

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, February 15, 2023 – 9:00 A.M.**

**TO:** Members of the Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen  
**DATE:** February 10, 2023  
**SUBJECT: Committee Meeting**

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A meeting of the Business Affairs Committee is scheduled for Wednesday, February 15, 2023 at 9:00 A.M. It will be held as a hybrid meeting. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom, M2-1 or *via* Zoom.

**PUBLIC SESSION**  
**AGENDA**

The Zoom information for the Public Session is as follows.

**Business Affairs Committee Hybrid Meeting of the Board of Trustees - Public Session**  
<https://ccp.zoom.us/j/97110198732?pwd=WUJhNmtST0NYTXMrdlN2WjdqM0t1dz09>  
**Meeting ID: 971 1019 8732**  
**Passcode: 8029**  
**One tap mobile**  
**+13017158592,,97110198732# US (Washington DC)**  
**+13052241968,,97110198732# US**

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget, Perkins Grant, or Bond Proceeds) which College Administration is seeking approval.

**(1) Purchase of CATTO Laptops (Action Item)**

The College has an immediate need for additional laptop purchases to support enrolled and future CATTO students. Staff have reviewed a variety of technology deployment options to purchase in order to support both new and returning students. In reviewing options, cost, unit capabilities and availability were primary considerations. Supporting students with current technology provides a critical role in expanding student/staff capabilities and their overall productivity.

Special pricing was obtained from CDWG, SHI and DELL all leveraging the PACC (Philadelphia Area Collegiate Cooperative) & COSTARS purchasing programs.

Attachment B includes the primary considerations in reviewing all of the options which were cost, unit capabilities and the availability of the products. CDWG provided the best overall solution with their Lenovo K14, AMD Ryzen R5, 16GB DDR4 RAM, 256GB SSD drive and 14-inch full HD display with integrated webcam. These laptops are lightweight and preloaded with Windows 11 Pro and will be offered as additional loaners to students enrolled in Summer 2023 and Fall 2023 semester classes, subject to their signing a Loan Agreement and return guarantee.

Staff requests that the Business Affairs Committee recommend to the full Board the purchase of the 250 for Student Loaner laptops for CATTO students from CDWG at the total cost of \$610.75 each for a total of \$152,688 which includes a one-year warranty and three-years total maintenance and support. The College will be using CATTO dollars for the purchase of the laptops.

**(2) Renewal of Trion Contract (Action Item)**

Trion is the College's benefits consultant, a Marsh McLennan Agency (MMA), LLC. Attachment C contains a stewardship summary capturing a high-level overview of the Consulting services performed over the past 2 years. Trion achieved over \$1.69M savings/cost avoidance for CCP through renewal negotiations related to proposed vendor/carrier premium and fee increases. Attachment D contains the document "Trion-MarshMMA DEI (Diversity, Equity and Inclusion) Overview" for a summary of internal initiatives in place to support and advance Trion's commitment to DEI, as well as MMA's most recent EEO-1 form. Trion/MMA's office supporting CCP is located in Conshohocken, PA. The parent company, Marsh & McLennan Cos.(MMC), has an office in Philadelphia located at 1717 Arch Street. MMC Board of Directors has 13 seats, 3 of which are occupied by women and 3 by men of minority backgrounds. Clients who are business agents of the City of Philadelphia are Defender Association, Urban Affairs Coalition, and North Inc.

Staff requests that the Business Affairs Committee recommend to the full Board the renewal of the Trion Contract in the amount of \$180,000 annually for two years, effective April 1, 2023 through March 31, 2025. The funds will be paid from the Operating Budget.

**(3) Rental Laptop Expenses (Action Item)**

Leading up to and during the first few weeks of the Fall 2022 semester, Student requests for Loaner devices increased so significantly that we were forced to Rent devices quickly to support the demand. By the 3<sup>rd</sup> week of the Fall semester (09/15/22) we initially rented 200 loaner laptops from Rentalcomputer.com. We quickly went through 150 requests for the rentals in less than 2 weeks and were anticipating based on volume the need for at least 100 more devices to get through the semester. The costs associated with the rentals were \$90 per unit, per month with a buyout price of \$590.00 each if they were not returned after 3 consecutive monthly rental charges.

To date the College has to pay about \$100,000 in rental charges and anticipates additional buyout charges for unrecovered units in the amount of \$ 38,350 (65 rental units @ \$590).

