

AGENDA
COMBINED BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEES OF THE
BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, January 15, 2025 – 9:30 A.M.

TO: Members of Business Affairs of the Board of Trustees
FROM: Jacob Eapen
DATE: January 11, 2025
SUBJECT: Hybrid Meeting of Executive Committee and the Business Affairs Committees of the Board of Trustees

A hybrid meeting of the Combined Business Affairs and Executive Committees of the Board of Trustees is scheduled for **Wednesday, January 15, 2025 at 9:30 A.M.** Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom.

EXECUTIVE SESSION

The Board of Trustees will start in Executive Session to discuss personnel matters.

The zoom information for the Executive Session will be provided in a separate email for those who will be in attendance

The following is the Zoom information for the Executive Committee of the Board of Trustees - Public Session, and the Business Affairs Committee of the Board of Trustees – Public Session.

Topic: Business Affairs Executive Committee Meeting: Public Session
<https://ccp.zoom.us/j/97181478240?pwd=fSUINscAjAW11YaeQH7rDtZxizX1dP.1>
Meeting ID: 971 8147 8240
Passcode: 8029

AGENDA
EXECUTIVE COMMITTEE
PUBLIC SESSION

(1) Policy Approval: Logo and Tagline Usage Policy (Action Item)

Staff seeks approval of a new policy addressing the usage of Community College of Philadelphia's logo and tagline. This policy has been reviewed by the Board's Policy Working Group. A clean version of the Logo and Tagline Usage Policy is attached as Attachment A.

Staff requests that the Executive Committee of the Board of Trustees recommend to the Board of Trustees that the Logo and Tagline Usage Policy is approved.

(2) Solar for School Resolution (Action Item)

Staff seeks approval of a Resolution authorizing the Community College of Philadelphia to request a Solar for Schools Program grant from the Department of Economic Development. The Resolution is attached at Attachment B. The Resolution is required to be included with the grant application.

Staff requests that the Executive Committee of the Board of Trustees approve the Resolution (Attachment B) authorizing the Community College of Philadelphia to request a Solar for Schools Program grant.

(3) President's Compensation (Action Item)

On behalf of the Compensation Working Group's Chair, Sheila Ireland, Board Chair Harold T. Epps requests that the Executive Committee of the Board of Trustees recommend to the Board of Trustees to approve the President's compensation package, which was recommended by the Board's Compensation Working Group.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

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

(1) Purchase of Furniture (Action Item)

Staff seeks approval for purchase of furniture related to for office moves from 1500 Spring Garden Street (leased space) into offices on the Main Campus.

The College will purchase Haworth products using the national Omnia Contract: OT0030352 Region 4 #R191808.

CI Solutions is a minority vendor with an office in Philadelphia.

Staff requests that the Business Affairs Committee recommend to the full Board the purchase of furniture from CI Solutions in the amount of \$138,000. The purchase of furniture will be paid from the Capital Budget.

(2) Replacement of Interactive Panel Replacement (Action Item)

Staff seeks approval of the purchase and installation of interactive panels. Maintaining the current legacy interactive panels has become increasingly costly for the college due to the number of parts and repair expenses. The typical lifespan of a Clear Touch panel is approximately 50,000 hours or 5 ¾ years. Many of our panels, installed prior to the pandemic, are now over 7 years old, leading to significant performance issues. Most cannot be updated, and the user interface has become less user-friendly despite our efforts to extend device through automated shut-off features.

We have identified several ongoing issues during the past year with our current Clear Touch panels:

- 8 interactive panel displays are no longer functional at all.
- Approximately 20 computer blades have required shipping back to Clear Touch for repair. All panels, except the newest one in CME (which has already malfunctioned and is being returned for service), are beyond warranty coverage.
- MMS staff have replaced 10 computer blade fans.
- ITS has swapped and reimaged 10 computer blades.

The Clear Touch models have not met all expectations, and it is recommended that we transition to a more reliable and cost-effective solution. To address these challenges, a data-driven, five-year replacement cycle has been developed to prioritize panel replacements. Panels with consistent performance issues will be addressed first, followed by the oldest panels.

As part of the replacement plan, we propose the replacement of 35 interactive panels with Touchview brand panels from this fiscal year's budget. These panels offer a more user-friendly interface, are cost-effective, and include a service warranty with guaranteed replacement within 24 hours. Professional installation will be handled by Haverford Systems, Inc. (HSI), a member of the COSTARS state-wide cooperative purchasing program.

Staff requests that the Business Affairs Committee recommend to the Board of Trustees the purchase and installation of interactive panels from HSI, Inc. in the amount of \$157,000. This purchase will be from the capital budget.

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

The next meeting of the Business Affairs Committee is scheduled for Wednesday, Wednesday, February 19, 2025 at 9:00 AM.

