours)	Female Apprentices (% Apprentice Hours)	Female Journeymen (Hours)	Female Journeymen (% Journeymen Hours)
Clemens	GC/Carpentry	40	463	503	103	20%	0	0%	99.5	21%	0	0%	0	0%
Delta	Abatement	0	452	452	120	27%	0	#DIV/0!	452	100%	0	#DIV/0!	0	0%
Northstar	Demolition	0	3388	3388	778	23%	0	#DIV/0!	1600	47%	0	#DIV/0!	0	0%
Copeland Surveying	Surveyor	0	80	80	0	0%	0	#DIV/0!	0	0%	0	#DIV/0!	0	0%
Dolente	Concrete	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Crystal Steel	Structural Steel	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor A	Trade A	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor B	Trade B	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor C	Trade C	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor D	Trade D	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor E	Trade E	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor F	Trade F	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor G	Trade G	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor H	Trade H	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor I	Trade I	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor J	Trade J	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor K	Trade K	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor L	Trade L	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor M	Trade M	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor N	Trade N	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor O	Trade O	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor P	Trade P	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor Q	Trade Q	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor R	Trade R	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor S	Trade S	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor T	Trade T	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor U	Trade U	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor V	Trade V	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor W	Trade W	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor X	Trade X	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor Y	Trade Y	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor Z	Trade Z	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total Cumulative Project Hours / % EOP		40	4383	4423	1001	23%	0	0.0%	2151.5	49.1%	0	0.0%	0	0.0%
GOAL						32%		50%		32.0%		7.0%		2.0%

ATTACHMENT C

Revision to Memorandum #202 Purchases and Contracts Requiring Specific Board Authorization – Revised Language for Contract Extensions

Language as presented as BAC 8/23/17

- Contract extensions of a twelve-month duration or less do not require Board approval unless the value of the extension exceeds 110% of the annual value of the expiring contract. Any contract extension beyond a twelve-month time duration requires approval by the Board of Trustees.

Suggested Revised Language

- Contract extensions of a twelve-month duration or less do not require Board approval unless the **annualized** value of the extension exceeds 110% of the annual value of the expiring contract. **No more than two (2) twelve-month extensions are permitted without** approval by the Board of Trustees.

Resolution on One-Time Retirement Incentive:

WHEREAS, on August 23, 2017, the Business Affairs Committee of the Board of Trustees approved on a one-time basis a retirement incentive to be offered to full-time employees, including full-time faculty, classified staff, confidential staff, and administrators, who as of January 1, 2018 attained fifteen years of full-time service and sixty-five (65) years of age;

WHEREAS, after consideration of various issues related to the date of attainment of the age and years of service requirement and after representatives from the College met with the Faculty & Staff Federation of the Community College of Philadelphia who represent faculty and classified employees who would be eligible for the retirement incentive, the Business Affairs Committee proposed to revise the retirement incentive to offer the retirement incentive to full-time faculty who as of August 31, 2018 have attained fifteen years of full-time service and sixty-five (65) years of age, and to administrators, classified, and confidential staff who as of June 30, 2018 have attained fifteen years of full-time service and sixty-five (65) years of age;

NOW THEREFORE, on this 7th day of September, 2017, the Board of Trustees hereby approves the following one-time retirement incentive:

The College will offer the following, on a one-time basis, separate and distinct from the retirement incentive provided in Article XIII, A., (11) (a) in the Full-time Faculty collective bargaining agreement: (a) full-time faculty who, by the end of the 2017-18 academic year (i.e. August 31, 2018), will reach sixty-five (65) years of age, with fifteen (15) years of full-time service at the College (as a full-time faculty member, visiting lecturer, or as a classified, confidential, or administrative employee, including years on unpaid leave or on long-term disability), may give notice by January 31, 2018 to retire effective August 31, 2018; (b) the Board agrees to pay a retirement incentive to all such full-time faculty who elect this option; (c) the incentive will be 25% of the Employee's full annual base salary, with an additional bonus of \$5,000 if the option is selected by October 31, 2017, a bonus of \$4,000 if the option is selected by November 30, 2017, a bonus of \$3,000 if the option is selected by December 31, 2017, or a bonus of \$2,000 if the option is selected by January 31, 2018; (d) the College may request a postponement of a full-time faculty's retirement under the terms of this provision until after the end of the Fall 2018 semester if the retirement would unreasonably interfere with a specific College program.

And

The College will offer, on a one-time basis, the following separate and distinct from the retirement incentive provided in Article XV, 5. (a). in the classified collective bargaining agreement and/or any other retirement incentive available to administrators and confidential employees: (a) a full-time administrator, full-time confidential employee, or full-time classified employee who, by June 30, 2018 will reach sixty-five (65) years of age, with fifteen (15) years of full-time service at the College (as a full-time faculty member, visiting lecturer, or as a classified, confidential, or administrative employee, including years on unpaid leave or on long-term disability), may give notice by January 31, 2018 to retire no later than June 30, 2018 (provided however, the employee must attain sixty-five (65) years of age and fifteen years of full-time service by his/her effective retirement date); (b) the Board agrees to pay a retirement incentive to all such employees who elect the option; (c) the incentive will be 25% of the Employee's full annualized base compensation, with an additional bonus of \$5,000 if the option is selected by October 31, 2017, a bonus of \$4,000 if the option is selected by November 30, 2017, a bonus

of \$3,000 if the option is selected by December 31, 2017, or a bonus of \$2,000 if the option is selected by January 31, 2018; (d) the College may request a postponement of an Employee's retirement under the terms of this provision until December 31, 2018 if the retirement would unreasonably interfere with a specific College program.

Resolution on MarcDavid LGBTQ Center

WHEREAS, on August 29, 2017, the MarcDavid Foundation entered a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the “College”) providing that the MarcDavid Foundation will make a donation in the amount of \$240,000 to allow the College to establish a LGBTQ Center with the objective of supporting students who identify as Lesbian, Gay, Bisexual, Transgender, or who may be experiencing fluidity in gender identity and prefer to be recognized as Queer or Questioning, and their allies and to provide a safe space for all members of the College community;

WHEREAS, in accordance with the College’s Naming Policy and the terms of the Gift Agreement, the College desires to properly recognize the generosity of the MarcDavid Foundation;

NOW THEREFORE, on this 7th day of September, 2017, the Board of Trustees hereby resolves that in accordance with the terms of the Gift Agreement the College shall name the LGBTQ Center, “The MarcDavid LGBTQ Center.”