Staff requests that the Business Affairs Committee recommend to the full Board the contract with RentalComputer.com for \$138,350. The funds will be paid from the operating budget.

**(4) Next Meetings (Information Item)**

A Hybrid meeting of the Business Affairs Committee (Committee as a Whole) is scheduled for Thursday, March 2, 2023 at 9:00 A.M.

The next regularly scheduled Hybrid meeting of the Business Affairs Committee is scheduled for Wednesday, March 22, 2023 at 9:00 A.M.

**EXECUTIVE SESSION**

An Executive Session will follow the Public Session. Discussions will center on legal and personnel matters. The Zoom information for the Executive Session is as follows.

**Business Affairs Committee Hybrid Meeting of the Board of Trustees - Executive Session**

**<https://ccp.zoom.us/j/91219775351?pwd=Ylg4K3d4L1ROZVgxRUVmNnVmbHpuQT09>**

**Meeting ID: 912 1977 5351**

**Passcode: CCP**

**One tap mobile**

**+13052241968,,91219775351# US**

**+13092053325,,91219775351# US**

**Attachments**

**c: Mr. Harold Epps  
Dr. Donald Generals  
Ms. Marsia Henley  
Danielle Liautaud-Watkins, Esq.  
Ms. Lisa Hutcherson  
Mr. Gim Lim  
Dr. Alycia Marshall  
Dr. Shannon Rooney  
Mr. Derrick Sawyer  
Mr. Vijay Sonty  
Victoria Zellers, Esq.**

**ATTACHMENT A FUNDING**  
**FOR ACTIONS ITEMS**

**BUSINESS AFFAIRS COMMITTEE MEETING**

**AGENDA: February 15, 2023**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1.	CWDG	\$152,688	CATTO Funds
2.	Trion	\$180,000	Operating Budget
3.	RentalComputer.com	\$138,350	Operating Budget

## **ATTACHMENT B**

### **Background on Purchase of CATTO Laptops**

Lenovo Unit Specs: **KEY SPECIFICATIONS**

**Processor** AMD Ryzen™ 3 / 5 / 7 Processor

**Operating System** Up to Windows 11 Pro

**Display** 14" FHD TN (1920 x 1080) Anti-Glare 250nit/14" FHD IPS (1920 x 1080) Anti-Glare 300nit

**Graphics** AMD Radeon Graphics

**Memory** Up to 32 GB DDR4 (3200Mhz) 2 x DIMM

**Storage** Up to 1TB HDD , Up to 512GB SSD

**Audio** Dolby Audio

**Battery†** 38Wh Polymer Battery or 45Wh Polymer Battery

**Power Adapter** *One of the following*

65W USB-C (2-pin)

65W USB-C (3-pin)

**Camera** HD 720p with Privacy Shutter

**Keyboard** , 6-row, Spill-resistant keyboard,

**Dimensions** Aluminium (top), PC + ABS (bottom) models: 324.2 x 215.2 x 17.18 mm (12.76 x 8.47 x 0.68 inches)

PC + ABS (top), PC + ABS (bottom) models: 324.2 x 215.2 x 17.65 mm (12.76 x 8.47 x 0.69 inches)

**Weight** Aluminium (top), PC + ABS (bottom) models: Starting at 1.51 kg(3.34 lbs)/PC + ABS (Top), PC + ABS (Bottom) models: Starting at 1.5 kg (3.3 lbs)

**GREEN CERTIFICATIONS**

Energy Star 8.0, RoHS compliant

**OTHER CERTIFICATIONS**

optional EPEAT Silver

**CONNECTIVITY**

**I/O Ports** 1x USB 2.0, 1x USB 3.2 Gen 1 (Always On),1x USB-C 3.2 Gen 1 (support data transfer only), 1x USB-C 3.2 Gen 1 (support data transfer, Power Delivery 3.0 and DisplayPort™ 1.4),1x HDMI 1.4b, 1x Ethernet (RJ-45), 1x Headphone / microphone combo jack (3.5mm)

