

**COMBINED HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, June 21, 2023 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Mr. Michael Soileau (presiding) (*via Zoom*), Mr. Rob Dubow (*via Zoom*), Mr. Steve Herzog (*via Zoom*), Dominique Ward, Esq. (*via Zoom*), and Mr. Harold Epps (*via Zoom*)

**Present for the Executive Committee:** Mr. Harold Epps (presiding) (*via Zoom*); Ms. Rosalind McPherson (*via Zoom*), Ms. Mindy Posoff (*via Zoom*) and Mr. Michael Soileau;

**Present for the Administration:** Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Dr. Shannon Rooney, Dr. Darren Lipscomb, Mr. Derrick Sawyer, Dr. Mellissia Zanjani (*via Zoom*), Victoria Zellers, Esq., Mr. Dan Sadwick, and Ms. Ayanna Washington

**Guests:** Ms. Kate McClinchey, Chief of Staff in Finance, City of Philadelphia (*via Zoom*) and Dr. Judith Gay (*via Zoom*), Vice President Emerita

**PUBLIC SESSION**  
**AGENDA**

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.

Mr. Soileau called the meeting to order at 9:00 A.M. He asked Mr. Eapen to proceed with the first agenda item.

**(1) Fiscal Year 2023-2024 Insurance Renewal (Action Item)**

**Discussion:** Mr. Eapen stated that the first agenda item is the Fiscal Year 2023-2024 Insurance Renewal. He asked Mr. Sawyer to provide background information.

Mr. Sawyer stated that the College's insurance program is reviewed annually prior to the July 1 renewal with its insurance brokers, Willis Towers Watson (WTW) and One Digital (formerly Bradley & Bradley) herein after "WTW"). The commercial insurance marketplace, after nearly 4 years of exponential pricing corrections (e.g. average rate increases between 20-30% in some lines and over 40% in other lines) is finally showing

signs of stabilization in 2023. Improved carrier financial results – lower combined loss ratios - coupled with increased capacity in the marketplace have helped the majority of the insurance industry generate increased competition and for the insureds, better pricing and coverage terms. Unfortunately, the commercial property marketplace has not recovered and in fact, continued to see increased pricing, reduced coverage limits and higher deductibles as the marketplace struggles with global effects of natural disasters and increased rise in labor and materials costs. The casualty market for the higher education industry remains limited and selective, with continued emphasize of adequate pricing for rising legal and medical cost inflation for serious events such as sexual misconduct and assault. The renewal strategy meeting held on February 13, 2023, focused on incumbent carrier relationships, and securing early terms to determine marketing strategy. Unfortunately, the adverse property loss development over the last 3 years of the main relationship with the College's property and liability package insurance carrier CM Regent, including a recent water damage claim experienced at the Northwest Regional Center, prompted CM Regent to non-renew the property and liability insurance portfolio as of July 1, 2023. WTW went to the marketplace for all insurance lines to replace CM Regent. Aggressive marketing coupled with leveraged market relationships with some of CCP's existing carrier partners and WTW's strong market relationships, allowed WTW to secure reasonable alternative insurance terms, replacing incumbent CM Regent with some coverage improvements despite increased insurance premiums. NOTE – WTW was able to negotiate CATC's operations and insurance needs into the existing College portfolio, saving approximately \$50K in additional premiums. At the time of this report, the College has secured the portfolio terms while we review some alternative offered terms for pricing relief considerations (e.g. limits and retentions). The College's anticipated insurance renewal premium costs (including the interests of CATC and our contracted professional brokerage fees) are approximately \$1.44M; a 21% increase over last year's approximate \$1.19M. A highlight of the key results follows:

### **Property**

The incumbent carrier, CM Regent, non-renewed the coverage due to unfavorable loss history. Over the last 3 years with CM Regent, incurred losses exceeded paid premiums; generating an undeveloped loss ratio of 90% (this only includes a small percentage of the NWRC water damage claim currently being addressed for additional reimbursement). During FY23, the College's property values were reviewed and, based on sound replacement cost values at current market rates (labor and material for like-minded purposes and structure) increased 2% from or approximately \$9M to approximately \$547M. Liberty Mutual; a leading commercial property insurance carrier, offered a \$500M loss limit for a premium of approximately \$359K; an increase of 27% however, compared to the expiring carrier's initial pricing indication of nearly \$400K had they not non-renewed the program. Coupled with terrorism coverage secured in the London market; the combined premium is \$393k. The alternative market pricing for similar coverage ranged between \$450K - \$500K where several markets declined. Liberty Mutual also agreed to increase the College's flood protection by over \$95M for Building and Content values while increasing several coverage sub-limits and agreeing to maintain

a standard deductible of \$25,000 per loss, which is still one of the lowest deductible levels for similar sized institutions. This policy also now provides \$8 million of business interruption insurance, which is separate from the Building and Contents blanket limit; up from \$7M. Finally, WTW secured Liberty Mutual's coverage position that NWRC's current occupancy & usage does not fall under a vacancy designation and remains fully insured for all types of insured perils.

### **General Liability**

The incumbent carrier, CM Regent, non-renewed the coverage as part of their package policy (based on adverse property loss history). WTW marketed the coverage and secured comprehensive coverage from former carrier United Educators for a premium of \$253,197; an increase from expiring program (\$132,410); mainly driven by the carrier's business model (United Educators is a risk retention group; a homogeneous group captive model where the College has also maintained ownership in the retention group). No alternative carriers could offer competitive pricing nor terms, which includes sexual misconduct liability coverage. A deductible of \$50K per occurrence applies. The College reviewed a higher (\$75K per occurrence) deductible for annual premium savings but determined the savings was not large enough to assume the additional costs for a slip, trip, fall and assault type loss event. No material changes in terms or conditions.

### **Automobile**

The incumbent carrier, CM Regent, non-renewed as part of their package policy (adverse property loss history). WTW leveraged the existing relationship with the Workers' compensation carrier, PMA to secure favorable terms. PMA offered similar coverage terms for a renewal rate of \$27,194, up from \$15,957 expiring policy but partly due to a 13% (1 power unit) increase in fleet. The automobile policy covers employees driving College-owned, rented, or hired vehicles as well as providing damage protection (collision and comprehensive coverage) for the College's current fleet. No material changes in terms or conditions.

### **Workers' Compensation**

The incumbent carrier, PMA offered a renewal premium of \$298K which is approximately \$19K or 6% lower than the expiring premium. This decrease is primary due to the reduction in loss experience rating, offset by a 9% increase in payroll. The College's PA state loss experience modification factor (a measure of adjusting the premium) for the new year decreased from .906 to .731, a -19% decrease. PMA, continues to offer Sliding Scale Dividend which could provide CCP with the possibility of two dividend payments, applied to CCP's earned premium (not inclusive of Terrorism Premium) based on CCP's loss ratio over the next 30 months - the maximum return could be 18% with little to no loss activity. NOTE - dividends are based on the financial performance of PMA and are not guaranteed) 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 which automatically

makes the College eligible for a 5% reduction in premium. No material changes in terms or conditions.

### **Umbrella & Excess Liability**

Lead incumbent carrier, CM Regent, non-renewed their \$20M layer as part of their package policy (due to adverse property loss experience) while \$5M excess layer carrier Crum & Forster (C&F) declined to provide a lower attachment point. Fortunately, the previous carrier United Educators was able to offer once again a full \$25M excess liability limit for approximately \$147K; up from expiring (combined) \$75K premium but enabling the College to take advantage of broader excess coverage. Like the GL policy, United Educators provides the broadest scope of sexual misconduct liability coverage in the marketplace. The pricing reflects the state of the marketplace and rise in medical and legal costs for catastrophic type loss events. No other carrier was able to improve upon the coverage, limits nor cost offered by United Educators. The College explored a lower catastrophic limit for \$20M but the savings were not meaningful to relinquish the catastrophic level coverage. Aside from a policy standard 10-year reporting provision term for sexual misconduct claims, no material changes in terms or conditions.

