COMBIND/HYBRID MEETING OF THE BUSINESS AFFAIRS
AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, August 15, 2024 – 2:00 P.M.

Present for the Business Affairs Committee: Ms. Mindy Posoff, (presiding and via zoom), Mr. Harold Epps (ex-officio) (via zoom), Mr. Rob Dubow (via zoom)

Present for the Executive Committee: Mr. Harold Epps (presiding and via zoom), Ms. Mindy Posoff (via zoom)

Present for the Administration: Dr. Donald Generals, Dr. Shannon Rooney, Mr. Jacob Eapen, Dr. David Thomas, Dr. Alycia Marshall (via zoom), Dr. Mellissia Zanjani, Ms. Carolyn Flynn, Esq., Dr. Danielle Liautaud-Watkins, Ms. Lisa Hutcherson (via zoom), Mr. Derrick Sawyer, Mr. Gim Lim, Ms. Marsia Henley, Mr. John Wiggins, Dr. Darren Lipscomb

Guests: Dr. Judith Gay, Vice President Emerita (via zoom), Ms. Kate McGlinchey (via zoom)

Ms. Posoff called the meeting to order at 2:03 P.M. Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with the first agenda item.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

Please see Attachment A that 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) Stop Loss (Action Item)

Discussion: Mr. Eapen stated that Trion/Marsh McLennan (MMA), the College's benefits consultants, completed a full marketing of the College's stop loss coverage. MMA reached out to eleven carriers and the results are detailed in Attachment B.

Mr. Eapen stated that CCP requested bids from eleven (11) firms, and four (4) responded. Ms. Henley stated that company demographic information was requested from Granular; but not received. Ms. Henley stated Granular has less than 100 employees.

The initial stop loss renewal from Granular called for an 4.8% increase. Trion/Marsh McLennan Agency (MMA) was able to negotiate Granular down to a 1% decrease to current pricing, a savings of $14,071 for the 9/1/2024 plan year. Mr. Eapen stated that Granular is the College's current carrier, and he is pleased with their service. Ms. Stevens stated that Granular processes claims timely, and that CCP has no issues with them. Mr.

Epps asked for how long the contract is, and Mr. Eapen responded that the contract with Granular is one year. Mr. Epps also asked about the cost of the contract, and Mr. Eapen said $1,456,020. Mr. Dubow asked how does this amount effect the budget. Mr. Eapen responded that the amount is below budget. Mr. Eapen added, that Granular provides excellent service.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to renew the College's Stop Loss with Granular Insurance from 09/01/2024 – 08/31/2025 in the amount of $1,456,020. The funds will be coming from the Operating Budget.

Action: Mr. Dubow moved, and Ms. Posoff seconded the motion to recommend to the full Board to renew the College's Stop Loss with Granular Insurance from 09/01/2024 – 08/31/2025 in the amount of $1,456,020. The funds will be coming from the Operating Budget.

(2) Other Post-Employment Benefits (OPEB) - (Information Item)

Mr. Eapen stated that the College offers retiree benefits to full-time employees who are:

1. at least age 62 years old,
2. have at least 10 years of full-time employment, and
3. age plus years of full-time service is at least 77

The retiree and eligible dependents are eligible to remain on the College's active medical insurance plans until the retiree reaches the age 65 at which time the retiree may elect supplemental medical insurance provided through the College with the employee paying fifty percent (50%) of the premium. However, new employees hired after October 1, 2018 shall only be eligible for OPEB benefits for a maximum period of five (5) years after retirement. Mr. Lim stated that the OPEB liability as of June 30, 2024 stands at $153.4 million compared to $148.7 million. The difference is due to several factors such as per capita cost, trend and interest rate assumptions.

Mr. Lim referenced Attachment C which is the Actuarial Report from Sageview Consulting Group that provides the valuation of the College's OPEB liability for the 2024 full valuation year. Mr. Lim stated that GASB 75 requires a full valuation every two years. There are 789 active employees and 698 retirees (including spouses) participating in the College's OPEB plan. The College has another 13 employees participating in SERS and 19 employees participating PSERS. The College's proportionate share of liability for SERS and PSERS totaled $5.55 million last year. Current year's reports are not yet available. Mr. Lim stated that CCP has an (Aa3) Stable rating which is a good rating based on challenges in higher education. Mr. Dubow asked if there was a trust fund, and Mr. Lim responded that it is pay-as-you-go. Mr. Dubow asked if there was a change in valuation that would affect benefits, and Mr. Lim responded yes.

(3) Construction for Winnet S1-SW Project (Action Item)

Discussion: Ms. Flynn stated that the staff and outside council had calls with Royalty Construction to help facilitate securing the bonds required for the Electrical contract. Ms. Henley advised Mr. Walker from Royalty of resources that may assist in Royalty securing the Performance and Payment Bonds in the fully amount of the bid for the electrical work. In early August, Royalty formally notified CCP staff that they were unsuccessful in securing the Performance and Payment Bonds required for the electrical portion of their award, and therefore, must decline performing the electrical work. Royalty was able to secure Performance and Payment bonds for the Fire Protection, HVAC, and Plumbing in the amount of $426,523.

Mr. Wiggins stated that CCP has worked with Royalty in the past, and CCP has been pleased with their work.

The staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board Trustees to withdraw its approval of the Royalty Construction award in the amount of $876,047 for the Electrical contract since they are unable to secure a Performance Bond.

Additionally, the staff requests the Business Affairs Committee to recommend to the Board the award of Fire Protection, HVAC and Plumbing to Royalty in the amount of $426,523. These funds will be paid from RACP and Capital budget.

Action: Mr. Dubow moved and Ms. Posoff seconded the withdraw of the approval of Royalty Construction award in the amount of $876,047 for the Electrical contract since Royalty was unable to secure Performance and Payment Bonds. The motion passed unanimously.

Action: Mr. Dubow moved, and Ms. Posoff seconded the motion that staff requests the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the award of Fire Protection, HVAC and Plumbing to Royalty in the amount of $426,523. These funds will be paid from RACP and Capital Budget. The motion passed unanimously.

(4) Construction for Winnet S1-SW Project Electrical (Action Item)

Mr. Eapen stated that staff seek approval for construction for Winnet S1-SE kitchen and rear offices. The project includes the expansion, renovation, and modernization of the existing 8,000 square feet Student Services space in the Winnet Building, first floor to accommodate the needs of KEYS and One Stop programs and student gatherings.

Mr. Wiggins stated that the College issued RFP #10206 on April 6, 2024 via Penn Bid. The pre-bid meeting was held April 12, 2024 and 5 bidders attended. The College received 2 responses. As Royalty was unable to secure the required Performance and Payment Bonds, Hyde Electric is now the lowest responsible bidder at $1,169,900.

Ms. Henley stated that Hyde Electrical is locally based in Philadelphia. Hyde has 15 employees of which 6.7% are people of color. Mr. Wiggins stated that Hyde has done business with CCP in the past (garage lighting project), and they worked on the Nursing project, and CCP was happy with their work.