**WLAN + Bluetooth** *One of the following*

Mediatek MT7921 11ax, 2x2 + BT5.1

RTL8852BE 11ax, 2x2 + BT5.1

## **ATTACHMENT C**

### **Renewal of Trion Contract Stewardship Summary**



Marsh McLennan  
Agency

# Stewardship Summary

Community College of Philadelphia

12/2/2022

**Your future is limitless.<sup>SM</sup>**



# Services currently being performed

## *Strategic planning*

- Market overview
- Business objectives
- State of the Market Update
- Benchmarking
- Strategy development and plan management
- Total Opportunities Matrix (TOM)
- Stewardship review

## *Financial management*

- Budget development
- Budget tracking
- Contribution and surcharge modeling
- Actuarial plan design modeling including IBNR
- Migration analysis
- Comprehensive RFPs and analysis
- Cost & Utilization Analysis/Data Dashboard

## *Client service*

- Bi-weekly calls/meetings with issue logs
- Quarterly pharmacy newsletters
- Vendor issue resolution
- Implementation support
- Vendor meetings
- Open Enrollment planning and communications
- iNGAGED

## *Specialty practice expertise*

- Trion Rx Practice/pharmacy coalition
- Absence, Life and Disability
- Voluntary Benefits
- Custom Communications
- Technology Consulting & Administrative Services
- Planning & Analytics for Total Health
- Stop Loss Panel

## *Compliance*

- Compliance Center of Excellence support
- Form 5500 Preparation
- Timely Alert/Webinars
- Compliance Checklist
- Ad hoc compliance support

## *Benefits administration*

- Marketlink Technology Solution
- Cobra Administration

## *Vendor management*

- Implementation support
- Utilization Meetings
- Escalated issue resolution
- Open enrollment coordination
- Stop Loss Claims Tracking

## *Value added services*

- Mineral (ThinkHR)
- Benefit E-ssentials
- Well-being Your Way
- Medicare Part D Creditability Testing
- Non-Discrimination Testing
- Global Benefits Management

# Financial Stewardship

2020 through 2022 Plan Years (Partnership Began in 2020)

Category	2020 Financial Stewardship	Result (Cost Avoidance)
Medical	<ul style="list-style-type: none"> <li>Negotiated +1.6% Admin fee increase to no change in fees for three years</li> </ul>	\$12,000 cost avoidance
Dental	<ul style="list-style-type: none"> <li>No changes to fully insured rates or ASO fees</li> </ul>	
Life and Disability	<ul style="list-style-type: none"> <li>Negotiated +21% renewal with 12 month guarantee to No Increase for 24 months</li> </ul>	\$163,000 cost avoidance
Stop Loss	<ul style="list-style-type: none"> <li>Negotiated +39.4% renewal with 12/15 contract to +13.4% with 24/12 contract</li> </ul>	\$347,000 cost avoidance Improved Stop Loss contract terms

Category	2021 Financial Stewardship	Result (cost avoidance)
Medical	<ul style="list-style-type: none"> <li>ASO fees under 3 year rate guarantee</li> </ul>	
Dental	<ul style="list-style-type: none"> <li>No changes to fully insured rates</li> <li>Proposed ASO fee negotiated from \$4.99 to \$4.89</li> </ul>	\$2,000 annual savings
Life and Disability	<ul style="list-style-type: none"> <li>Under 24 month rate guarantee</li> </ul>	\$163,000 cost avoidance
Stop Loss	<ul style="list-style-type: none"> <li>Conducted marketing; renewed with Sun Life +8.6% increase</li> </ul>	

Category	2022 Financial Stewardship	Result
Medical	<ul style="list-style-type: none"> <li>ASO fees under 3 year rate guarantee</li> <li>Implemented PrudentRx for Non-Union Population</li> </ul>	\$103,940 hard dollar savings YTD
Dental	<ul style="list-style-type: none"> <li>No changes to fully insured rates or ASO fees</li> </ul>	
Life and Disability	<ul style="list-style-type: none"> <li>Negotiated one year extension of current rates to align marketing with union negotiations</li> </ul>	No Rate change despite poor claims experience
Stop Loss	<ul style="list-style-type: none"> <li>Sun Life renewal +49.1%</li> <li>Conducted marketing; Moved to Granular with +0.4% rate increase</li> </ul>	\$905,000 cost avoidance

***Our partnership achieved over \$1.69M savings/cost avoidance for CCP through renewal negotiations related to proposed vendor/carrier premium and fee increases.***

