

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, May 21, 2014 – 9:00 A.M.**

TO: Business Affairs Committee of the Board of Trustees
FROM: James P. Spiewak *JPS*
DATE: May 15, 2014
SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Wednesday, May 21, 2014 at 9:00 A.M.** in the College's **Isadore A. Shrager Board Room, M2-1.**

AGENDA – PUBLIC SESSION

(1) 2013-14 Budget Update (Information Item):

Mr. Spiewak will provide an overview of the College's budget status for fiscal year 2012-13. The implications of key factors currently impacting on the budget will be discussed. The originally projected use of carry-over funds for the 2013-14 year was \$1,618,026. The shortfall has been eliminated as a result of the additional revenue generated from the higher-than-budgeted enrollments and continued successful cost containment efforts, and a small operating budget surplus of \$314,434 is projected.

(2) 2014-15 College Budget and Proposed 2014-15 Tuition Recommendation (Action Item):

Attached separately to the agenda is the proposed 2014-15 budget. The expenditure plan totals \$144,126,482. The recommended educational and general budget operating expense (including student activities and auxiliaries) is \$131,752,097, and the capital budget expense is \$12,374,385. The budget includes a planned use of prior years' carryover funds in the amount of \$869,196. Staff will review the 2014-15 budget and ask for Committee recommendation of the proposed budget to the full Board. Staff will also ask for Committee recommendation of the proposed \$4 per credit hour tuition increase to the full Board.

(3) Board Resolution Required by PDE for Electronic Signature Effective July 1, 2014 (Action Item):

Pennsylvania Department of Education (PDE) requires a Board Resolution authorizing Dr. Generals to electronically sign PDE documents and contracts effective July 1, 2014. PDE's resolution will be presented for review. Attachment A contains the Resolution.

(4) Construction Projects Update (Information Item):

Mr. Bixby will provide an update on construction projects currently underway at the Main Campus.

(5) Proposed 2014-15 Business Affairs Committee Meeting Dates (Information Item):

In order to facilitate Board calendar planning, Committees are asked to establish a meeting calendar for the year. Proposed meeting dates for 2014-15 are as follows:

Wednesday, September 17, 2014 – 9:00 A.M.

Wednesday, October 22, 2014 – 9:00 A.M.

Wednesday, November 19, 2014 – 9:00 A.M.

No Meeting in December, 2014

Wednesday, January 21, 2015 – 9:00 A.M.

No Meeting in February, 2015

Wednesday, March 18, 2015 – 9:00 A.M.

Wednesday, April 22, 2015 – 9:00 A.M.

Wednesday, May 20, 2015 – 9:00 A.M.

Wednesday, June 17, 2015 – 9:00 A.M.

(6) Next Meeting Date:

The next regularly scheduled meeting of the Committee will occur on Wednesday, June 18, 2014 at 9:00 A.M.

JPS/lm

Attachments

c: Mr. Matthew Bergheiser
Dr. Judith Gay
Ms. Jody Bauer
Mr. Gary Bixby
Dr. Samuel Hirsch
Mr. Todd Murphy
Dr. Sharon Thompson
Jill Garfinkle Weitz, Esq.

ATTACHMENT A

**BOARD RESOLUTION REQUIRED BY
PDE FOR ELECTRONIC SIGNATURE**

RESOLUTION

BE IT RESOLVED, by authority of the Board of Trustees of the Community College of Philadelphia, and it is hereby resolved by authority of the same, that Donald Generals, Jr. who is the President of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Community College of Philadelphia to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

President/Chair or Vice-President/Chair

Treasurer/Secretary

Matthew Bergheiser, Chair

Beatriz Vieira, Secretary

Print/type name and title

Print/type name and title

I, Beatriz Vieira, Secretary, of the Board of Trustees, do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Trustees, held the 5th day of June, 2014.

Dated: _____

Signature

Beatriz Vieira, Secretary

Print/type name and title

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: _____

Signature

Donald Generals, Jr.

President