Action: Staff is requesting that the Business Affairs Committee recommend to the full Board to award Hyde Electric in the amount of $1,169,900 for the Electrical Construction for the Winnet S1-SW project. The funds for this project will come from RACP funding and the capital budget. The motion passed unanimously.

(5) Next Meeting – Business Affairs Committee of the Board of Trustees (Information Item)

The next meeting of the Business Affairs Committee is scheduled for Wednesday, September 18, 2024 at 9:00 A.M.

Business Affairs Committee meeting adjourned at 2:25 pm.

AGENDA EXECUTIVE COMMITTEE
PUBLIC SESSION

Mr. Epps opened the Executive Committee meeting at 2:26 pm. Based on the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following items:

(1) Based on the recommendation of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following action items:

Action: Mr. Epps moved and Ms. Posoff seconded the approval of the College's Stop Loss with Granular Insurance from 09/01/2024 – 08/31/2025 in the amount of $1,456,020. The funds for the renewal will be coming from the Operating Budget. The motion passed unanimously.

Action: Mr. Epps moved and Ms. Posoff seconded the withdraw of the approval of Royalty Construction award in the amount of $876,047 for the Electric contract since Royalty was unable to secure a Performance Bond. The motion passed unanimously.

Action: Mr. Epps moved and Ms. Posoff seconded the approval to award Fire Protection, HVAC and Plumbing to Royalty Construction in the amount of $426,523. These funds will be paid from RACP and the Capital Budget. The motion passed unanimously.

Action: Mr. Epps moved and Ms. Posoff seconded the approve of the Award to Hyde Electrical in the amount of $1,169,900 for the for the Electrical Construction for the for the Winnet S1-SW project. The funds will come from the RACP and the Capital budget. The motion passed unanimously.

(2) <u>Policy Review Update and Policy Approval (Information & Action Items)</u>

Ms. Flynn presented an update to the Executive Committee regarding policies that have been reviewed in the prior academic year, all outstanding policy reviews and the upcoming review schedule in accordance with the College's Policy Review Procedure. A Policy Update Memorandum is attached as Attachment D of this agenda.

General Counsel, in concert with numerous staff members, proposed and presented revisions to the Disposal of College Property (#205) policy and Accounts Receivable Collection and Bad Debt Management Policy (#214) for the Executive Committee's review. Clean and redlined (to indicate the proposed revisions) versions of the revised Disposal of College Property (#205) policy are attached as Attachment E. Clean and redlined versions of the revised Accounts Payable Receivable Collection and Bad Debt Management Policy (#214) are attached as Attachment F.

Action: Ms. Posoff moved and Mr. Epps seconded the revisions to the Disposal of College Property (#205) policy and Accounts Receivable Collection, and Bad Debt Management Policy (#214). The motion passed unanimously.

The meeting adjourned at 2:45 pm.

Both the Business Affairs Committee and the Executive Committees of the Board of Trustees went into Executive Session.

Executive Session included discussions of contracts, legal and personnel matters.

ATTACHMENT A
FUNDING FOR ACTION ITEMS

COMBINED MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES

AGENDA: August 15, 2024

Agenda No.	**Vendor/Consultant**	**Amount**	**Source**
1	Granular	$1,456,020	Operating Budget
3	Royal Construction	$426,523	Capital Budget/RACP
4	Hyde Electric	$1,169,900	Capital Budget/RACP

ATTACHMENT B

STOP LOSS

Attachment B

VENDOR	RESULT
BCS	Declined to quote due to underwriting guidelines
Granular Insurance (Incumbent)	Provided renewal
HMIG	Provided quote
QBE	Provided quote
Sun Life	Provided quote
Swiss Re	Provided initial quote; Declined to provide firm quote due to uncompetitive rates
Symetra	Declined to quote due to uncompetitive rates
TMHCC	Failed to provide firm quote
Unum	Failed to provide firm quote
Voya	Declined to quote due to underwriting guidelines
Wellpoint	Declined to quote due to uncompetitive rates

ATTACHMENT C

GASB 75 Actuarial Valuation Report

Community College of Philadelphia

Community College of Philadelphia
Retiree Medical Plan

GASB 75 Actuarial Valuation Report for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024

May 2024

TABLE OF CONTENTS

ACTUARIAL CERTIFICATION

We are pleased to present this report that contains the results of valuation of the Community College of Philadelphia Retiree Medical Plan as of July 1, 2023 to meet the requirements of the Governmental Accounting Standards Board Statement No. 75 (GASB 75). This valuation is based on census data provided by Community College of Philadelphia, the plan as described in the official plan document as summarized in this report and the stated actuarial assumptions. This information is presented for the fiscal year ending June 30, 2024.

Community College of Philadelphia has retained Sageview Consulting Group to perform an actuarial valuation of the plan for the purposes of:

- Determining the OPEB expense for the fiscal year ending June 30, 2024 under GASB 75,
- Provide the note disclosures and required supplementary information for the fiscal year ending June 30, 2024 under GASB 75.

This valuation has been conducted in accordance with generally accepted actuarial principles and practices including the Actuarial Standards of Practice (ASOPS) relating to Other Post Employment Benefit (OPEB) plans. The employee census data, provided by the Community College of Philadelphia, has been reviewed for reasonableness but no attempt has been made to audit such information. The valuation was based on the provisions of the plan as amended through the beginning of the plan year. In our opinion, the actuarial assumptions used in this valuation are reasonably related to the past experience of the plan and represent reasonable expectations of future experience under the plan.

These results are for the purposes of financial reporting and may not be appropriate for funding purposes or other types of analysis. The use of this report for any other purpose other than those expressed here may not be appropriate.

The undersigned credentialed actuaries meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report. We are not aware of any direct or material indirect financial interest or relationship, including investments or other services, that could create a conflict of interest or that would impair the objectivity or independence of our work.

We appreciate the opportunity to be of service to Community College of Philadelphia and are available to answer questions regarding this report or to provide further details as may be requested.

Respectfully submitted,
SageView Consulting Group

Dan L. Homan

Daniel L. Homan, EA, MAAA
Principal

D. Sherman

Dmitriy Sherman, ASA, MAAA
Consulting Actuary

VALUATION SUMMARY

Presented in this report are the results of the actuarial valuation as of July 1, 2023 for the Community College of Philadelphia Retiree Medical Plan.

