

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, January 20, 2016 – 12:30 P.M.**

**Present:** Mr. Matthew Bergheiser, presiding; Ms. Suzanne Biemiller *via* teleconference, Mr. Steve Herzog, Ms. Jennie Sparandara *via* teleconference, Stella Tsai, Esq., *via* teleconference, Dr. Donald Generals, Mr. Jacob Eapen, Mr. Gregory Murphy, Mr. Todd E. Murphy, Mr. James P. Spiewak and Victoria Zellers, Esq.

**AGENDA – PUBLIC SESSION**

**(1) Community College of Philadelphia Naming Policy (Information Item):**

To support the College’s next comprehensive Campaign, the College proposed a change to its Naming Policy to allow for the name of a center or a division. Mr. Greg Murphy reviewed the revised Naming Policy with the College. The Naming Policy is included is provided in Attachment A. He noted that changes from the former policy occurred in sections 2.2 and 2.3 and that section 2.4 was new. The policy now also includes a provision for rescinding a naming right (“de-naming”). Mr. Murphy described a situation that occurred at a local four year institution that had to take such a measure. Mr. Murphy also mentioned that naming opportunities may exist outside of the traditional bricks and mortar.

**(2) Architect for Biology Labs (Action Item):**

Discussion: Mr. Eapen stated that the College hired a lab consultant to assist in planning for an ideal learning environment and experience for students enrolled in our Biology programs. The consultant developed plans and phasing strategies for the College to use in the hiring of an Architect and Engineering firm. A committee was formed involving individuals from Facilities, Purchasing and the Division of Math, Science & Health Careers, including two Biology faculty members.

As a result of the consultant’s efforts, the College complied requirements for the Architect and Engineering firm to request proposals. Using PennBid for the means to manage the process, more than twenty (20) firms responded to our mandatory pre-bid meeting and of those, five (5) firms responded with formal proposals. They are as follows:

<b>Firm</b>	<b>Base Bid</b>
MKSD LLC (WBE)	\$255,000
Olaya Studio LLC (MBE)	\$330,200
Spiezle Architectural Group, Inc.	\$395,680
SMP Architects	\$476,790
daSILVA Architects	\$525,000

The top three (3) firms were interviewed on Friday, January 15, 2016 for clarity of scope and qualifications, conducted by staff members from the Facilities, Procurement and Biology Departments. The evaluation team completed a comprehensive review of three of the lowest cost responses of the five responses received from the College's RFP.

The lowest cost response (MKSD) was determined to lack the necessary experience in complex programming. MKSD is a notable young and growing firm which may be ideal for smaller projects.

The second response (Olaya) had excellent sub-consultants, yet the firm itself had no science or lab experience over the last five years as was required in the College's RFP. Olaya presented a well-written proposal; but the consensus was that without the actual experience of the firm, CCP would not achieve its project goals.

The third response (Spiezle) was unanimously identified as the firm that had the necessary in-house expertise and well-documented experience, exemplary sub-consultant qualifications and support to be able to effectively meet the schedule and budget as outlined in the RFP. Spiezle's response had minor errors which, when addressed, will have no bearing on the cost proposed. The evaluation committee determined within the provision of the RFP that Spiezle is the most qualified to award the contract. Dr. Generals noted that, in the interest of full disclosure, Spiezle was the architectural firm for a number of projects at Mercer County Community College (MCCC) while he was employed at MCCC.

Action: Ms. Biemiller moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board that Spiezle Architectural Group, Inc. be awarded the contract as the Architect for the Biology Lab Renovation Project in the amount of \$395,680. The motion passed with Mr. Bergheiser recusing himself.

**(3) Fixed Stair Replacement in the West Building (Action Item):**

Discussion: Mr. Eapen stated that the College engaged a consultant to analyze the vertical transportation systems in the West Building. The purpose of the study was to understand the viability of replacing the aging escalator system in the building with a fixed stair solution. The result of the study supported the removal of the escalators and replacement with fixed stairs in the existing openings of the current escalators. Gannet Fleming of Camp Hill, Pennsylvania was engaged to prepare specifications and drawings for the stair replacement. The College advertised and a pre-bid meeting was held on December 1, 2015. Four companies attended the meeting. Subsequently three firms submitted qualified bids for the work on January 6, 2016. The three bids were in the same general range of cost and within allocated funding level. Staff recommend award of the work to Ernest Bock & Sons Inc. for the lump sum figure of \$1,498,000.

Ernest Bock & Sons Inc.	1,498,000.00
A.P. Construction Inc.	1,717,300.00
Daniel J. Keating Company	1,788,000.00

Mr. Eapen noted that the bids came in higher than anticipated. Facilities staff, in conjunction with Gannet Fleming, reviewed the line items of Bock's proposal and were

satisfied that the proposal was properly submitted. Mr. Bergheiser noted that he has observed an approximate 20% cost escalation with construction recently due to the high level of construction activity occurring throughout the city.