### **Educator's Legal Liability (ELL)**

The College's ELL policy has a limit of \$15 million and provides protection for both the College's Board of Trustees and Foundation's Board of Directors against professional management liability wrongful acts as well as Institutional protection for employment practices wrongful acts, employed lawyer's professional wrongful acts, and College educators (tenured and adjunct) professional wrongful acts. Incumbent United Educators (UE), the longtime incumbent carrier, provided a renewal quote of approximately \$206K – representing less than 3% increase - the lowest increase offered by United Educators to its members in 2023. The College reviewed alternative (higher) retentions than the existing \$75K per claim for premium relief and determined the option was not financially feasible. The College also explored alternative (Higher) limits up to \$20M but the cost did not justify the higher limits with benchmarking studies justifying the current \$15M limit. A change in controlling / appointing outside defense counsel was reviewed but a rate cap and higher retention negated interest. General Counsel continues to work closely with UE and selected outside defense counsel to actively manage the College's litigation matters. No material changes in terms or conditions.

### **Student Medical Malpractice**

CNA quoted a premium of approximately a 2% reduction from expiring \$7K (approximate) based on a reduced student enrollment count for professional programs. The number of students participating in clinical settings directly affects the cost of this insurance. There has been no rate increase for this coverage over the past several years. This policy provides \$1 million in coverage per claim and \$5 million in the aggregate to the College and to students and faculty related to their activities in a clinical setting. No material changes in terms or conditions.

### **Crime**

This policy provides the College with protection against 1st party (employee) theft and 3rd party theft and fraud for a limit of \$5M. It also covers "social engineering fraud/funds transfer" should an employee unwittingly transfer College assets to a fraudulent third party due to deceptive and fraudulent practices. With the lead \$1M held by incumbent CM Regent and non-renewed as part of their package policy, WTW secured a complete \$5M total crime limit quote from several carriers, including incumbent excess crime carrier Travelers. WTW approached several carriers for a full \$5M total crime limit and secured favorable options all approximately \$1-2K in premium difference from last year. Travelers revised their terms and offered the best program with higher sub limits for social engineering (\$250K). The College has also secured excess social engineering coverage from Axis for a small premium of \$3,600.

### **International Liability**

This policy provides foreign-based general liability, automobile liability, and worker's compensation coverage as well as travel, medical and security assistance services for faculty and staff traveling abroad, representing the interests of The College. This policy, placed with The Hartford, also includes kidnap and extortion coverage. The premium for this coverage is slightly above last year's premium (approximately \$3,700). No material changes in terms or conditions.

### **Fine Arts**

This policy, placed with Aspen, provides comprehensive loss or damage to the College's identified Fine Arts collections as well as collections on loan with limits of \$275,000 while at named CCP locations, and \$100,000 at any other location, worldwide and \$100,000 while in transit, worldwide. The renewal premium remained virtually the same (approximately \$1,200). No material changes in terms and conditions.

### **CATC Operations (CCP Development LLC)**

The College's investment and development of the Career & Advanced Technology Center (CATC) under the ownership structure of CCP Development LLC and various private investors has been insured separately under a builder's risk and owner's liability policies since construction commenced in December of 2020. At the time of this report, the coverages have now been arranged and included under the College's commercial property and liability insurance policies for no additional premium – a realized savings of approximately \$50K. No material changes in terms and conditions - the interests involved in CATC remain protected under the new policies.

### **Security and Privacy (Cyber Insurance)**

This insurance offers critical insurance 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 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 \$3 million. WTW's cyber broker team worked closely with The College's information security team to secure both favorable terms from incumbent Chubb as well as an aggressively priced alternative with Coalition – both leading cyber insurance carriers in the industry. Chubb offered a renewal premium of approximately \$44K – a slight increase from expiring while Coalition offered a premium of approximately \$34K – a \$7K or 17% reduction from expiring. Both proposals offer full 1st & 3rd party liability protection with no loss nor restriction in coverage limits nor any con-insurance requirements for ransomware events coverage – a common market condition. The retention offered by Coalition is \$50K: a reduction from expiring \$75K with Chubb. The actual pricing is lower than the marketplace conditions (+10-25%). At the time of this report, the College is completing some due diligence in its review of the alternative coverage terms offered by Coalition, including some subjectivities to place coverage. WTW explored increased limit options of \$5M with both Chubb and Coalition but the additional premium cost did not justify purchasing the increased limits.

