

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, August 29, 2018 – 10:00 A.M.**

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

**AGENDA – EXECUTIVE SESSION**

**AGENDA – PUBLIC SESSION**

**(1) Grant Thornton Contract Extension (Action Item):**

Discussion: Mr. Eapen noted that the College is required to submit audited financial statements to the Board of Trustees, State and City authorities, and other stakeholders. The Audit Committee recommended that Grant Thornton be given a one-year extension (for fiscal year 2018-19) after their current five-year contract expires with the completion of the 2017-18 audit, and then issue an RFP. Mr. Eapen stated that staff are forwarding this recommendation to this committee. He noted that the College will issue an RFP for a three-year contract covering fiscal years 2019-20, 2020-21 and 2021-22 with two 1-year extension options.

Action: Mr. White moved and Mr. Martz seconded the motion that the Committee recommend to the full Board the approval of a one-year extension with Grant Thornton. The motion passed unanimously.

**(2) Amendment to HDR Contract for Architectural Services for the Library and Learning Commons Project (Action Item):**

Discussion: Mr. Eapen provided background on the selection of HDR as the architect for the Library and Learning Commons project. He stated that HDR's proposal assumed a project scope of approximately 50,000 square feet and based the fee accordingly. During the programming phase, an additional project scope was added in order to consolidate all of the learning labs including the Math Lab on the second floor and the Central Learning Lab. The original project scope only included the space currently occupied by the Library, the Library mezzanine, the Faculty Center for Teaching and Learning (FCTL), the Science and Health Learning Lab and the offices for Trio and Academic Connections. The FCTL and the offices for Trio were not able to fit within the original assigned footprint so additional space had to be added in to accommodate them. Currently the net assignable square footage of the project scope is at 64,600 SF which is an increase of about 29%. Additionally, the Student Academic Computer Center (SACC) Lab (currently on the second floor) and a Makerspace are now being incorporated into the Library and Learning Commons both of which were not part of the original scope outlined in the RFP.

Mr. Eapen reported that although the project scope has increased by 14,600 square feet, after negotiations with staff, HDR agreed to accept a revised agreement based on 8,000 additional square feet for additional fees of \$132,220 which is 10% more than the original amount of \$1,264,377. The revised adjustment will increase fees to \$1,396,597.

In response to questions Mr. Eapen stated that the project was progressing well and that the additional fees would be covered with capital fund dollars and would not affect other projects. The additional space requirements came about during programming discussions and possibly could have been considered by staff prior to the initiation of the project. He noted that the College will request additional funding in the amount of \$6 million through PDE's capital budget process. It is expected that the bids for construction will occur in late Fall and construction, which will be in phases, will start during the Spring of 2019.

Action: Mr. White moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board the approval of the revised agreement with HDR increasing the fees by \$132,220, which brings the total amount to \$1,396,597. The motion passed unanimously.

### **(3) Stop Loss Insurance (Action Item):**

Discussion: Mr. Eapen stated that stop loss insurance reimburses the College when healthcare claims for an employee, dependent or retiree exceed \$250,000. Aggregate stop loss insurance creates a ceiling on claims the College will pay on its entire healthcare plan. The period of a stop loss insurance contract is one year.

Mr. Eapen mentioned that the College requested that Alliant, the College's benefits broker, solicit renewal quotes for the stop loss insurance effective September 1, 2018. The College received three bids for this coverage. UNUM (United Mutual Life Insurance) proposal was the lowest and fully meets the requirements of the College. UNUM is an insurance company with an A.M. Best rating of A (excellent financial strength).

Action: Mr. Martz moved and Mr. White seconded the motion that the Committee recommend to the full Board the acceptance of the proposal made by UNUM for the period September 1, 2018 to August 31, 2019 in the amount of \$1,545,647. The motion passed unanimously.