A. Net OPEB Liability

Under GASB 75, the Net OPEB Liability is the excess, if any, of the Total OPEB Liability over the Fiduciary Net Position. The Total OPEB Liability is determined under the Entry Age Normal actuarial cost method. The Net OPEB Liability as of June 30, 2024 and June 30, 2023 is as follows:

	June 30, 2024	June 30, 2023
1. Total OPEB Liability (TOL)	$153,410,516	$148,665,760
2. Fiduciary Net Position (FNP)	$0	$0
3. Net OPEB Liability (NOL)	$153,410,516	$148,665,760
4. FNP as a percentage of TOL (Funded Level)	0.00%	0.00%

B. OPEB Expense / (Income)

Under the new accounting standards, the OPEB Expense / (Income) for the fiscal year is determined at the end of the fiscal year to reflect any plan amendments, assumption changes and gain and losses during the fiscal year. The OPEB Expense / (Income) for the fiscal years ending June 30, 2024 and June 30, 2023 is as follows:

	June 30, 2024	June 30, 2023
1. OPEB Expense / (Income)	($7,176,669)	($14,704,554)

SECTION I - FINANCIAL STATEMENT

Summary of Results

A.	Report Dates		
	1. Valuation Date	07/01/2023	07/01/2021
	2. Reporting Date for Employer Under GASB 75	06/30/2024	06/30/2023
	3. Measurement Date for Employer Under GASB 75	06/30/2023	06/30/2022
B.	Participant Counts for the Plan Year Beginning July 1:	**2023**	**2021**
	1. Actives	789	825
	2. Retirees (including spouses)	698	647
	3. Total participants: (1) + (2)	1,487	1,472
C.	Disclosure Elements for the Fiscal Year Ending June 30:	**2024**	**2023**
	1. Service cost	$3,258,749	$4,972,761
	2. Total OPEB liability (TOL)	153,410,516	148,665,760
	3. Plan fiduciary net position (FNP)	0	0
	4. Net OPEB liability (NOL): (2) - (3)	153,410,516	148,665,760
	5. OPEB expense / (income)	($7,176,669)	($14,704,554)
	6. FNP as a percentage of TOL (funded status): (3) ÷ (2)	0.00%	0.00%

SECTION I - FINANCIAL STATEMENT

Summary of Results (continued)

		2024	2023
D.	Single Equivalent Interest Rate Determined for the Fiscal Year Ending June 30:	**2024**	**2023**
1.	Investment rate of return	N/A	N/A
2.	Municipal bond index interest rate at measurement date	3.86%	3.69%
3.	Fiscal year in which plan's fiduciary net position is projected to be depleted	N/A	N/A
4.	Single equivalent interest rate	3.86%	3.69%

		2023	2021
E.	Key Assumptions for the Valuation Beginning on July 1:	**2023**	**2021**
1.	Investment rate of return	N/A	N/A
2.	Rate of inflation	2.50%	2.50%
3.	Rate of salary inflation	4.00%	3.00%

SECTION I - FINANCIAL STATEMENT

Table 1 - OPEB Expense / (Income)

	Fiscal Year Ending 06/30/2024	Fiscal Year Ending 06/30/2023
A. OPEB Expense / (Income)		
1. Service cost	$3,258,749	$4,972,761
2. Interest on the total OPEB liability	5,515,241	4,128,077
3. Current period benefit changes	0	0
4. Projected earnings on plan assets (negative for credit against expense)	0	0
5. Recognition of Outflow (Inflow) of resources due to differences between expected and actual experience in the measurement of the total OPEB liability	(5,811,956)	(15,516,569)
6. Recognition of Outflow (Inflow) of resources due to assumption change	(10,138,703)	(8,288,823)
7. Recognition of Outflow (Inflow) of resources due to differences between projected and actual earnings on plan investments	0	0
8. OPEB administrative expense if not included in claims costs	0	0
9. Other changes in plan fiduciary net position	0	0
10. Total OPEB expense / (income): sum of (1) through (9)	($7,176,669)	($14,704,554)

SECTION I - FINANCIAL STATEMENT

Table 2 - Increase (Decrease) in OPEB Expense From Recognizing the Effect of Differences Between Expected and Actual Experience

Plan Year Ending	Differences Between Expected & Actual Experience	Recognition Period (Years)	Annual Recognition Amount for Fiscal Year Ending				
			2023	2024	2025	2026	2027
2018	($47,379,552)	6.06	($7,818,408)	($8,287,512)	$0	$0	$0
2019							
2020	(33,487,521)	4.00	(8,371,881)	0	0	0	0
2021							
2022	2,021,160	3.00	673,720	673,720	0	0	0
2023							
2024	5,405,508	3.00		1,801,836	1,801,836	1,801,836	0
2025							
Total			($15,516,569)	($5,811,956)	$1,801,836	$1,801,836	$0

Table 3 - Deferred Outflows of Resources and Deferred Inflows of Resources From The Differences Between Expected and Actual Experience

Plan Year Ending	Experience Losses (a)	Experience Gains (b)	Amounts Recognized in OPEB Expense Through June 30, 2024 (c)	Balances as of June 30, 2024	
				Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2018		($47,379,552)	($47,379,552)		$0
2019					
2020		($33,487,521)	($33,487,521)		$0
2021					
2022	$2,021,160		$2,021,160	$0	
2023					
2024	$5,405,508		$1,801,836	$3,603,672	
2025					
Total Deferred Outflows and Inflows				$3,603,672	$0

Table 4 - Increase (Decrease) in OPEB Expense From Recognizing the Effect of Changes in Assumptions

Plan Year Ending	Change in Assumptions	Recognition Period (Years)	Annual Recognition Amount for Fiscal Year Ending				
			2023	2024	2025	2026	2027
2018	($19,250,954)	6.06	($3,176,725)	($3,367,329)	$0	$0	$0
2019	($9,920,463)	4.00	$0	$0	$0	$0	$0
2020	$617,431	4.00	$154,357	$0	$0	$0	$0
2021	$31,763,636	4.00	$7,940,909	$7,940,909	$0	$0	$0
2022	$4,710,767	3.00	$1,570,256	$1,570,255	$0	$0	$0
2023	($44,332,861)	3.00	($14,777,620)	($14,777,620)	($14,777,621)	$0	$0
2024	($4,514,755)	3.00		($1,504,918)	($1,504,918)	($1,504,919)	$0
2025							
Total			($8,288,823)	($10,138,703)	($16,282,539)	($1,504,919)	$0

Table 5 - Deferred Outflows of Resources and Deferred Inflows of Resources From The Effect of Changes in Assumptions

Plan Year Ending	Increase in The Total OPEB Liability (a)	Decrease in The Total OPEB Liability (b)	Amounts Recognized in OPEB Expense Through June 30, 2024 (c)	Balances as of June 30, 2024	
				Deferred Outflows of Resources (a) - (c)	Deferred Inflows of Resources (b) - (c)
2018		($19,250,954)	($19,250,954)		$0
2019		($9,920,463)	($9,920,463)		$0
2020	$617,431		$617,431	$0	
2021	$31,763,636		$31,763,636	$0	
2022	$4,710,767		$4,710,767	$0	
2023		($44,332,861)	($29,555,240)		($14,777,621)
2024		($4,514,755)	($1,504,918)		($3,009,837)
2025					
Total Deferred Outflows and Inflows				$0	($17,787,458)

SECTION II - NOTES TO FINANCIAL STATEMENT

Net OPEB Liability Assumptions

The College's net OPEB liability was measured as of June 30, 2023, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50% per year
Salary increases	4.00% per year
Investment rate of return	Not applicable

Mortality rates were based on the Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2021 for faculty participants and Pub-2010 Public Retirement Plans General mortality table projected generationally with Scale MP-2021 for all other participants.

Under GASB 75, the discount rate for unfunded plans must be based on a yield or index rate for a 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. Rates were taken from the Fidelity 20-year GO AA Bond index as of the measurement dates.