### **Broker Fee**

The professional brokerage services of WTW and One Digital are captured under a multi-year (5-year term) agreement that inceptioned in 2021. The annual fee for 2023-24 remains at \$50,000 for their risk management and insurance brokerage services.

Mr. Sawyer commented that CCP markets various carriers; who provide quotes. Some carriers have declined to submit quotes due to recent property loss ratio.

Mr. Soileau inquired about cost changes to increases and total change. Mr. Sawyer provided the detailed information which is included in [Attachment B](#).

Mr. Epps asked if the City has seen increases as well. Mr. Dubow responded that the City is seeing similar increases with insurance. Mr. Dubow noted that this was really good work.

Mr. Epps also asked about minority participation. Mr. Sawyer responded that the broker has a minority subcontractor; however, he does not have demographics on the insurance policyholders.

### **Recommendation**

College staff is requesting that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees that the College procure insurance as detailed in Attachment B. The 2023-2024 Property and Casualty Insurance Renewal Package, including the \$50,000 broker fee, totals \$1,440,815. The source of funding will come from the Operating Budget.

Mr. Soileau asked for a motion.

**Action:** Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees that the College procure insurance as detailed in Attachment B. The 2023-24 Property and Casualty Insurance Renewal Package, including the \$50,000 broker fee, totals \$1,440,815.

The motion passed unanimously.

### **(2) Change Order for Allied Universal (Action Item)**

**Discussion:** Mr. Eapen stated that Allied Universal was selected through an RFP process in May 2022 and the Board of Trustees approved the contract on June 2, 2022: Year 1 at \$2,250,000; Year 2 at \$2,370,000; and Year 3 at \$2,485,000. The contract stipulates that Allied Universal was to subcontract with Sovereign Security, a minority firm based in Philadelphia, for 25% of the contracted amount. The College required Allied Universal to add a bike patrol security officer at the Main Campus and additional officers at CATC. This was done to ensure the safety and security of the College community. The additional security has resulted in an increase of \$250,000 for Year 1. The College wants to continue additional services for Year 2 and Year 3. These additional services will result in Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250. The funds for this increase will be from the College's Operating Budget.

Mr. Soileau asked about the coverage hours. Mr. Eapen replied that there is bike patrol on the Main Campus on day shift. There are three (3) security officers on day shift, two security officers on the night shift, one supervisor, and two weekend security officers at CATC. The Northeast Regional Center added one supervisor. Mr. Eapen also noted that there are quarterly meetings with both Sovereign Security and Allied Universal.

Mr. Epps applauded the necessary approach and asked about the demographics. Mr. Eapen reported that there are 40-45 officers including one supervisor of which 95-98% are African American/Hispanic. Mr. Epps also asked about security cameras. Mr. Eapen confirmed that there are cameras at the Main Campus and the Regional Centers. Public Safety can monitor the cameras at the Regional Centers from the Main Campus. Mr. Eapen also noted that cameras are needed in the parking deck at both the Main Campus and CATC, and also improved lighting is needed at the parking deck.

### **Recommendation:**

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee that the College amend the contract with Allied Universal for additional services for Year 1, Year 2 and Year 3 as outlined herein. These additional services will result in Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250. The funds for this increase will be from the College's Operating Budget.

**Action:** Mr. Dubow moved and Mr. Herzog seconded the motion that the College amend the contract with Allied Universal to continue additional services for Year 2 and Year 3. These additional services will result in Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250.

The motion passed unanimously.

### **(3) Resolution of the Business Affairs Committee and Executive Committee of the Community College of Philadelphia's Board of Trustees Regarding Discharge of Student Debt owed to the College for Qualifying Students (Action Item):**

Dr. Generals and the College administration are recommending the relief of student debt, owed to the College, for students who had attained more than thirty credits prior to the start of the Fall 2022 and Spring 2023 semesters for debt owed to the College during Fall 2022 and Spring 2023 for Qualifying Students as set forth in the Resolution attached as Attachment C.