Ms. Biemiller noted that she had some concerns related to Ernest Bock & Sons, Inc. due to performance on certain city construction projects. Ms. Tsai noted that she had similar concerns. After discussing the situation, the Committee suggested that staff conduct some research concerning this situation and, if necessary, rebid the project.

**Please Note:** After further review, the staff recommended rejecting all bids, and the Business Affairs Committee authorized a re-bid.

**(4) Travel Policy (Information Item):**

Attachment B contains the latest Travel Policy. The policy was presented to the Committee for review. Mr. Todd Murphy reviewed the details associated with the changes. He reported that the College has never had a formal travel policy in place. Staff took a look at other travel policies and modeled the College's to be similar with other colleges and universities. President's Cabinet as well as Legal Counsel had an opportunity to review and comment. The Travel Policy will apply to all employees as well as the Board of Trustees. Mr. Murphy discussed the features of the policy which include: approvals required for employee's and board member's travel; procedures for making travel arrangements; acceptable reimbursable amounts for meals and hotels based upon GSA rates; procedures for vehicle rentals and use of personal vehicle; required documentation for expenses reimbursement; timelines for seeking reimbursement; types of non-reimbursable expenses, such as alcohol; and an exceptions section. Staff asked Committee members to submit any concerns or additions they felt should be evaluated.

**(5) 15<sup>th</sup> & Hamilton Street Project Update (Information Item):**

Mr. Eapen updated the Committee on the 15<sup>th</sup> & Hamilton Street property. He noted that the RFP document is complete and will be made available to developers once Dr. Generals meets with Council President Clarke. A brief discussion took place concerning zoning issues.

**(6) Labor Negotiations Counsel (Action Item):**

Discussion: Ms. Zellers reported to the Committee that Mark J. Foley, Esq. left Cozen and moved to Drinker Biddle effective on Tuesday, January 19, 2016. Since Mr. Foley is the lead negotiator and has been working with the College for the last 3 to 4 months, staff recommend that the work move with him from Cozen to Drinker. Ms. Zellers further stated that there is not anyone else at Cozen who has as much experience handling Act 195 higher education negotiations. She added that no one else will be able to get up to speed on time since we started negotiations last week. Mr. Foley confirmed that the same rates would apply for him and an associate from Drinker as the College arranged with Cozen.

Ms. Zellers received an official letter from Cozen on January 19, 2016 noting it was the College's choice to: (1) keep the work with Cozen; (2) move the work with Mr. Foley

to Drinker; or (3) hire new counsel. Moving the work to Mr. Foley is the best option and should not cause too much of a disruption.

Action: Mr. Herzog moved and Ms. Tsai seconded the motion that the Committee recommend to move labor negotiations to Drinkle Biddle & Reath following lead counsel Mark J. Foley, Esq. The same rates for Mr. Foley and an associate will apply. The motion passed unanimously.

**(7) 2015-16 Budget Status Report (Information Item):**

Staff provided an overview of the College's budget status for fiscal year 2015-16. Please refer to Attachment C. Mr. Spiewak noted that the College's late summer and fall term enrollments slightly exceeded budget, but spring enrollments are currently projected to be 3% lower than the 2015 spring enrollments. It was noted that all but one Pennsylvania community college experienced decreases that ranged from 1% to 11% based upon a survey conducted earlier in the week.

Mr. Eapen discussed the overall status of the College's operating budget noting that the attachment displayed the projected financial results with a 5% increase in State funds (according to the Governor's December "Framework" budget) and without any increase in State funds. He noted the major variations from the original budget to current projections. The most notable variance in revenues were a decrease in student tuition and fees (\$818,000) and a decrease in state funds. The largest variance in expenses were lower full-time salary expenses due to a higher number of unfilled positions than anticipated, and a reduced expense related to leases due to the ability to buyout some longer term leases during FY 14-15. Mr. Spiewak provided some additional information on variance related to other expenses.

In response to a question from Mr. Herzog, Dr. Generals discussed enrollment data and the challenges and opportunities that confront the College.

**(8) Next Meeting Date**

The next meeting of the Committee is scheduled for **Wednesday, March 23, 2016 at 10:00 A.M. (new time)** in the Isadore A. Shrager Boardroom, M2-1.

JE/lm  
Attachments  
BAC/JANUARY 20, 2016.DOCX

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**ATTACHMENT A**

**Community College of Philadelphia  
Naming Policy**

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## NAMING POLICY

### 1. GENERAL

Community College of Philadelphia seeks to recognize individuals, corporations or foundations who have supported the College or the Foundation through substantial financial contributions or through distinguished service by naming facilities and funds in their honor. This policy governs the procedure for such naming.