# Representative Team

Community College of Philadelphia

*Andrew Neary*  
Executive sponsor

*Charles Haub/Ron Encarnacion*  
Relationship manager

*Karey Kelly*  
Strategic Account Manager

*Theresa Stenger*  
Practice Leader

*Debbie Montella*  
Client Leader

*Lauren Conley*  
Client Service Manager

*Jason Kaminski*  
Sr. Underwriter

## Strategic initiatives division

Captive solutions

Data analytics

Well-being

Pharmacy

Path

Worksite health

Compliance

Communications

Voluntary  
benefits

ACA solutions

Absence,  
disability, life

Benefits  
administration

**Marsh McLennan**

# How Else Can We Help You?

## Additional Resources



**Compliance Center of Excellence** to keep you up to date and compliant



**Digital Solutions** including MMA MarketLink, Virtual Health Fairs, and iNGAGED



**Stop Loss Center of Excellence** with several captive and participatory solutions to help manage this growing risk



**Well-being Your Way** provides multiple options to help your organization build a Culture of Health including PATH Data Warehousing and Minding Mental Health



**Pharmacy Practice and Prescription Drug Coalitions** on average saves clients 15% to 20% off their current drug spend



**Mineral** (formerly ThinkHR) integrated suite of HR knowledge, content and training solutions



**Voluntary Benefits Practice** including warranty, participatory options and large employer captive solutions



**Communications** writers and designers create campaigns to get and keep your employees engaged



**Absence, Disability & Life Practice** to support time away from work and rebalancing strategies for Large Employers



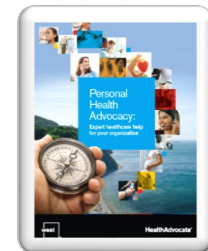
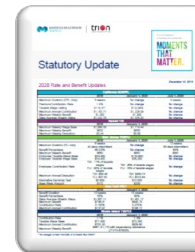
**Technology Consulting & Administrative Solutions** guiding the you through the *technology acquisition and adoption process*



**MMA Retirement Services** provide plan consulting and investment advisory services to improve retirement outcomes



**Worksite Health Solutions** evaluate and implement onsite care solutions



Please note that not all solutions are available to all size Employers, talk to your MMA Representative today about how we can best support your needs.

**ATTACHMENT D**

**Trion-MarshMMA DEI (Diversity, Equity and Inclusion) Overview**

**MMA's EEO-1 Form**



# Our Commitment to Diversity, Equity and Inclusion

A deep commitment to diversity, equity, and inclusion is critical for attracting talented people, serving our clients, and generating creative business solutions. To further our journey, MMA welcomed its first Chief Diversity, Equity and Inclusion Officer in the fall of 2021. As Chief DE&I Officer, Kira Kimball provides strategic leadership and supports organizational goals such as:

- Embedding the guiding principles of inclusion, equity, and diversity as a key part of our business strategy.
- Driving purposeful diversity and inclusion, facilitating a culture of understanding, and enhancing the colleague experience.
- Being the employer of choice in our industry by creating an inclusive environment where every colleague is valued, respected, and heard.
- Establishing measures so we know where we are and where we can do better.

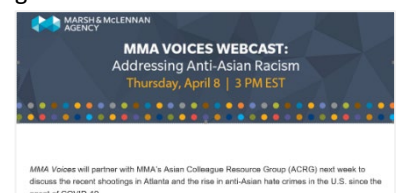
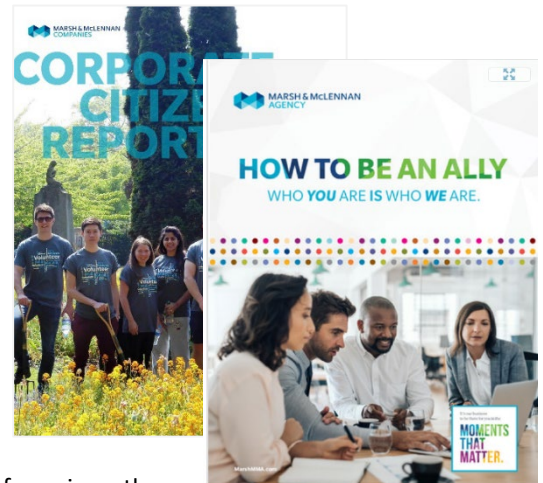


We seek to shape a workplace where colleagues feel valued and are embraced for their individuality. Our approach to inclusion and diversity is driven by deliberate diversity, facilitating a culture of inclusion and understanding, and enhancing the colleague experience. We strive to be the employer of choice in our industry by creating an inclusive environment, where every colleague is valued, respected, and heard.