Actuarial Standards of Practice

Actuarial Standards of Practice No. 6 (“ASOP 6”) provides guidance on measuring retiree group benefits obligations and determining retiree group benefits periodic costs or actuarially determined contributions.

Actuarial Standards of Practice No. 35 (“ASOP 35”) requires that each demographic and other noneconomic assumption should be reasonable individually and in conjunction with one another. At each measurement date, the actuary should consider whether the selected assumptions continue to be reasonable. If the actuary determines that one or more of the previously selected assumptions are no longer reasonable, the actuary will perform an experience study to determine the best estimate for the Plan’s population.

Actuarial Standards of Practice No. 27 Revised (“ASOP 27”) requires that each economic assumption be reasonable based on the following characteristics: (a) appropriate for the purpose of the measurement; (b) reflects the actuary's professional judgement; (c) takes into account historical and current economic data that is relevant as of the measurement date; (d) reflects the actuary's estimate of future experience, observation of the estimates inherent in market data, or a combination thereof; and (e) has no significant bias. Given the uncertain nature of the items for which assumptions are selected, different actuaries will apply different professional judgement and may choose different reasonable assumptions. As a result, a range of reasonable assumptions may develop both for an individual actuary and across actuarial practice.

SECTION II - NOTES TO FINANCIAL STATEMENT

Table 6 - Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	**Plan Fiduciary Net Position (b)**	**Net OPEB Liability (a) - (b)**
A. Balances at the Fiscal Year Ending June 30, 2023	$148,665,760	$0	$148,665,760
B. Changes for the year			
1. Service cost	3,258,749		3,258,749
2. Interest on the total OPEB liability	5,515,241		5,515,241
3. Difference between expected and actual experience	5,405,508		5,405,508
4. Changes in plan provisions	0		0
5. Employer contributions		4,919,987	(4,919,987)
6. Changes in assumptions	(4,514,755)		(4,514,755)
7. Net investment income		0	0
8. Benefit payments	(4,919,987)	(4,919,987)	0
9. Administrative expenses		0	0
10. Other changes	0	0	0
11. Net changes: (1) + (2) + (3) + (4) + (5) + (6) + (7) + (8) + (9) + (10)	4,744,756	0	4,744,756
C. Balances at the Fiscal Year Ending June 30, 2024: A + B(11)	$153,410,516	$0	$153,410,516

SECTION II - NOTES TO FINANCIAL STATEMENT

Sensitivity of the Net OPEB Liability

A. Impact of change in Discount Rate

The following presents the net OPEB liability of the College, calculated using the discount rate of 3.86%, as well as what the College's net OPEB liability would be if it were calculated using a discount rate that is 1% lower (2.86%) or 1% point higher (4.86%) than the current rate:

		1% Decrease (2.86%)	Current Discount Rate (3.86%)	1% Increase (4.86%)
1.	Total OPEB Liability	$177,599,588	$153,410,516	$133,860,202
2.	Plan Fiduciary Net Position	$0	$0	$0
3.	Net OPEB Liability: (1) - (2)	$177,599,588	$153,410,516	$133,860,202

B. Impact of change in Healthcare Trend Rates

The following presents the net OPEB liability of the College, calculated using a healthcare cost trend rates of 1% higher than the assumed healthcare cost trend rates for all years and a healthcare cost trend rates that is 1% lower than the assumed healthcare cost trend rates for all years:

		1% Decrease in Trend Rates	Current Trend Rates	1% Increase in Trend Rates
1.	Total OPEB Liability	$133,068,803	$153,410,516	$178,840,455
2.	Plan Fiduciary Net Position	$0	$0	$0
3.	Net OPEB Liability: (1) - (2)	$133,068,803	$153,410,516	$178,840,455

SECTION II - NOTES TO FINANCIAL STATEMENT

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

Since certain OPEB expense items are amortized over closed periods each year, the deferred portions of these items must be tracked annually. If the amounts increase the OPEB expense, they are labeled as deferred outflows and amounts that decrease the OPEB expense are labeled as deferred inflows. These outflows and inflows are amortized on a level dollar basis with no interest added for the deferred amounts. Deferred experience gains/losses and changes in assumptions are amortized over the average remaining service lives of all employees that are provided with benefits through the OPEB plan at the beginning of the measurement period. Investment gains/losses are amortized over a five year period. The following shows the summary of the deferred outflows and inflows as of June 30, 2024.

	Deferred Outflows of Resources	Deferred Inflows of Resources
A. Difference between expected and actual experience	$3,603,672	$0
B. Changes in assumptions	$0	($17,787,458)
C. Net difference between projected and actual earnings on OPEB plan investments	$0	$0

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:	Amounts
2025	($14,480,703)
2026	$296,917
2027	$0
2028	$0
2029	$0
Thereafter	$0

SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

Table 7 - Schedule of Changes in Net OPEB Liability

	Fiscal Year Ending June 30:			
A. Schedule of Changes in Net OPEB Liability	**2024**	**2023**	**2022**	**2021**
1. Total OPEB Liability				
a. Service cost	$3,258,749	$4,972,761	$5,707,368	$3,923,045
b. Interest	5,515,241	4,128,077	3,974,279	4,952,399
c. Change in benefit terms	0	0	0	0
d. Difference between expected and actual experience	5,405,508	0	2,021,160	0
e. Change in assumptions	(4,514,755)	(44,332,861)	4,710,767	31,763,636
f. Benefit payments	(4,919,987)	(4,488,226)	(4,303,681)	(3,874,038)
g. Net change in Total OPEB Liability: sum of (a) through (f)	4,744,756	(39,720,249)	12,109,893	36,765,042
h. Total OPEB Liability - beginning	148,665,760	188,386,009	176,276,116	139,511,074
i. Total OPEB Liability - ending	153,410,516	148,665,760	188,386,009	176,276,116
2. Plan Fiduciary Net Position				
a. Contributions - Employer	$4,919,987	$4,488,226	$4,303,681	$3,874,038
b. Contributions - Members	0	0	0	0
c. Net investment income	0	0	0	0
d. Benefit payments	(4,919,987)	(4,488,226)	(4,303,681)	(3,874,038)
e. Administrative expenses	0	0	0	0
f. Other	0	0	0	0
g. Net change in Plan Fiduciary Net Position: sum of (a) through (f)	0	0	0	0
h. Plan Fiduciary Net Position - beginning	0	0	0	0
i. Plan Fiduciary Net Position - ending	0	0	0	0
j. Net OPEB liability: (1i) - (i)	153,410,516	148,665,760	188,386,009	176,276,116
k. Plan fiduciary net position as a percentage of the total OPEB liability: (i) ÷ (1i)	0	0	0	0
l. Covered employee payroll	57,855,862	59,397,273	56,145,380	55,279,241
m. Plan net OPEB liability as a percentage of the covered employee payroll: (j) ÷ (l)	265.16%	250.29%	335.53%	318.88%

SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

Table 7 - Schedule of Changes in Net OPEB Liability (continued)