The College received \$5,196,028 under the Supplemental Support under the American Rescue Plan (SSARP), of which \$2,598,014 is designated as institutional funds. The College is authorized by SSARP to use these institutional funds to discharge student debt incurred as a result of the COVID-19 Pandemic for students enrolled between March 13, 2020 and the present, which debt can properly be considered lost revenue to the College, and for which the College is permitted to reimburse itself. The College is requesting the Business Affairs Committee and the Executive Committee of the Board of Trustees for the Community to authorize the discharge of student debt owed to the College for tuition, fees, and other expenses permitted to be relieved under the SSARP (excluding fees assessed for damaged, lost, or unreturned laptops & equipment) using SSARP institutional funds for Qualifying Students. Qualifying Students are students who were enrolled in credit courses in the Fall 2022 semester and Spring 2023 semester provided they had attained 30 credits or more prior to the start of each semester. The debt relieved shall be limited to the debt to the College incurred by each such Qualifying Student during the Fall 2022 semester and Spring 2023 semester to the extent they were a Qualifying Student for each semester. This debt relief does not apply to student debt



that is contracted to be paid by third parties. The debt relieved will be discharged after all federal and Commonwealth financial aid as well as any scholarships have been applied.

The College administration is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the Resolution contained in Attachment C. If approved, the Executive Committee will present the Resolution for Ratification by the Board of Trustees at the College's September 7, 2023 Board Meeting.

Dr. Rooney along with Dr. Lipscomb reported that the Relief of Student Debt be offered to students with 30 or more credits. It was reported that \$2.6 million of outstanding balances originally owed by the students with 30 or more credits s down to \$680,000. There are currently 515 Qualifying Students with balances down from 1,500 students who had more than 30 credits at the beginning of each semester who were in danger of being dropped. Institutional funds from the SSARP are used to cover the cost for qualifying students for Fall 2022/Spring 2023.

The College administration is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the resolution contained in Attachment C.

Mr. Soileau asked for a motion.

**Action:** Mr. Soileau moved and Mr. Dubow seconded the motion that the College administration is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the Resolution contained in Attachment C.

The motion passed unanimously.

(4) **Resolution to Increase the Wage Rate for Student Workers and Non-Student Part-Time (Peer) Tutors and Revise Policy Memorandum 103 (3) (Action Item)**

**Discussion:** The Board of Trustees approved an increase of student worker wages to \$9.50 per hour and for non-student, part-time, peer tutors to \$11.00 per hour effective Spring 2020. The College administration is requesting that the Business Affairs Committee and the Executive Committee of the Board of Trustees hereby approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student, (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023. The College administration is also requesting that the Business Affairs Committee and Executive

Committee approve revisions to College Policy Memorandum No. 103(A) as set forth in Exhibit A to the attached Resolution. Please refer to the Resolution in Attachment D.

Dr. Lipscomb reported that current hourly rate trends are in significant competition from businesses off campus. He stated that increasing the rate would allow the opportunity to build student retention.

Mr. Eapen clarified that funding for work-study students are from federal funds, and non-work study students and Peer Tutors funds are from the College's operating budget (approximately \$25,000).

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee to approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student, (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023 and the revisions to Policy Memorandum 103(A). The funds for federal work study student workers will be coming from federal funds, and funds for non-federal work study students and (peer) part-time tutors will be coming from the operating budget. If approved, the Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College's September 7, 2023 Board Meeting.

Mr. Soileau asked for a motion.

**Action:** Mr. Dubow moved and Mr. Herzog seconded the motion that the College administration is requesting that the Business Affairs Committee recommend to the Executive Committee to approve the Resolution in Attachment D and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student, (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023 and to approve the changes to Policy Memorandum 103(A)..

The motion passed unanimously.

**(5) Reappointment of Fox Rothschild, LLP as Construction Counsel (Action Item)**

**Discussion:** The College administration recommends the reappointment of Fox Rothschild, LLP, with Ron Williams, as lead attorney as the College's Construction Counsel. Other members of the current team at Fox include Kevin Boyle and Mohamed Asker. Mr. Williams is the Co-Chair of Fox's National Construction Law Practice. Fox has offered a 43% discount off Mr. Williams' current rate and a 20% discount off the rates of additional attorneys. Fox has also offered the services of Mr. Williams' assistant, (a former paralegal), to aid in the preparation of the College's AIA construction contracts free of charge. Mr. Williams and team have successfully secured insurance coverage for the

College on a large claim where the insurance carrier attempted to deny coverage, they are assisting in pursuing delinquent contractors related to the CATC, and have previously secured a multi-million-dollar jury verdict for the College. Mr. Williams has been a strong advocate and supporter for the College.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee to approve the reappointment of Fox Rothschild, LLP, with Ron Williams, as lead attorney as the College's Construction Counsel for July 1, 2023- June 30, 2024.