## Lifting up Voices & Raising Awareness

MMA rejects racism, bigotry and discrimination in all forms. We are committed to the fundamental principles of human dignity, equality, community and mutual respect. We've taken the following steps to lead the way on diversity at MMA:

- **Diversity & Inclusion Council:** As part of the MMA National Diversity, Equity & Inclusion (DE&I) initiative, our DE&I Committee is focused on elevating our work experience by committing to a diverse, equitable, and inclusive workplace. All MMA regions have DE&I councils, with a number of regional leaders attaining Certified Diversity Professional (CDP) certifications.
- **Colleague Resource Groups:** Colleague resource groups are groups dedicated to promoting and advocating for a more inclusive work environment. We are proud to offer a variety of Colleague Resource Groups including GROW (Growth in Relationships and Opportunities for Women), Working Parents, Social Justice, Asian Resource Group, Black Lives Affecting Change & Collaboration, COLORES (Community of Latinx Organizers Rising for Education and Solidarity), and SPECTRUM (LGBTQ+).
- **Race Advisory Council:** MMA created a Race Advisory Council whose initial focus is on the Black community, to meet with senior leaders on a regular basis. The Race Advisory Council considered and approved the recommendation to adopt Juneteenth as a company holiday starting in 2021. MMA also hosted a series of "safe space" sessions with Black colleagues, to listen, learn and understand what we can do better, as individuals and as an organization.
- **MMA Voices:** Colleagues with diverse experiences lead a panel discussion highlighting the realities surrounding social injustices, such as gender inequality or racism in the workplace.