A. Schedule of Changes in Net OPEB Liability	Fiscal Year Ending June 30: 2020	2019	2018	2017
1. Total OPEB Liability				
a. Service cost	$5,862,664	$6,425,503	$10,344,089	
b. Interest	6,925,232	5,696,499	6,514,274	
c. Change in benefit terms	(11,026,241)	0	0	
d. Difference between expected and actual experience	(33,487,521)	0	(47,379,552)	
e. Change in assumptions	617,431	(9,920,463)	(19,250,954)	
f. Benefit payments	(4,928,779)	(4,449,107)	(4,934,030)	
g. Net change in Total OPEB Liability: sum of (a) through (f)	(36,037,214)	(2,247,568)	(54,706,173)	
h. Total OPEB Liability - beginning	175,548,288	177,795,856	232,502,029	
i. Total OPEB Liability - ending	139,511,074	175,548,288	177,795,856	
2. Plan Fiduciary Net Position				
a. Contributions - Employer	$4,928,779	$4,449,107	$4,934,030	
b. Contributions - Members	0	0	0	
c. Net investment income	0	0	0	
d. Benefit payments	(4,928,779)	(4,449,107)	(4,934,030)	
e. Administrative expenses	0	0	0	
f. Other	0	0	0	
g. Net change in Plan Fiduciary Net Position: sum of (a) through (f)	0	0	0	
h. Plan Fiduciary Net Position - beginning	0	0	0	
i. Plan Fiduciary Net Position - ending	0	0	0	
j. Net OPEB liability: (1i) - (i)	139,511,074	175,548,288	177,795,856	
k. Plan fiduciary net position as a percentage of the total OPEB liability: (i) ÷ (1i)	0	0	0	
l. Covered employee payroll	53,434,086	51,546,358	54,241,586	
m. Plan net OPEB liability as a percentage of the covered employee payroll: (j) ÷ (l)	261.09%	340.56%	327.79%	

SECTION III - REQUIRED SUPPLEMENTARY INFORMATION

Table 8 - Schedule of Contributions

Last 10 Fiscal Years

	Fiscal Year Ending June 30:			
	2024	**2023**	**2022**	**2021**
A. Actuarially Determined Contribution	$0	$0	$0	$0
B. Contribution in Relation to the Actuarially Determined Contribution	4,919,987	4,488,226	4,303,681	3,874,038
C. Contribution Deficiency (Excess): A - B	(4,919,987)	(4,488,226)	(4,303,681)	(3,874,038)
D. Covered Employee Payroll	$57,855,862	$59,397,273	$56,145,380	$55,279,241
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D	8.50%	7.56%	7.67%	7.01%

	Fiscal Year Ending June 30:			
	2020	**2019**	**2018**	**2017**
A. Actuarially Determined Contribution	$0	$0	$16,858,363	
B. Contribution in Relation to the Actuarially Determined Contribution	4,928,779	4,449,107	4,934,030	
C. Contribution Deficiency (Excess): A - B	(4,928,779)	(4,449,107)	11,924,333	
D. Covered Employee Payroll	$53,434,086	$51,546,358	$54,241,586	
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D	9.22%	8.63%	9.10%	

	Fiscal Year Ending June 30:	
	2016	**2015**
A. Actuarially Determined Contribution		
B. Contribution in Relation to the Actuarially Determined Contribution		
C. Contribution Deficiency (Excess): A - B		
D. Covered Employee Payroll		
E. Contributions as a Percentage of Covered Employee Payroll: B ÷ D		

SECTION IV - PLAN DEMOGRAPHICS

Table 9 - Plan Participant Demographics

	Plan Year Beginning: July 1, 2023	Plan Year Beginning: July 1, 2021
A. Participant Count		
1. Active participants	789	825
2. Retired participants (including spouses)	698	647
3. Total participant count: (1) + (2)	1,487	1,472
B. Participant Averages		
1. Active participants		
a. Average age	50.6	51.0
b. Average service	13.0	13.6
2. Retirees average age	76.4	75.4

SECTION IV - PLAN DEMOGRAPHICS

Table 10 - Active Participant Scatter

A. Actives Attained Age/Service Scatter as of July 1, 2023

Attained Age	Years of Service: 0 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40+	Total
Under 25	7	0	0	0	0	0	0	0	0	7
25 to 29	21	0	1	0	0	0	0	0	0	22
30 to 34	36	9	1	0	0	0	0	0	0	46
35 to 39	41	29	4	5	0	0	0	0	0	79
40 to 44	32	42	24	8	3	0	0	0	0	109
45 to 49	24	28	25	19	11	2	0	0	0	109
50 to 54	30	24	12	17	14	5	1	0	0	103
55 to 59	23	13	11	16	22	10	8	2	0	105
60 to 64	14	11	13	18	24	5	7	20	3	115
65 to 69	6	6	4	6	10	4	8	5	3	52
70+	1	4	6	3	2	6	6	2	12	42
Total	235	166	101	92	86	32	30	29	18	789

SECTION IV - PLAN DEMOGRAPHICS

Table 11 - Inactive Participant Scatter

A. Inactives Attained Age and Average Benefit Scatter as of July 1, 2023

	Retired Participants			
Attained Age	With Spouse Coverage	Without Spouse Coverage	Surviving Spouses	Total
Under 50	0	0	1	1
50 to 54	0	0	0	0
55 to 59	0	0	0	0
60 to 64	3	7	1	11
65 to 69	31	37	0	68
70 to 74	47	60	1	108
75 to 79	68	55	5	128
80 to 84	35	55	4	94
85 to 89	24	30	5	59
90+	1	15	4	20
Total	209	259	21	489

APPENDIX A - PLAN PROVISIONS

A summary of the postemployment health plan eligibility, plan benefits and contribution provisions are as follows:

A. Eligibility and coverage

Participants must be at least age 62 with 10 years of full-time service and have attained age plus service being greater than or equal to 77 (77 points).

B. Benefits

1. Health benefits

Benefits include medical, prescription drug and dental coverage. Retirees and spouses are eligible to continue coverage for life as long as the retiree premium rates are paid. Retirees on Medicare disability are given the Medicare Part B reimbursement regardless of age.

2. Life insurance

Benefit continues until age 65 and spouses are not covered. Life insurance benefit is determined as follows:

a. Adminstrators — 2.5 times last annual salary, rounded up to next $1,000 up to a maximum of $600,000

b. Faculty — 2 times last annual salary, rounded up to next $1,000 up to a maximum of $250,000

c. Classified and confidential — 2 times last annual salary, rounded up to next $1,000 up to a maximum of $150,000

d. Faculty on Pre-Retirement Half-Time Workload Option — 4 times last annual salary, rounded up to next $100 up to a maximum of $250,000

C. Contributions

The College pays 100% of the premium for coverage for retirees until the end of the contract year in which the retiree attains age 65. Thereafter, the retiree pays 50% of the total premium, less the Medicare Part B premium.

When an employee retires, the College separates the retiree and spouse and each person has their own coverage with contributions based on "employee only" premiums.

Pre-65 and post-65 retirees pay 50% of active medical benefits for pre-65 spouses. Post-65 retirees pay 50% of the premium for the coverage of post-65 spouses, less their Medicare Part B premium. Pre-65 retirees pay 0% of the premium for the coverage of post-65 spouses (The College pays 100% of their premium).