Facilities and Funds encompassed by the Naming Policy include:

- Buildings or parts of buildings, such as wings, where the identification focuses on the external feature;
- Parts of buildings, such as laboratories or classrooms, where the identification deals with an internal feature;
- Other facilities as recommended for naming; and
- Endowments (endowed chairs and scholarships).

For purposes of this policy, the benefactor is defined as any individual, corporation, foundation, or other entity who has made a substantial financial or other contribution to the College.

When recognition is the result of a financial donation, the facility may be named directly after the benefactor, or it may retain or be given a functional title, and the benefactor will be recorded as its sponsor. In the case of distinguished service, the facility may be named directly after the honoree.

College assets and facilities may be named after exceptional individuals, living or deceased; corporations; foundations; or any other entity, provided due regard is given to the College's identity and philosophy. The College's Board of Trustees has the right to deny a request for naming if the request is deemed inappropriate, i.e., if the mission and vision of the benefactor is not consistent with the mission and vision of the College, or if such naming could be construed as promoting a particular political, economic, or moral issue inconsistent with the College's mission. Likewise, the College may rescind the use of a name awarded hereunder in the event that circumstances cause the College to reasonably believe that continued use of such name is inappropriate.

### 2. GUIDELINES FOR NAMING

#### 2.1 Buildings

The College will consider the naming of new buildings in recognition of individuals, corporations, or foundations according to the following guidelines:

- The benefactor contributes 50 percent or more of the capital cost of the building; or
- The benefactor supports the College, faculty or other divisions through the establishment of a gift exceeding \$10 million.

The College will consider naming existing structures or parts of existing structures according to the following guidelines:

- An existing building may be named for a gift or endowment equal to a minimum of 20% of the current market value of the structure, with additional considerations taken into account (e.g., prominence of the

building, historical profile of the structure, etc.) that might increase the value of the naming opportunity. The Board of Trustees will make the final determination.

## 2.2 Classrooms, Auditoriums, Laboratories

The College will consider naming parts of buildings in recognition of a benefactor who contributes the following amounts:

Classroom	\$50,000 to \$200,000
Computer Class/Lab	\$250,000 to \$1,000,000
Small Auditorium	\$300,000 to \$500,000
Large Auditorium	\$500,000 to \$1,000,000
Gymnasium	\$1,000,000 to \$2,500,000
Library	\$1,000,000 to \$2,500,000

## 2.3 Capital Campaign Naming Opportunities

In the event of a capital campaign, additional naming opportunities may become available. These additional opportunities will follow the same approval process identified in Section 3. Buildings and parts of a building will be “valued” as a naming opportunity on the “base value of each unit of space.” Typically, this is accomplished by dividing the campaign fundraising goal by the total square feet available for naming. The base value may be increased or decreased depending on the following: location and physical prominence (visibility) of the space; utilization and function of space; and unusual costs for space (i.e., interior design finishes, outfitting, etc.). Using the above criteria, naming opportunities will be identified and minimum levels of contributions for the naming right for each space established.

## 2.4 Regional Center, Departments and Other Units

The College will consider naming a regional center, department or unit in recognition of a gift if the gift enables transformational change to take place in the unit, meaning the gift allows the unit to undertake a well-defined set of program improvements that will elevate the unit within its group of peer institutions. Any proposal for naming should be consonant with the reputation and aspirations of the unit. The background, character and reputation of the namesake benefactor should be consistent with the reputation of the College.

## 2.5 Endowments (endowed chairs and scholarships)

The College will consider the naming of chairs or scholarships after a benefactor who contributes the following amounts:

Endowment (Scholarship)	\$10,000 (minimum)
Endowment (Chair)	\$1,000,000 - \$5,000,000

## 2.6 Honoring of an Individual for Distinguished Service

- In exceptional cases, the College may seek to recognize individuals who have supported Community College of Philadelphia through distinguished service by naming facilities or endowments in their honor.
- Naming a building in honor of a person who has given extraordinary service to the College will not normally be considered until after that individual’s substantive formal relationship with the College has concluded.

## 2.7 General Guidelines

- Naming rights will not be considered binding until at least 50 percent of the benefactor’s pledge has been paid.
- Naming rights for benefactors will normally remain in place for the life of the building, classroom, auditorium, laboratory, etc.

- In the event that ongoing payments on a pledged donation cease before the agreed dollar amount is achieved, the Board of Trustees may discontinue the use of the benefactor's name for an endowment, scholarship, chair, etc.
- Nothing herein shall be deemed to prevent the College from improving, renovating or replacing any structure named hereunder in the normal course of its business. Naming rights shall not survive the replacement of any such structure and shall not be deemed to prevent naming any new structure resulting from any such improvement (e.g., naming an addition to the original structure).