### **(4) Independence Blue Cross Rates (Action Item):**

Discussion: Mr. Eapen stated that the College received an administrative fee proposal for a three-year contract with Independence Blue Cross starting September 1, 2018 through August 31, 2021. The College and IBC agreed on the following rate structure: for 2018-2019, the rate per employee per month will be \$53.56; for 2019-2020, the rate per employee per month will be \$54.47; and for 2020-2021, the rate per employee per month will be \$55.38.

Action: Mr. Martz moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board the acceptance of the new three year contract with Independence Blue Cross starting September 1, 2018 through August 31, 2021. The motion passed unanimously.

**(5) Tuition Rate for Online Students from Unrepresented Counties in Pennsylvania (Action Item):**

Discussion: Mr. Spiewak noted that current College policy is to charge double tuition to all Pennsylvania residents who do not reside in Philadelphia. One of the strategic initiatives of the College is to increase online enrollment for students living in PA counties that have no local Community College. Those counties include: Bedford, Bradford, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Franklin, Fulton, Greene, Juniata, Lycoming, McKean, Mifflin, Montour, Perry, Pike, Potter, Snyder, Tioga, Union, Venango, Warren, and Wyoming. He explained that the College's current pricing puts the College at a competitive disadvantage with other Pennsylvania community colleges as outlined in Attachment A. Staff are recommending that, similar to what Bucks County Community College has done, the tuition rate for students from the aforementioned counties be set at 120% of the in-county rate for online courses only. This would decrease the per credit hour tuition rate from \$318 to \$191. Mr. Soileau started a discussion centered around charging the same in-county rate of \$159 per credit hour for these situations. He felt it fit within the College's mission and is the appropriate thing to do for the population in unrepresented counties. After discussion among committee members, it was decided to amend staff's recommendation to charge the in-county rate.

Mr. Spiewak noted that the College is in the process of developing a marketing effort to reach potential students and that charging in-county rates would reduce the cost for a new student taking a 3 credit hour course from \$1,211 to \$734.

Action: Mr. Soileau moved and Mr. White seconded the motion that the Committee recommend to the full Board that the student tuition rate for online courses only, for the following counties: Bedford, Bradford, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Franklin, Fulton, Greene, Juniata, Lycoming, McKean, Mifflin, Montour, Perry, Pike, Potter, Snyder, Tioga, Union, Venango, Warren, and Wyoming; be set at the in-county rate (currently \$159 per credit hour). The motion passed unanimously.

**(6) Update on Classroom Door Locks (Information Item):**

Mr. Spiewak reported that College staff had previously received Board approval for the installation of interior door locks on classroom doors up to a maximum cost of \$225,000 and would report back on the results of the RFP that would be issued. A total of 127 doors will be equipped with new hardware that enable faculty to turn a thumb bolt to lock the door. The door can be easily unlocked by turning the handle; this one-step process is an ADA requirement. Another 83 doors that currently have an electronic swipe device need a minor adjustment to be able to lock the door from the inside. The College had previously surveyed all classroom doors and had identified the appropriate lock hardware to be installed that meets both fire code and ADA compliance. When the RFP was issued, it also included the installation of equipment on 19 exterior fire escape doors to convert them to delayed egress doors. James Doorcheck Inc. provided the lowest quote of \$116,500 for the classroom doors and \$60,500 for the delayed egress doors or a total of \$177,000 if done during normal business hours. Great Valley's bid for installation during normal business hours was \$190,833 and Liberty Door Systems did not submit a bid. Mr. Spiewak noted that installation may have to be done outside of normal business hours which potentially could add approximately \$20,000 to the cost of the project but the project, even

with the addition of the delayed egress doors, would still be below the authorized amount of \$225,000

**(7) Next Meeting Date:**

The next regularly scheduled meeting of the Committee will be held on Wednesday, September 26, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

# **ATTACHMENT A**

## **Tuition Rate for Online Students from Unrepresented Counties in Pennsylvania**