Surviving spouses must pay 100% of the premium for coverage without getting reimbursed for Medicare Part B premium if over 65.

The college pays 100% of the premium for retired post-65 PT teachers and their spouses.

Effective for the 2020 fiscal year, current full-time employees, who as of January 1, 2021 do not meet the eligibility for retirement criteria, will not be reimbursed for Medicare Part B premium if over 65. New employees hired after October 1, 2018 will only be eligible for benefits for a maximum period of 5 years after retirement and they also will not be reimbursed for Medicare Part B premium if over 65.

APPENDIX A - PLAN PROVISIONS (continued)

D. Monthly premiums[1]

1. Health care premiums

a. Pre-65

Coverage	Medical Plans: Personal Choice	Medical Plans: Keystone Point of Service
Individual	$737.71	$626.89
Individual and Spouse	$1,498.30	$1,193.95
Family	$2,244.61	$1,831.15

b. Post-65

Coverage	Medical Plans: BCBS 65 Special/Plan F	Medical Plans: Keystone 65
Individual	$263.03	$547.20

c. Prescription drug

Coverage	Cost
Single	$282.33
Two or more	$796.16

2. Dental care premiums

Coverage	Dental Plans: United Concordia	Dental Plans: Delta PPO/Premier
Individual	$19.43	$38.06
Individual and Spouse	$36.44	$100.47
Family	$57.86	$100.47

3. Major medical premium $6.29

4. Medicare Part B premium $174.70

[1] All rates effective September 1, 2023 except for the BCBS 65 Special/Plan F rate which is effective November 1, 2023 and the Keystone 65 and Medicare Part B rates which are effective January 1, 2024.

APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS

A. Actuarial Methods

1. Actuarial Cost Method — The actuarial cost method used to determine the actuarial accrued liability and the normal cost for financial reporting purposes is the Entry Age Actuarial Cost Method. The accrued liability and the normal cost are used to determine the College's financial disclosure requirement. Under this method, the cost of each individual's benefit is allocated on a level percent of payroll basis between the time employment starts (entry age) and the assumed retirement date. The normal cost is the amount allocated for a given year and actuarial liability is the accumulation of prior normal costs as of the determination date. The total actuarial liability for retirement benefits is the sum of the actuarial liability for all members.

2. Actuarial Valuation Frequency — An actuarial valuation is prepared biennially with a 'roll-forward' valuation in the interim year, provided no significant events have occurred during the interim year warranting a new measurement. This year's fiscal 2024 valuation was based on a full valuation.

3. Amortization Method — Level dollar amortization for differences between expected and actual experience with regard to economic or demographic factors and for changes in assumptions, the amounts will be amortized over a closed period equal to the average of the expected remaining service lives of all participants (including inactives) determined at the beginning of the measurement period. The differences between projected and actual earnings on OPEB plan investments will be recognized over a closed five-year period.

B. Actuarial Assumptions

1. Valuation date — July 1, 2023

2. Measurement date — June 30, 2023

3. Measurement period — July 1, 2022 to June 30, 2023

4. Reporting date — June 30, 2024

5. Collection date of census data — July 1, 2023

6. Interest rate

	Fiscal 2024 Valuation	Fiscal 2023 Valuation
a. Discount rate	3.86%	3.69%
b. Expected long term rate of return	N/A	N/A
c. Municipal bond rate	3.86%	3.69%

7. Inflation — 2.50% per year

8. Salary increase rate — 4.00% per year

9. Medicare Eligibility — All participants are assumed to be eligible for Medicare upon attainment of age 65.

APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

10. Full Attribution Age — Age at which retirement rate is 100%.

11. Mortality table

    a. Faculty participants — Pub-2010 Public Retirement Plans Teachers mortality table projected generationally with Scale MP-2021

    b. Other participants — Pub-2010 Public Retirement Plans General mortality table projected generationally with Scale MP-2021

12. Health Care and Contribution Trend Rate

Fiscal Year	Pre-65 Medical / Drug	Post-65 Medical / Drug	Dental	Medicare Part B
2024	7.50%	6.00%	3.00%	5.50%
2025	7.35%	5.93%	3.00%	5.50%
2026	7.20%	5.85%	3.00%	5.50%
2027	7.05%	5.78%	3.00%	5.50%
2028	6.90%	5.70%	3.00%	5.50%
2029	6.75%	5.63%	3.00%	5.50%
2030	6.60%	5.55%	3.00%	5.50%
2031	6.45%	5.48%	3.00%	5.50%
2032	6.30%	5.40%	3.00%	5.50%
2033	6.15%	5.33%	3.00%	5.50%
2034	6.00%	5.25%	3.00%	5.50%
2035	5.85%	5.18%	3.00%	5.50%
2036	5.70%	5.10%	3.00%	5.50%
2037	5.55%	5.03%	3.00%	5.50%
2038	5.40%	4.95%	3.00%	5.50%
2039	5.25%	4.88%	3.00%	5.50%
2040	5.10%	4.80%	3.00%	5.50%
2041	4.95%	4.73%	3.00%	5.50%
2042	4.80%	4.65%	3.00%	5.50%
2043	4.65%	4.58%	3.00%	5.50%
2044+	4.50%	4.50%	3.00%	5.50%

13. Participation — 95% of all actives are assumed to participate upon retirement. 50% of surviving spouses are assumed to participate upon the death of the participant.

14. Plan election — All future retirees are assumed to elect medical and dental coverage based on the weighted-average plan information.

15. Rates of disability — None

16. Spousal coverage — It is assumed that 50% of covered participants will be married and elect to cover a spouse upon retirement. Husbands are assumed to be three years older than wives.

17. Lapse rate — A 5% reduction in the liability is assumed due to the expected lapse rate.

18. Rates of withdrawal

2003 SOA Pension Plan Turnover Study (Small Plan with < 1,000 lives) table. Sample rates are as follows:

Age	Rate
20	24.3%
25	19.5%
30	15.5%
35	12.1%
40	9.4%
45	7.3%
50	5.6%
55	4.2%
60	3.0%

19. Rates of retirement

Age	Rate
62	10.0%
63-64	15.0%
65	35.0%
66-69	20.0%
70	40.0%
71-74	20.0%
75	100.0%

20. July 1, 2023 Annual Health Per Capita Costs

a. Pre-65 costs

Age	Medical	Prescription Drug
55	$10,028	$1,996
56	$10,413	$2,090
57	$10,827	$2,182
58	$11,270	$2,272
59	$11,743	$2,362
60	$12,249	$2,454
61	$12,796	$2,554
62	$13,384	$2,663
63	$14,006	$2,781
64	$14,658	$2,907

b. Post-65 costs

Age	Medical	Prescription Drug
65	$2,681	$4,404
70	$2,876	$5,105
75	$3,033	$5,776
80	$3,300	$6,377
85	$3,674	$7,041
90	$3,998	$7,774

21. July 1, 2023 Annual Major Medical Claims $75

APPENDIX B - ACTUARIAL METHODS AND ASSUMPTIONS (continued)

22. July 1, 2023 Annual Dental Care Claims	$445

C. Changes from Prior Valuation

1. Interest rate	The discount rate was updated from 3.69% as of June 30, 2022 to 3.86% as of June 30, 2023.
2. Salary Scale	The assumed salary increase was changed from 3.00% to 4.00% per year.
3. Trend rates	The medical trend rate table was reset for Fiscal 2024.