### **3. PROCESS**

- Negotiations with a benefactor or other interested party for the naming rights for a particular facility may be initiated by the Office of Institutional Advancement or by the President.
- Proposals for naming facilities should be submitted to the Office of Institutional Advancement and should contain specific information in support of naming. Proposals will be forwarded to the College President for endorsement. If endorsed by the President, the proposal will be forwarded to the College's Board of Trustees, which will make the final determination for approval. When a proposal involves the use of the name of a living person, the Board of Trustees' approval is contingent on the agreement of that person or that person's legal representative.
- When a proposal involves the use of the name of a deceased person, the Board of Trustees' approval is contingent on the agreement of that person's legal representative.
- If an individual or organization, after whom a facility has been named, comes into disrepute in the College or in the community-at-large, the Board of Trustees may discontinue the use of the name as set forth in section 1.
- The formal and final authority to name assets and facilities (and discontinue the use of a name for assets and facilities) resides with the College's Board of Trustees.
- The College's Board of Trustees shall use this Naming Policy as a guide but may, in its discretion, make exceptions to any provision contained in this policy.

Approved by Board of Trustees (May 1, 2003)

Revision Approved by Board of Trustees (December 4, 2008)

Revisions submitted to CCP Foundation's Finance & Investment Committee (January 6, 2016)

Submitted to CCP Foundation Board for comment (January 14, 2016)



**ATTACHMENT B**

**Community College of Philadelphia  
Travel Policy**

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## **POLICY & PROCEDURES**

### **TRAVEL AUTHORIZATION AND REIMBURSEMENT**

#### **I. PURPOSE**

To establish guidelines for all employees and Trustees to obtain approval and reimbursement of College-related travel and business expenses.

#### **II. POLICY**

Community College of Philadelphia employees or Trustees may be authorized to attend professional conferences, meetings, workshops and development seminars at the College's expense and/or during normally assigned working hours if the purpose of such travel is in accordance with the mission, goals, objectives and priorities of the College and if funds to support such travel are available in the appropriate budget.

#### **III. PROCEDURE**

##### **A. Authorization**

1. The respective Vice President, Dean, Director, Associate Vice President, Assistant Vice President or President is authorized to permit personnel to travel at College expense if the purpose of such travel is in accordance with the objectives of the College and if funds are available in the appropriate budget for such travel. A Travel Authorization Request form (<http://path.ccp.edu/MyCCP/AIR%20TRAVEL%20REQUEST.pdf>) must be completed by the person requesting approval for all travel explaining the purpose of the trip and the expected benefits to the College.
2. Travel by Trustees must be approved by the Chair of the Board or, the Executive Committee of the Board.
3. Travel costs and any interference with performance of duties must be justified by offsetting benefit to the College and/or to the individual's professional development.
4. The mode of travel selected shall be that which is most practical and economical.
5. All travel outside the City of Philadelphia requiring a hotel stay requires the prior written approval of the Vice President, Dean, Director, Associate Vice President, Assistant Vice President or President.

##### **B. Initiating the Travel Request**

All employees requesting travel authorization must complete the Travel Authorization Request form and submit it to their Supervisor and other authorized approver per Section III A.1. for approval. All Trustees must complete the Travel Authorization Request form and submit to the Chair of the Board or the Executive Committee of the Board for approval. No form will be considered complete unless all required signatures for authorization have been obtained. The travel authorization form should be submitted as soon as possible but is required no later than ten (10) business days prior to the travel date to allow time for Purchasing to make arrangements if requested.

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## C. Making Travel Arrangements

1. Travel arrangements should be made by the traveler with exception of vehicle rentals. The Purchasing Department is available to assist with arrangements for hotel, rail and airfare. Purchasing may have discount contract rates available to employees or trustees. Conference registration is to be arranged by the traveler.
2. Traveler must select the lowest possible coach airfare or train fare that meets the business needs of the College by considering Saturday night stays or other alternatives.
3. If the traveler's plans change and the airline ticket is no longer of use, the traveler must immediately contact Purchasing. If the ticket has value, it must be used for College business only.
4. Transportation to and from airports and train stations
  - a. Travelers must use the most practical and economical mode of ground transportation to and from airports and train stations (e.g., hotel and airport shuttle services, shared ground transportation, etc.).
  - b. Travelers must use the most practical and economical mode of ground transportation to and from their residence. Shuttle service is permitted if it is the most cost effective method.
5. If the traveler takes an indirect route for other than a college business purpose, or interrupts a direct route of travel, the traveler is responsible for all costs above and beyond those that would have been incurred by traveling the direct route.
6. Vehicle Rental
  - a. Rentals must be arranged by the Purchasing Department.
  - b. If driving is the most efficient and cost-effective mode of travel and a rental car is utilized, the rental should be an appropriately sized vehicle.
  - c. If a rental accident occurs, the traveler should immediately contact:
    - i. the vehicle rental company, in accordance with the company's requirements for reporting accidents;
    - ii. local authorities, as required;
    - iii. his/her department head;
    - iv. Purchasing (no later than 24 hours); and
    - v. Security.
  - d. The College will not provide reimbursement if the rental is not arranged by the Purchasing Department.
7. Personal Vehicles
  - a. If the approved mode of travel is by personal automobile, the traveler will be reimbursed based on the IRS allowable reimbursement rate for business miles plus expenses related to tolls and parking. (See policy #210 - <http://path.ccp.edu/vpfin-pl/policies/210.HTM>) Business miles are based on the most direct route. At the conclusion of the trip, the traveler must complete the Travel Reimbursement form indicating the expenses associated with the travel and a check request form and submit it to the Controller's Office along with all accompanying receipts for which reimbursement is sought (i.e., tolls and parking). The traveler will be responsible for all fuel, towing and maintenance costs related to his/her private automobile; and for carrying adequate personal insurance coverage for his/her vehicle and occupants.