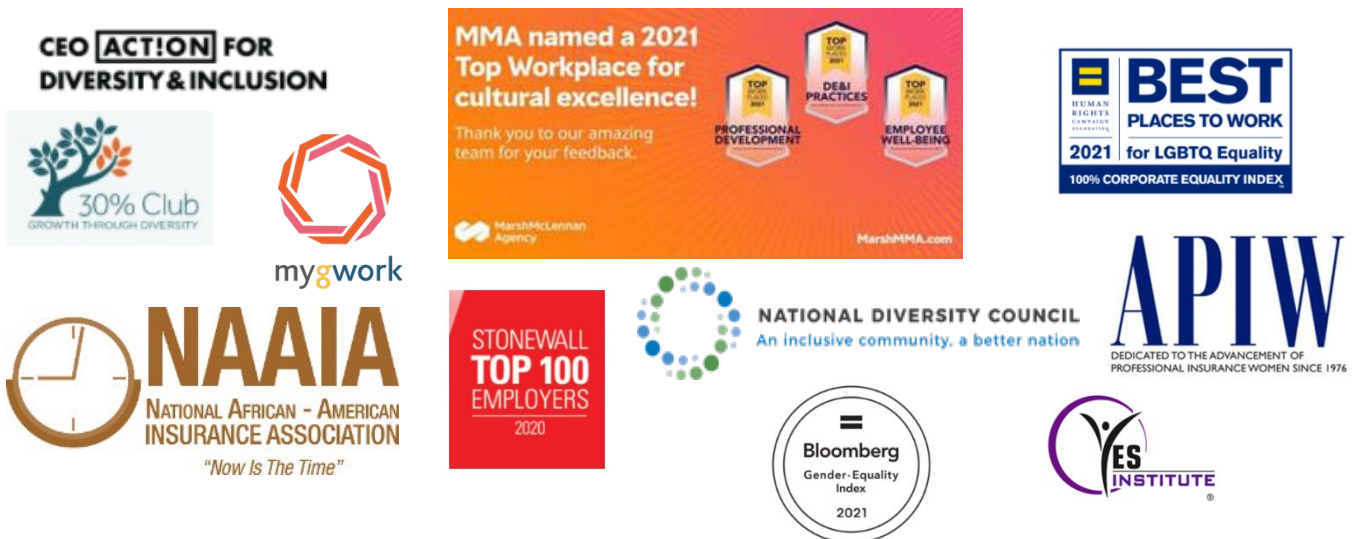


- **Unconscious Bias and Inclusive Leadership:** Through this course, colleagues are able to understand unconscious bias, realize its impact, and learn new skills.
- **\$5 Million Commitment:** In addition to investments internally, MMC committed \$5 million over the next three years, to supporting select organizations that advocate for equity for the Black community and doubling our match for donations our colleagues make to organizations that advocate for equity for the Black community. Through the double-match program, we've already donated close to \$500,000 to social justice organizations this year.
- **Thought Leadership:** As DE&I gains importance in the world of business, MMA continues to drive our organization and our industry to make a lasting difference for our clients, colleagues, and communities. Our parent company Marsh recently published a Risk Management Report highlighting the role of effective DEI efforts in mitigating risk.



## Our Recognition

As part of the world's leading insurance broker and risk advisor, our commitment to inclusion and diversity is critical for attracting talented people, serving clients, and generating creative business solutions. We are working to embed the guiding principles of inclusion and diversity as a key part of our business strategy. *We are proud to be named a 2021 Top Workplace for cultural excellence in the categories of DE&I practices, employee well-being, and professional development.*



## Looking Ahead

We have more to do. In the coming months, MMA plans to explore recruiting practices, collaborative partnerships with community groups, and sponsorships. Possible opportunities for colleagues include virtual fairs to learn about colleague resource groups, coursework in allyship, and mentorship programs, to name just a few plans on the horizon.

## Colleague Resource Groups

Colleague resource groups are groups dedicated to promoting and advocating for a more inclusive work environment. Each group is made of colleagues who volunteer their time to articulate the group's mission, plan events, and develop growth opportunities. There are currently over 25 colleague resource groups across all of Marsh McLennan's businesses with new groups formed regularly. In addition to the groups outlined below, COLORES, dedicated to the advancement of our Latinx colleagues, is in its formative stage with more information to come soon.



In 2016, MMA established our women’s initiative called GROW, which stands for Growth in Relationships and Opportunities for Women. GROW provides women with the tools and support they need to excel. Five key areas of focus include mentorship, inspiration, community involvement, networking, and education.



The **Asian Resource Group (ARG)** strives to enhance and cultivate our colleagues’ abilities both personally and professionally by providing mentorship and professional enrichment activities; networking opportunities; collaboration through community activities and outreach; and forums for colleague engagement while promoting and celebrating our Asian heritages.



**Black Lives Affecting Change & Collaboration (BLACC)** is an initiative focused on awareness, advocacy, and allyship for our collective Black and African-American colleagues.



COLORES is a colleague resource group created by and for our Latinx colleagues. Our mission is to celebrate our diverse heritage, share resources for our personal and professional growth, and raise awareness as a counterpoint to historical and institutional discrimination. **COLORES stands for Community of Latinx Organizers Rising for Education and Solidarity.**



SALUTE is MMA’s national colleague resource group dedicated to our veteran colleagues and the families of veterans and service members. SALUTE provides a place for colleagues (including non-veterans) to gather to share resources, facilitate open discussion, and celebrate the veteran experience. **SALUTE stands for support, armed forces, leadership, understanding, teamwork, and engagement.**





a Marsh & McLennan Agency Resource Group

At MMA, we're proud to support our LGBTQ colleagues and create an environment where everyone can feel not only like they're accepted, but that they belong here. Our company's greatest strength is the collective talent of our people. The more diverse our backgrounds and experiences, the more we can achieve working side by side.

## Partnering with DE&I Organizations

### CEO Action for Inclusion & Diversity

We believe businesses can and should do more to advance diversity and inclusion in the workplace. We're committed to creating an environment that attracts more people with different life and work experiences to our firm.

Happily, we're in great company— our CEO Dan Glaser and more than 500 other CEOs have pledged to lead the way on enhancing diversity efforts through specific, measurable actions, including:

- Expanding unconscious bias training
- Fostering an open and transparent culture, where colleagues are safe to speak their minds—and can expect to be heard.
- Creating systems to ensure accountability
- Sharing best practices with other companies



### 30% Club

In a public commitment to gender equality, MMA signed on to the US chapter of the 30% Club, a campaign for greater representation of women on corporate boards and in other leadership roles. Research suggests that companies with strong gender diversity outperform those that don't. Women make up the majority of our colleague population, and we have a significant opportunity to help more women succeed at the highest levels of our company.