APPENDIX C - HEALTH CARE DEVELOPMENT

A. General Description	Benefits provided are pre-65 and post-65 medical, prescription drug and dental coverage to eligible retirees and their dependents.
B. Plan Options	Beginning September 1, 2009, medical and prescription drug coverage for actives and pre-65 retirees is self-insured. Beginning November 1, 2015, medical coverage for post-65 retirees in Blue Cross 65 Special and Medigap Plan F is self-insured. Post-65 Keystone 65 retiree medical coverage is fully-insured. Post-65 prescription drug coverage is self-insured. Dental coverage is fully-insured.
C. Information Provided for Study	Premium-equivalent rates were provided.
D. Analysis of Data	Average ages and average costs were calculated for the group. The average costs that were calculated reflect the expected cost for the average plan design within the group and also reflect the average age.
E. Determination of Starting Per Capita Medical Costs	As represented to us, the premium rates charged to pre-65 retiree group are the same as the rates for the College's active health plans. As such, the premium-equivalent rates for the College are viewed as composite rates for the combined active groups. According to GASB 75, when an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently for actuarial measurement purposes. The projection of future retiree benefits should be based on claims costs, or age-adjusted premiums approximating claims costs, for retirees, in accordance with actuarial standards issued by the Actuarial Standards Board. The resulting “implicit rate subsidy”, as defined in GASB 75, is the difference between the calculated claims cost and the cost upon which retiree contributions are determined (in this case, the premium-equivalent rates). Retiree premium-equivalent rates were estimated for the pre-65 retiree group as if they were rated on a stand-alone basis. The premium-equivalent rates being charged were adjusted to reflect a premium for a pre-65 retiree group only. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age. Medical premium rates for post-65 retirees were provided and utilized for calculating the costs for this retiree population. It was assumed that the premium rates were representative of the average cost of benefits for post-65 retirees. The results were then disaggregated into age-specific starting costs based on average ages and assumptions on the relationships of costs and increasing age. Dental benefits are fully-insured. Since costs typically remain stable as a participant gets older, the dental premium was assumed to be representative of the cost of benefits.

APPENDIX D - GASB 75 SUMMARY FOR FISCAL 2024

		Total OPEB Liability	Plan Net Position	Net OPEB Liability (NOL)	NOL Discount Rate -1%	NOL Discount Rate +1%	NOL Trend - 1%	NOL Trend +1%	Deferred Outflows of Resources	Deferred Inflows of Resources	OPEB Expense
A.	Balance, June 30, 2022	148,665,760	0	148,665,760	173,148,948	128,998,741	127,104,655	175,834,586	10,184,884	(41,210,082)	
B.	Changes for the year										
	1. Service Cost	3,258,749		3,258,749							3,258,749
	2. Interest Cost	5,515,241		5,515,241							5,515,241
	3. Benefit Changes	0		0							0
	4. Experience loss (gain)	5,405,508		5,405,508					3,603,672	0	1,801,836
	5. Changes in assumptions	(4,514,755)		(4,514,755)					0	(3,009,837)	(1,504,918)
	6. Contributions - Employer		4,919,987	(4,919,987)							
	7. Contributions - Employee		0	0							0
	8. Net Investment Income		0	0							
	a. Expected Return on Investments										0
	b. Investment (gain) loss expensed										0
	c. Investment (gain) loss deferred								0	0	
	9. Benefits paid including refunds	(4,919,987)	(4,919,987)	0							0
	10. Administrative Expense		0	0							0
	11. Other Changes		0	0							0
	12. Amortization			0					(10,184,884)	26,432,461	(16,247,577)
	13. Net Changes	4,744,756	0	4,744,756					(6,581,212)	23,422,624	
C.	Balance, June 30, 2023	153,410,516	0	153,410,516	177,599,588	133,860,202	133,068,803	178,840,455	3,603,672	(17,787,458)	(7,176,669)

ATTACHMENT D

Policy Update Memorandum

OFFICE OF THE GENERAL COUNSEL
M E M O R A N D U M

TO: Executive Committee of the Board of Trustees

FROM: Carolyn Flynn, General Counsel
David Solomon, Associate General Counsel

DATE: August 14, 2024

SUBJECT: Policy Update for Joint Business Affairs Committee & Executive Committee Meeting (8/15)

Below is a summary of the policies that were reviewed in 2023-2024 and the status of other policy reviews:

1) The College reviewed and updated the 11 policies listed below with brief descriptions.[1]

Policy Name/Number	Description of Review	Policyholder	Approve By
Disability and Pregnancy Accommodations Policy for Employees and Applicants (# 353)	Revised to add terms that comply with the Pregnant Workers Fairness Act.	Director of Diversity, Equity & Inclusion	General Counsel/ President
Narcan Administration Policy (#165)	This is a new policy that was drafted as part of the implementation of the College's Narcan Program at the College.	Director of Public Safety	Cabinet/President
Use of Small Unmanned Aircraft Policy (#166)	This is a new policy that establishes the minimum requirements for the use of small unmanned aircraft systems (sUAS)/ drones on the College's property in accordance with FAA regulations and PA law.	Director of Public Safety	Cabinet/President
Personal Automobile Mileage Reimbursement (#210)	Revised to update the IRS standard mileage rate applicable to auto mileage reimbursement.	AVP of Accounting/Controller	Cabinet/President
Course Scheduling Preference for Veteran Students (#16)	Reviewed and reaffirmed as is.	Director of Records and Registration	Cabinet/President
Remote Work Policy for Administrators and Confidential Employees (#265); Remote Work Policy for Classified	Updated the Remote Eligible Position language and Remote Work Assessment.	AVP of Human Resources	Cabinet/President

[1] The Remote Work Policies are counted as one policy.

Employees (#266); Remote Work Policy for 12 Month Faculty (#267)			
Disability & Accessibility Policy for Students and Employees (TBD)	This is a new policy addressing the College's commitment to providing access to students and employees with disabilities and compliance with applicable laws related to the same.	Director of Diversity, Equity & Inclusion	Cabinet/President (Presented to Cabinet; awaiting formal approval by President)
Disposal of College Property (#205)	Reviewed and minor changes recommended, except BOT approval for items valued in excess of $100,000 (instead of $25,000).	AVP, AVP of Facilities and Construction Management	Ready for Executive Committee Review/Approval
Accounts Receivable Collection and Bad Debt Management Policy (#214)	Updated to include general language, instead of including specific procedure and processes which have changed over the years.	AVP of Accounting/Controller	Ready for Executive Committee Review/Approval
Policy Against Title IX Sexual Harassment (#361)	Substantive changes made to comply with new Title IX 2024 regulations.	Director of Diversity, Equity & Inclusion	General Counsel
Solicitation in Campus Facilities (#158)	Reviewed and minor non-substantive revisions recommended.	Director of Public Safety	Cabinet/President (Presented to Cabinet; awaiting formal approval President)