### C. Making Travel Arrangements – continued

- b. A traveler should review his/her personal insurance coverage prior to using his or her vehicle for college business and consult with his/her insurance agent to determine appropriate coverage. The traveler's insurance is the primary insurance coverage when using a personal vehicle for travel related to College business. Traveler must provide proof of insurance with the Travel Authorization Request form if driving their own vehicle.
- c. The College will not provide reimbursement for repairs to personal cars, even if the costs result from college business travel or travel between the personal residence and regular work location of traveler.
- d. If a personal car is involved in an accident while on College business travel, the traveler should immediately contact:
  - i. his/her insurance company;
  - ii. local authorities, as required;
  - iii. his/her department head;
  - iv. Purchasing (by the next business day); and
  - v. Security.

#### 8. Lodging

- a. When attending a conference, all attempts should be made to reserve rooms at the conference site. If that is not possible, reservations will be made at the closest hotel charging at or below the federal rate for lodging. See maximum lodging rates for all U.S. States, territories, and possessions established by the U.S. General Services Administration for allowable lodging expenses (<http://gsa.gov/portal/category/100120>).
- b. Travelers are encouraged to make their own hotel arrangements. However, in the event that the Controller's Office will issue a check for the cost of the hotel stay, all checks will be made payable to the hotel and it will be the responsibility of the traveler to submit the request for payment to Accounts Payable in a timely fashion so it can be mailed to the hotel. Check pick-ups cannot be permitted for travel. Upon checkout, the hotel will issue the traveler a receipt indicating the applicable room rate and the total amount charged for the stay. The hotel receipt and related documentation must be submitted to the Controller's Office immediately upon return from travel.
- c. Upon arrival at the hotel, the traveler must use their own method of payment (e.g. personal credit card) to guarantee payment for any charges above the negotiated room fee (e.g. pay-per-view, personal telephone calls, and in-room bar, dining to the extent in excess of the meal allowance below, among others).
- d. The traveler is responsible for canceling hotel room reservations when necessary. The traveler must request and record the cancellation number in case of billing disputes. Cancellation deadlines are based on the location of the property (e.g., Pacific Time Zone when the property is in California). Expenses incurred as a result of a failure to cancel a hotel reservation are the responsibility of the traveler. The Dean, Director, Org Manager or President may authorize exceptions to the traveler's responsibility of expenses related to a lodging "no show" based on an approved written explanation indicating the reason/s for the failure to cancel the reservation in a timely manner.

## 9. Meals

- a. The maximum per diem meal allowance for each full day of travel is established by the U.S. General Services Administration for allowable meal expenses (<http://gsa.gov/portal/category/100120>). Detailed, itemized receipts for meals including names of attendees and business purpose are required. The College will only reimburse traveler's meals that are not otherwise paid for or provided. Therefore, the College will not reimburse breakfast, lunch, or dinner if provided as part of the conference, meeting, or other business activity necessitating the travel. Without exception, the College will not reimburse the traveler or pay for any expenses related to alcoholic beverages.

## 10. Tips

The maximum per diem tip allowance is \$10 per day exclusive of meals and transportation. This includes tips for baggage handling, room service, hotel maid service, etc. Receipts for tips are not required. However, tipping for meals may not exceed 20%.

## 11. Group Travel

Group Travel should be made through the Purchasing Department

- a. The sponsoring College department must provide a list of traveler names to the Risk Manager and Director of Security. The sponsoring department is responsible for ensuring all student travelers have obtained the necessary student travel insurance.

## 12. International Travel

- a. All College-sponsored international travel involving students must follow the "Guidelines for College-Sponsored International Travel" as published by the Center for International Understanding.
- b. Currency Exchange
  - When charges are in foreign currencies, travelers must:
    - o Submit foreign expenses in U.S. dollars using the exchange rate in effect during the dates of travel;
    - o Include documentation indicating the exchange rates used to make the conversions; and
    - o For purchases made with a credit card, use the exchange rates provided by the credit card company for purchases made with a credit card.