MMA joins 70 other companies in the US chapter, and several of our businesses are already members of chapters around the world, including Mercer in Italy, Ireland and the UK, and Oliver Wyman in Italy.



### Bloomberg Gender Equality Index

The Bloomberg Gender-Equality Index (GEI), established in 2018, is a uniquely comprehensive data source that tracks the financial performance of companies committed to advancing women in the workplace globally. Inclusion in the index has become the gold seal for companies to publicly demonstrate their commitment to gender equality, and only companies that score above an established threshold are certified as GEI members. We're in good company among 325 other leading businesses representing 50 industries and 42 countries. Our submission included information about our policies, demographics, culture and business offerings; we are extremely proud that Marsh McLennan earned a spot on this list.



## National Diversity Council

On September 1, 2019, MMC was named a National Diversity Council (NDC) corporate partner. The NDC is a non-profit organization dedicated to advancing diversity and inclusion by transforming work places and communities. As an NDC corporate partner, MMC has access to best practices, consulting, and training opportunities from leading D&I organizations. MMC works closely with the NDC in the coming months to identify and develop a long-term strategy to build our own D&I programs and practices.



**NATIONAL DIVERSITY COUNCIL**  
An inclusive community. a better nation

## LGBTQ Equality

For over a decade, Marsh McLennan Companies has achieved a perfect score in the Corporate Equality Index and being named a Best Place to Work for LGBTQ Equality in the United States. In 2015, MMC signed on to an amicus brief arguing for marriage rights for same-sex couples in the US and updated company-wide policies and practices to make life easier for LGBTQ colleagues and their families. CEI rated businesses on their policies and practices, including non-discrimination workplace protections, domestic partner benefits, transgender-inclusive health care benefits, competency programs and public engagement with the LGBTQ community. In addition, MMC is listed by Stonewall, the United Kingdom's leading benchmarking tool for inclusion in the workplace, as a Top 100 Employer for LGBTQ people.



## Honoring Veterans

<<Company\_Brand>> recognizes that veterans possess skills and perspectives that are tremendously valuable to our company, such as resiliency, team building expertise, cross-cultural fluency and leadership. We value the service, sacrifice and dedication of our veterans. We have the resources to help ease their transition to the civilian workforce and help them build successful careers – and we're proud to do so. Veterans have served our country with distinction, and it is important that we show our support for them. We were named on the best employers for veterans by *Military Times* in 2018.



**STATE OF NEW JERSEY**

**Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program**

**EMPLOYEE INFORMATION REPORT**

**IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: [https://www.state.nj.us/treasury/contract\\_compliance/documents/pdf/forms/aa302ins.pdf](https://www.state.nj.us/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf)**

**SECTION A - COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY 26-3237576	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input checked="" type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY 490
4. COMPANY NAME Marsh & McLennan Agency, LLC - East Region		
5. STREET 2300 Renaissance Blvd.	CITY King of Prussia	COUNTY Montgomery
		STATE PA
		ZIP CODE 19083
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) Marsh & McLennan Co.		CITY New York
		STATE NY
		ZIP CODE 10036
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input checked="" type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ 1		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT TBD		
10. PUBLIC AGENCY AWARDED CONTRACT		
CITY Monroe Twp. BOE		COUNTY Gloucester
		STATE NJ
		ZIP CODE 08094
<b>Official Use Only</b>	DATE RECEIVED	ASSIGNED CERTIFICATION NUMBER

**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers	25	7	18	0	0	0	0	7	4	0	0	0	14
Professionals	91	27	64	3	3	0	0	21	11	5	1	2	45
Technicians													
Sales Workers	1	0	1	0	0	0	0	0	0	0	0	0	1
Office & Clerical	57	22	35	3	5	0	0	14	9	4	1	0	21
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
<b>TOTAL</b>	174	56	118	6	8	0	0	42	24	9	2	2	81
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input checked="" type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input checked="" type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: 4/16/2022 To: 4/30/2022		

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type) John Milne	SIGNATURE	TITLE Senior Consultant	DATE MO DAY YEAR 05 19 22
17. ADDRESS NO. & STREET 2300 Renaissance Blvd	CITY King of Prussia	COUNTY Montgomery	STATE PA
		ZIP CODE 19406	PHONE (AREA CODE, NO., EXTENSION) 877 - 652 - 6712