Mr. Soileau asked for a motion.

**Action:** Mr. Herzog moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the Executive Committee to approve the reappointment of Fox Rothschild, LLP, with Ron Williams, as lead attorney as the College's Construction Counsel for ongoing and new matters between July 1, 2023 through June 30, 2024.

The motion passed unanimously.

## **(6) Appointment of CCP CATC, Inc. Directors (Action Item)**

**Discussion:** On or about July 6, 2021, the CCP Career & Advanced Technology Center, Inc. ("CCP CATC, Inc.") was recognized as a 501(c)(3) non-profit organization retroactive to October 20, 2020 for the purpose of benefitting the Community College of Philadelphia.

Under the CCP CATC, Inc. bylaws, the College's Board of Trustees are to appoint five (5) Directors to the CCP CATC, Inc. each year with two directors being members of the College's Board of Trustees, one Director being the College's President and the final two (2) members of the CCP CATC, Inc. Board shall be individuals who are not currently a director, trustee, member of senior leadership, officer or employee of the College (or spouses of such persons) (each, a "Disaffiliated Director"). The current Directors appointments will end on June 30, 2023.

The College administration is recommending that the College's Business Affairs Committee and Executive Committee appoint College Trustees Robert Dubow and Jeremiah White as the College's Board of Trustees representatives, Dr. Donald General, *ex officio*, the College's President, and Mr. Anthony Simonetta and Dr. Ellyn Jo Waller as the Disaffiliated Directors for the CCP CATC, Inc. for the period of July 1, 2023 through June 30, 2024 or until such time as they are replaced by the College's Board of Trustees. Please refer to the Resolution in Attachment E. If approved, the Executive Committee will present this Resolution for Ratification by the Board of Trustees at the College's

September 7, 2023 Board Meeting.

Mr. Soileau asked for a motion.

**Action:** Mr. Michael Soileau moved and Mr. Steve Herzog seconded the motion that the Business Affairs Committee recommend to the Executive Committee the appointments of College Trustees' Mr. Robert Dubow and Mr. Jeremiah White as the College's Board of Trustees representatives; Dr. Donald Generals, *ex officio*, the College's President; and Mr. Anthony Simonetta and Dr. Ellyn Jo Waller as the Disaffiliated Directors for the CCP CATC, Inc. for the period of July 1, 2023 through June 30, 2024 or until such time as they are replaced by the College's Board of Trustees. Please refer to the Resolution in Attachment E.

The motion passed unanimously.

The Public Session of the Business Affairs Committee adjourned at 9:45 A.M.

### **Executive Committee Meeting**

Chair Harold Epps called the Public Session of the Executive Committee to Order at 9:45 a.m.

Mr. Epps noted that the members of the Executive Committee had been present for the Business Affairs Committee meeting and the matters moved before it. The Business Affairs Committee members in attendance for the BAC meeting remained for the Executive Committee meeting.

#### **(1) Fiscal Year 2023-2024 Insurance Renewal (Action Item)**

Having heard the discussion during the Business Affairs Committee, Mr. Epps requested a motion for the College to procure insurance as detailed in Attachment B. The 2023-24 Property and Casualty Insurance Renewal Package, including the \$50,000 broker fee, totals \$1,440,815.

**Action:** Ms. Posoff moved, and Ms. McPherson seconded, a motion for the College to procure insurance as detailed in Attachment B. The 2023-24 Property and Casualty Insurance Renewal Package, including the \$50,000 broker fee, totals \$1,440,815.

The motion passed unanimously.