EXECUTIVE SESSION

The Business Affairs Committee will go into Executive Session to discuss negotiations and personnel matters.

The zoom information for the Executive Session will be provided in a separate email for those who will be in attendance

ATTACHMENT A

Logo and Tagline Usage Policy

Community College of Philadelphia Logo and Tagline Usage Policy

Issued: _____, 2025

Approved by: Board of Trustees

Policy Owner: Assistant Vice President, Brand Management and Operations

Purpose

Community College of Philadelphia's logo is the most visible element of the brand's visual identity system and is the primary touch point to communicate the brand. To ensure the logo maintains its strength, it may only be treated as designated in this policy and the College's Brand Guidelines ([hyperlink](#)) and permission to use the logo must be obtained from the Office of Strategic Communications. Consistency in the use of the logo helps to develop and maintain the brand and lends credibility to the College's endeavors. The logo is comprised of two elements: a custom icon and wordmark. The logo and the College's tagline (e.g. "Rise from Within") are registered and trademarked and are the sole and exclusive property of Community College of Philadelphia.

Policy Statement

Community College of Philadelphia's logo must be used on all external communications, print, digital, and outdoor, as well as all official internal communications at the discretion of the Office of Strategic Communications. The College's logo is a standalone mark. The logo lockup provided by the Office of Strategic Communications may not be altered in any way, nor combined with any other graphic elements. Any use of the logo and/or tagline must adhere to the College's Brand Guidelines ([hyperlink](#)). It may not be used in any way that may discredit, devalue or harm the College's brand.

Primary Logo

The vertical and horizontal formats of the College's logo should be used whenever possible to reinforce the College's brand. Official logos must be obtained from the Office of Strategic Communications.

Logo Extensions

The College has logo extensions for the Foundation, programs, divisions, departments, centers and College locations. It is highly encouraged to use the College's primary logo on all external communications. When a logo extension is

required, only official logo extension files may be used. The Office of Strategic Communications provides these files and grants permission to use them.

Promotional Items

Promotional items should be purchased from the College's official Swag Store, ccpswag.com. Exemptions from using this store include orders from local minority vendors, and items that cannot be found through the Swag Store. Most promotional items should have the College's primary logo on them to reinforce the brand when people are out in public wearing or carrying these items. Logo extensions may be used on select items approved by Brand Management.

Procedures

The logo is available for download at [\(hyperlink\)](#). The Office of Strategic Communications shall establish and post procedures and guidelines for logo-related requests, including logo extensions and external/third-party use. All Brand Guidelines must be adhered to when using the logo and/or tagline. The logo should only be downloaded from the original source [\(link\)](#). The colors of the logo may not be changed, and logos may not be altered, distorted, stretched, or combined with other words or graphics.

External organizations partnering with the College must also adhere to all Brand Guidelines to use the logo and/or tagline, including obtaining permission from the Office of Strategic Communications for any intended use.

Questions regarding usage of Primary Logos or Logo extensions should be directed to the Office of Strategic Communications. [\(link to contact\)](#)

Questions regarding ordering promotional items should be directed to the Assistant Vice President of Brand Management & Operations.

Resources and Related Policies:

[Brand Guidelines \(link when posted\)](#)

[Acceptable Use Policy for Interactive Systems \(Policy #307\) \(hyperlink\)](#)

ATTACHMENT B

Solar for Schools Grants
Program Resolution

Appendix II – Authorized Official Resolution

Be it RESOLVED, that the Community College of Philadelphia (Name of Applicant) of Philadelphia, Pennsylvania (Name of County) hereby request a Solar for Schools Program grant of \$ Amount of estimate TBD from the Department of Community and Economic Development to be used for purchase and installation of solar panels.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Dr. Donald Generals, President (Name and Title) and Jacob Eapen, VP of Business and Finance (Name and Title) as the official(s) to execute all documents and agreements between the Community College of Philadelphia (Name of Applicant) and the Department of Community and Economic Development to facilitate and assist in obtaining the requested grant/loan.

I, _____, duly qualified Secretary of the (Name of Applicant), _____ (Name of County), PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Executive Committee (Governing Body) at a regular meeting held January 15, 2025 (Date) and said Resolution has been recorded in the Minutes of the Community College of Philadelphia (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Community College of Philadelphia (Applicant), this 15th day of January, 2025

Community College of Philadelphia
Name of Applicant

Philadelphia, Pennsylvania
County

ATTACHMENT C
FUNDING FOR ACTION ITEMS
MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES

AGENDA: January 15, 2025

Agenda No.	Vendor/Consultant	Amount	Source
1	CI Solutions	\$137,466	Capital Budget
2	HSI	\$157,000	Capital Budget