## D. Reimbursable and Non-Reimbursable Expenses

It is the responsibility of the traveler to obtain original itemized receipts for all allowable expenses. Accounts Payable will not reimburse the traveler for any costs without an itemized receipt. Only authorized costs, accompanied by the appropriate receipt, will be reimbursed. It is suggested that the traveler call Accounts Payable if they are unsure whether an expense will be covered.

1. The following are examples of reimbursable expenses for College-approved travel:
  - a. Wi-Fi if required for College business; meals; tolls; transportation to and from the airport; telephone calls related to official College business only; conference registration expenses; or other expenses associated with the travel, so long as the expense is essential to the transaction of College business and in accordance with the limits outlined in this policy.
2. The following are examples of expenses not allowed for reimbursement:
  - a. Alcoholic beverages, hotel gyms, mini-bars, in-room movies, entertainment, laundry, vehicle fines, and personal phone calls.

#### **D. Reimbursable and Non-Reimbursable Expense – continued**

3. Travel expense reports must be submitted to the Controller's Office within 10 business days of the return from travel.
4. Cash advances will not be provided unless a hardship can be demonstrated. Approval by the department's Vice President, Dean, Director, Associate Vice President or Assistant Vice President is required.

#### **E. Timing of Event and Reimbursement**

Reimbursements for meals, lodging and other expenses will normally be limited to expenses incurred during the day(s) of the meeting, conference or other business activity attended by the traveler. Expenses incurred on additional days may be reimbursed if extending the period results in reduced airfare sufficient to cover the additional meals, lodging and other expenses or it is not possible to arrive and/or depart on the day(s) of the meeting, conference or other business activity attended by the traveler

#### **F. Partial Reimbursement**

1. If your expenses are partially covered by another organization, the College may accept copies of receipts in place of originals. The voucher must include the name of the organization that is paying the partial reimbursement, what is being reimbursed, and the amount reimbursed.
2. If any meal is provided by the conference, hotel, or any other source, the traveler should reduce the per diem meal allowance by the amount in Section III C.9a. (Making Travel Arrangements) that corresponds to that meal.
3. The per diem allocation for meals, which is intended to cover breakfast, lunch, and dinner for each full day of travel is located at (<http://gsa.gov/portal/category/100120>).

#### **G. Other Means of Transportation**

The College may provide reimbursement for other commercial means of transportation such as train or bus. However, reimbursements must not exceed the cost of reasonable coach airfare or other reasonable transportation costs to the same destination.

#### **H. Personal Travel Combined with Business Travel**

The College will only reimburse for the business portion of a trip. The traveler must provide evidence to support the business portion of the trip and the allocation between the business and personal expenses. A quote for the business-related travel must be obtained at the time of ticketing to document the incremental costs that will be treated as personal expenses. This quote must be submitted along with the Travel Request form.

## **I. Reimbursement Payment**

1. Accounts Payable will generally send reimbursements of approved expenses to employees within ten business days of the receipt of the Official Travel form (will include link to form), along with all accompanying receipts. Forms submitted for travel reimbursement must be signed by the Vice President, Dean, Director, Associate Vice President, Assistant Vice President or President.
2. Willful violations of this policy, including falsification of expense reports, will be grounds for disciplinary action, up to and including denial of requested reimbursements and/or termination of employment.

## **J. Recruitment**

The payment for travel of prospective employees and their families must receive prior written approval by the Associate Vice President of Human Resources or by the Board of Trustees if the recruitment is for the position of President.

## **K. Travel Between Sites Using Personal Vehicles**

Authorized travel for operational purposes may be reimbursed according to College Policy and Procedure #210 (<http://path.ccp.edu/vpfin-pl/policies/210.HTM>).

## **L. Local Travel**

1. Entertainment Expense  
Entertainment expenses are limited to Board of Trustees, the President, and members of the President's Cabinet or their designee(s) incurred in connection with their job responsibilities. Local entertainment expenses may be incurred while conducting ordinary and necessary business for the College such as fundraising, public relations activities and other College events. Expenses may include meals, transportation, parking, tolls, meeting rooms and conference facilities. Business related meals charges are subject to Section III C.9. Business meals that include charges for alcoholic beverages incurred by a member of the President's Cabinet, Board of Trustees, or Designee must be properly approved by the President and separately itemized on meal receipts. Alcohol charges are *unallowable* for sponsored projects (grants). Alcoholic beverages for entertainment functions held in Pennsylvania must be purchased in Pennsylvania.
2. Business Expense  
Local business expenses include local conference or seminar fees, meals, parking fees and other out-of-pocket expenses while attending local workshops or business meetings and are subject to Section III C.9. Approval of local business expenses will follow Section III A.1.

## **M. Other**

Exceptions to this policy are subject to the approval of the traveler's Vice President and the Vice President of Business and Finance.