#### **(2) Change Order for Allied Universal (Action Item)**

Having heard the discussion of the Business Affairs Committee, Mr. Epps requested that the College amend the contract with Allied Universal for additional services for Year 1, Year 2 and Year 3 as outlined in the Business Affairs Committee Agenda. These additional services will result in Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250. The funds for this increase will be from the College's Operating Budget.

**Action:** Mr. Soileau moved and Ms. Posoff seconded the motion that the College amend the contract with Allied Universal to continue additional services for Year 1, Year 2 and Year 3. These additional services will result in Year 1 contract with Allied Universal to be \$2,500,000; Year 2 at \$2,625,000; and Year 3 at \$2,756,250.

The motion passed unanimously.

**(3) Resolution of the Business Affairs Committee and Executive Committee of the Community College of Philadelphia's Board of Trustees Regarding Discharge of Student Debt owed to the College for Qualifying Students (Action Item):**

Having heard the discussions of the Business Affairs Committee, Mr. Epps requested a Motion to approve the Resolution set forth in Attachment C regarding the relief of certain student debt owed to the College for Qualifying Students as set forth in the Resolution contained in Attachment C.

**Action:** Ms. Posoff moved and Ms. McPherson seconded the passage of the Resolution contained in Attachment C.

The Resolution passed unanimously.

**(4) Resolution to Increase the Wage Rate for Student Workers and Part-Time Tutors and Revise Policy Memorandum 103 (3)(Action Item)**

Having heard the discussions of the Business Affairs Committee, Mr. Epps requested a motion to approve the Resolution set forth in Attachment D for the Executive Committee to approve and authorize an increase in the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for non-student, (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023 and to approve the revisions to Policy Memorandum 103(A).

**Action:** Ms. McPherson moved and Mr. Soileau seconded the passage of the Resolution contained in Attachment D for the College to increase the College's wage rate for student workers to be set at a minimum of \$15.00 per hour and the wage rate for

non-student, (peer) part-time tutors to be set at a minimum of \$16.50 per hour effective July 1, 2023 and to approve the changes to Policy Memorandum 103(A).

The Resolution passed unanimously.

**(5) Reappointment of Fox Rothschild, LLP as Construction Counsel (Action Item)**

Having heard the discussion of the Business Affairs Committee, Mr. Epps requested a motion to approve the reappointment of Fox Rothschild, LLP, with Ron Williams, as lead attorney as the College's Construction Counsel for July 1, 2023- June 30, 2024.

**Action:** Ms. Posoff moved and Mr. Soileau seconded the approval of the reappointment of Fox Rothschild, LLP, with Ron Williams, as lead attorney as the College's Construction Counsel for ongoing and new matters between July 1, 2023 through June 30, 2024.

The motion passed unanimously.

**(6) Appointment of CCP CATC, Inc. Directors (Action Item)**

Having heard the discussion of the Business Affairs Committee, Mr. Epps requested a Motion to approve the Resolution that the College appoint College Trustees Robert Dubow and Jeremiah White as the College's Board of Trustees representatives to the CCP CATC, Inc., Dr. Donald Generals, *ex officio*, the College's President, and Mr. Anthony Simonetta and Dr. Ellyn Jo Waller as the Disaffiliated Directors for the CCP CATC, Inc. for the period of July 1, 2023 through June 30, 2024 or until such time as they are replaced by the College's Board of Trustees as set forth in the Resolution attached at Attachment E.

**Action:** Mr. Michael Soileau moved and Ms. McPherson seconded passage of the Resolution to appoint College Trustees' Mr. Robert Dubow and Mr. Jeremiah White as the College's Board of Trustees representatives; Dr. Donald Generals, *ex officio*, the College's President; and Mr. Anthony Simonetta and Dr. Ellyn Jo Waller as the Disaffiliated Directors for the CCP CATC, Inc. for the period of July 1, 2023 through June 30, 2024 or until such time as they are replaced by the College's Board of Trustees as set forth in the Resolution attached as Attachment E.

The Resolution passed unanimously.

The Public Session adjourned at 9:45 A.M.

**EXECUTIVE SESSION OF BUSINESS AFFAIRS COMMITTEE AND EXECUTIVE  
COMMITTEE**

An Executive Session of the Executive and Business Affairs Committee followed the Public Session. Discussions centered on negotiations.