2) Two additional policies: Inclusion of Diverse Suppliers and Philadelphia Based Businesses in College Purchasing Activities (#216) and Parking Policy (#313) are anticipated to be ready for Executive Committee review in September 2024.
3) The following 5 policies are outstanding and should be completed in the Fall 2024 semester:
    a. College Identification Card Policy (#160): Presented to Cabinet and additional revisions are being discussed.
    b. Alcoholic Beverages Policy (#303): Currently under review by Cabinet members, including General Counsel.
    c. Presence of Minors (Dependents Under the age of 18) on Campus Policy (#156): Approved by IWC, but additional revisions were requested by General Counsel.
    d. Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program (#310): Under review by General Counsel.
    e. Child Abuse Reporting Policy (#162): Proposed revisions were received by the Director of Public Safety and are being reviewed by General Counsel.
4) The following policies are included in the upcoming review schedule for 2024-2025:
    a. Logo Usage Policy (NEW)
    b. Records Management and Retention Policy (#313)
    c. Policy Governing the Use and Duplication of Software (#305)
    d. Acceptable Use Policy for Interactive Systems (#307)
    e. Hardware and Software Support Policies on Campus (#309)
    f. Identity Theft Detection and Prevention Policy (#312)

g. Policy for Responsible Computing (#306)
h. Anti-Discrimination and Harassment Complaint Policy (#357)
i. Auditing of Courses (#1)
j. Policy on transfer Credit (12)
k. Credit by Examination (#7)
l. Academic and Time Amnesty (#10)
m. Expenditure Approval Requirements (#203)
n. Royalties and Other Compensation or Incentives Related to Selection of Course Materials (#218)
o. Posting on College Facilities (#159)

5) The following policies are on hold as they may be impacted by ongoing labor negotiations:
   a. Forgivable Loan Policy (#206)
   b. Official Public and Special Holidays (#304)

ATTACHMENT E

DISPOSAL OF COLLEGE PROPERTY

Memorandum #205 Disposal of College Property

Original Date of Issue: April 14, 1975
Reissued: 93A - February 5, 1987
Revised: January 9, 1997, August 15, 2024
Approved By: _____________
Policyholder: AVP, Facilities & Construction Management

The purpose of this policy memorandum is to set forth procedures to be followed in the disposal of physical assets which are deemed to be of no further usefulness to the College.

To facilitate the disposal of College property a panel will be established and consist of representatives from:

1. Office of Budgets and Financial Services;
2. Office of Facilities Management; and
3. Internal Auditor and/or Controller's Office.

In cases where the item being disposed of is under the control of one cost center, this panel with be joined by the budget administrator for that cost center. In other situations, if necessary, a representative from the Office of Purchasing and Services may also be required to join the panel.

The fixed asset disposal panel is charged with the responsibility of:

1. Developing and maintaining appropriate procedures for use by all College offices and departments to initiate proper disposal of surplus items;
2. Providing the Controller's Office with the description, location and appropriate documentation of the fixed asset for disposal or re-assignment. Any cost recovery from the disposal must also be submitted to the Controller's Office with the appropriate documentation;
3. If deemed appropriate, conducting sales of disposable items;
4. Maintaining, inventorying, and notifying staff of those surplus items which might be of use in other College offices/departments;
5. Once items have been physically removed from active use, developing operational procedures for appropriate storage and asset safe keeping until the asset disposal process is complete.
6. Ensuring that all federal and state environmental safety laws are followed throughout the asset disposal process;
7. Obtaining approval of the President for all disposals and Board of Trustees' approval for items with purchase prices in excess of $100,000.

Once property has been identified and approved as appropriate for disposal by the panel, they will dispose of those items in the following order as appropriate:

1. Determine if surplus items can be used productively by another area of the College and, if so, reassign asset to new cost center.
2. For items which are determined to have no further use within the College, make available to interested parties, including students, staff, and the general public, through an appropriate process (e.g., silent auction);
3. Scrap or donate remaining items using, if required, an appropriate disposal vendor.

ATTACHMENT F

Accounts Payable Receivable Collection

And Bad Debt Management Policy

Memorandum #214 Accounts Receivable Collection and bad Debt Management Policy

Date of Issuance: April 5, 2001
Revised Date of Issuance: February 5, 2009
Revised: August 15, 2024
Approved By: ____________
Policyholder: AVP, Accounting and Controller

I. Student Tuition

Tuition is due each semester prior to the start of classes and if accounts are not paid in full by published payment deadlines, the student schedules may be cancelled. The College offers several payment options including payment plans. Please visit the College's website for details on the payment options.

If payments are not received in full by November 25th for Fall and April 25th for Spring, the students will be prevented from registering for subsequent terms and the accounts may be referred to a collection agency or agencies for follow up. This may involve contacting (or attempts at contacting) the defaulters over a 45-day period.

Students not paid in full after initial follow-up by the agency will be assigned to a more aggressive level of collection efforts that may conclude in legal processes and credit reporting.

II. Third Party Tuition Billings

Through various Divisions and Offices, the College enters into agreements with a broad range of business and industry clients that involve a variety of arrangements for the delivery of credit and non-credit instruction. Payment terms can range from standard tuition rates per student (employee) to a lump sum for the total activity. These arrangements routinely involve written agreements that include billing arrangements for tuition, fees and books. Individual student accounts are credited and a receivable is established with the business and industry client. Upon the completion of registration (and textbook and supplies arrangement), an invoice is issued to the client, which usually occurs mid-way through the instructional process, term or semester.

- All third party agreements are to include billing terms that either require payment upon receipt of College invoice or Net 30 payment term.
- Registration of students for subsequent semesters is contingent upon payment for the current term.
- If payment is not received by the end of the academic year, every effort shall be made to resolve and collect the outstanding balance.

- Accounts associated with past due balances will be referred to a collection agency or agencies for collection.

III. Employee Computer Loan Program

As part of the College's staff development initiative, a computer loan program is offered to College employees who are able to purchase computers for the home. In the event an employee separates from the College, payment of outstanding balances will be accelerated through unused vacation, cash payment or a new payment agreement not to exceed one year. Accounts that are 30 days past due may be referred to third party collection agency or agencies.

IV. Forgivable Loan Program

Repayments of loans not forgiven shall follow procedures consistent with Memorandum #206 Forgivable Loan Policy. Accounts that are past due may be forwarded to a third-party collection agency.

V. Other Vendor Receivables

The College will engage in other program-related activities that include accounts receivable relationships.

- Repayments shall be per agreement. In the absence of an agreement, payment will be due upon receipt of invoice.
- If payment is not received by the end of the academic year, relationship with the client may be suspended.
- Accounts associated with suspended relationships may be referred to an outside collection agency or agencies for aggressive collection.

VII. Bad Debt Write-off

When accounts go unpaid after exercising all due diligence, the receivable will be written off as uncollectable.

- Individual accounts with balances of $10,000 or greater require Board of Trustee approval prior to write-off.
- In any event when an individual account balance of $100,000 or more becomes 90 days past due, the Board of Trustees must be notified.