**ATTACHMENT C**  
**2015-16 BUDGET STATUS**



Community College of Philadelphia  
Enrollment Information (FTEs and Credit Hours)  
Fiscal Year 2015-16

	Actual Credit Hours FY 14-15		Budgeted FTEs FY 15-16		Budgeted Credit Hours FY 15-16		Actual Credit Hours FY 15-16		Credit Hour Variance - Budgeted vs. Actual	
	Actual FTEs FY 14-15	Actual Credit Hours FY 14-15	Budgeted FTEs FY 15-16	Budgeted Credit Hours FY 15-16	Actual FTEs FY 15-16	Actual Credit Hours FY 15-16	Credit Hour Variance - Budgeted vs. Actual	% Variance		
<b><u>CREDIT</u></b>										
Summer 2	1,716	20,591	1,717	20,609	1,730	20,763	154	0.7%		
Fall	12,859	158,471	12,976	159,625	12,964	160,215	590	0.4%		
Winter	46	546	50	600	47	558	(42)	-7.0%		
Spring	12,587	155,231	12,801	157,209	12,284	151,004	(6,205)	-3.9%		
Summer 1	2,494	29,926	2,550	30,600						
<b>Credit Year-to-date Totals - Annual FTEs</b>	<b><u>14,851</u></b>	<b><u>364,765</u></b>	<b><u>15,047</u></b>	<b><u>368,643</u></b>			<b><u>(5,503)</u></b>			
<b><u>NONCREDIT</u></b>										
Summer 2	54		95		64					
Fall	501		658		384					
Spring	344		615							
Summer 1	115		236							
<b>Noncredit Year-to-date Totals - Annual FTEs</b>	<b><u>507</u></b>		<b><u>802</u></b>							

Fiscal Year 2015-16

	<u>Original Budget</u>	Current Projection as of January 12, 2016 with State Incr.	Current Projection as of January 12, 2016 w/o State Incr.
<b><u>REVENUES</u></b>			
Student Tuition and Fees	\$76,691,245	\$75,872,722	\$75,872,722
Commonwealth of Pennsylvania	30,621,805	<b>30,066,776</b> ^	<b>28,641,805</b>
City of Philadelphia	23,247,363	23,204,632	23,204,632
Other Income	<u>1,728,720</u>	<u>1,780,830</u>	<u>1,780,830</u>
<b>TOTAL REVENUES</b>	<b>\$132,289,133</b>	<b>\$130,924,959</b>	<b>\$129,499,988</b>
<b><u>EXPENSES *</u></b>			
Salaries, Net of Lapsed Funds	\$75,642,290	\$74,342,290	\$74,342,290
Fringe Benefits	34,124,000	33,885,738	33,885,738
Other Expenses	22,322,843	21,924,849	21,924,849
Student Financial Aid	<u>200,000</u>	<u>112,000</u>	<u>112,000</u>
<b>TOTAL EXPENSES</b>	<b>\$132,289,133</b>	<b>\$130,264,877</b>	<b>\$130,264,877</b>
<b>EXCESS REVENUES (EXPENSES)</b>	<b><u>(\$0)</u></b>	<b><u>\$660,082</u></b>	<b><u>(\$764,889)</u></b>

\* Prior to impact of GASB 45 and 64 accruals

^ Assumes a 5% increase (\$1.425M) in state funds over the amount received for FY 14-15 per the Governor's December "Framework" budget

Notes:

Staff will employ strategy of paying off longer term leases if there are excess revenues in order to have additional flexibility in subsequent budget years.

Community College of Philadelphia  
 Operating Budget Projection  
 Fiscal Year 2015-16

	Original Budget	Current Projection as of January 12, 2016	Comment
<b>OPERATING REVENUES</b>			
State Funding	\$30,479,415	\$29,924,386 ^	Current Budget is based upon a 5% increase over the amount received in FY 14-15 which is \$.55 million less than the original budget amount.
State Lease funding	142,390	142,390	
<b>Total State Revenues</b>	<b>30,621,805</b>	<b>30,066,776</b>	
Tuition - Credit Students , net of write-offs, discounts and other offsets	60,784,200	59,942,195	Based upon lower than budgeted credit hours for the Spring 2016 semester.
Technology Fee	10,631,700	10,419,752	Based upon lower than budgeted credit hours for the Spring 2016 semester.
Course Fees	3,591,490	3,645,345	
Net Contribution from: Contracted Noncredit Instruction; Other Noncredit Instruction; Adult Community Noncredit Instruction	506,500	506,500	
Student Regulatory Fees	1,177,355	1,358,930	
<b>Total Student Tuition &amp; Fees</b>	<b>76,691,245</b>	<b>75,872,722</b>	
<b>City Operating Funds</b>	<b>23,247,363</b>	<b>23,204,632</b>	
Investment Income	500,000	427,110	
Vocational Education Funding	200,000	275,000	
Indirect Costs; Administrative Allowances	300,000	350,000	
Parking Proceeds & Miscellaneous Income	728,720	728,720	
<b>Total Other Income</b>	<b>1,728,720</b>	<b>1,780,830</b>	
<b>TOTAL OPERATING REVENUES</b>	<b>\$132,289,133</b>	<b>\$130,924,959</b>	

Community College of Philadelphia  
 Operating Budget Projection  
 Fiscal Year 2015-16

	Original Budget	Current Projection as of January 12, 2016	Comment
<b>OPERATING EXPENSES *</b>			
<b>Salaries</b>			
Full-Time Administrative Salaries	17,137,300	17,137,300	
Less: Projected Lapsed Salaries	(900,000)	(1,500,000)	Higher than anticipated number of unfilled administrative positions during first half of fiscal year.
Net Full-Time Administrative Salaries	16,237,300	15,637,300	
Full-Time Faculty Salaries	29,086,904	29,086,904	
Less: Projected Lapsed Salaries	(150,000)	(500,000)	More lapsed funds than originally projected.
Net Full-Time Faculty Salaries	28,936,904	28,586,904	
Full-Time Classified Salaries	11,052,934	11,052,934	
Less: Projected Lapsed Salaries	(450,000)	(800,000)	Higher than anticipated number of unfilled classified and confidential positions during first half of fiscal year.
Net Full-Time Classified Salaries	10,602,934	10,252,934	
<b>Subtotal - Full-Time Salaries</b>	<b>55,777,138</b>	<b>54,477,138</b>	
Part-Time & Overload Credit Salaries	10,985,389	10,985,389	
Summer Credit Instruction	4,064,938	4,064,938	
Noncredit Instructional Salaries	424,310	424,310	
All Other Salaries	3,940,515	3,940,515	
Early Retirement Incentive Payments	450,000	450,000	
<b>Subtotal - Other than Full-Time Salaries</b>	<b>19,865,152</b>	<b>19,865,152</b>	
<b>Total Salaries</b>	<b>75,642,290</b>	<b>74,342,290</b>	

Community College of Philadelphia  
 Operating Budget Projection  
 Fiscal Year 2015-16

	Original Budget	Current Projection as of January 12, 2016	Comment
<b>Fringe Benefits</b>			
Medical Program	22,853,700	22,853,700	
Retirement Contributions	5,893,500	5,793,500	Lower than budgeted due to higher than anticipated number of unfilled positions during first half of year.
FICA	3,108,700	3,068,700	Lower than budgeted due to higher than anticipated number of unfilled positions during first half of year.
Tuition Remission	650,000	650,000	
Group Life Insurance	482,200	470,000	
Unemployment Compensation	200,000	200,000	
Workers' Compensation Insurance	346,700	282,838	Lower than budgeted premiums for workers' compensation insurance.
Unused Vacation	100,000	100,000	
Disability Insurance	304,200	302,000	
Forgivable Education Loan	185,000	165,000	
<b>Total Fringe Benefits</b>	<b>34,124,000</b>	<b>33,885,738</b>	
<b>Facility Expenses</b>			
Utilities	2,004,341	2,027,710	
Contracted Security	1,700,000	1,750,000	
Contracted Cleaning	1,178,760	1,178,760	
All Other Facility Expenses	2,333,717	2,388,480	
<b>Total Facility Expenses</b>	<b>7,216,818</b>	<b>7,344,950</b>	

Community College of Philadelphia  
 Operating Budget Projection  
 Fiscal Year 2015-16

	Original Budget	Current Projection as of January 12, 2016	Comment
<b>All Other Expenses</b>			
Leased Equipment & Software	5,425,659	4,738,783	Buyout of longer-term leases - Phone Switch, Cisco Equipment, JC Guaranteed Energy Savings Project
Catalogs and Advertising	1,418,856	1,605,304	Additional costs associated with 50th Anniversary Events and Spring 2016 Enrollment advertising
Supplies-Pool	1,395,718	1,436,519	
Contracted Services	1,805,175	1,881,765	
Consulting	538,300	877,470	Additional costs for: Facility Master Plan, Margolis-Healy Security Review, Economic Impact Study, Public-Private Partnership RFP, Hanover Research
Maintenance & Repairs	576,006	576,006	
Postage	315,200	315,200	
Insurance	662,000	662,000	
Legal Fees	322,000	622,000	Additional costs for Burt Hill claim, real estate firm, arbitrations, and negotiations.
Other Expenses	2,647,111	1,864,852	Contingency funds transferred to other budget lines.
<b>Total All Other Expenses</b>	<b>15,106,025</b>	<b>14,579,899</b>	
<b>Student Scholarships</b>	<b>200,000</b>	<b>112,000</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$132,289,133</b>	<b>\$130,264,877</b>	
<b>Excess Revenues (Expenses)</b>	<b>(\$0)</b>	<b>\$660,082</b>	

\* Prior to impact of GASB 45 and 64 accruals

^ Assumes a 5% increase (\$1.425M) in state funds over the amount received for FY 14-15 per the Governor's December "Framework" budget.

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