

**COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, April 16, 2025 – 9:00 A.M.**

Present for the Business Affairs Committee: Ms. Mindy Posoff, Chair (presiding), Mr. Harold Epps, Mr. Timothy Ford, Pastor Mason (via zoom), Ms. Keola Harrington (via zoom), Mr. Rob Dubow (via zoom)

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

Present for the Administration: Mr. Jacob Eapen, Ms. Carolyn Flynn, Esq., Mr. Derrick Sawyer, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Dr. David Thomas Mr. Gim Lim, Ms. Marsia Henley, Mr. Tim Trzaska, Mr. John Wiggins, Dr. Lipscomb, Mr. Bill Bromley, and Ms. Josephine DiGregorio

Guest: Dr. Judith Gay, Vice President Emerita (via zoom)

Ms. Posoff called the meeting to order of 9:00 AM, highlighting the agenda and asked Mr. Eapen to proceed with agenda item one.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

(1) Contract with CSG Global (Action Item)

Discussion: Mr. Eapen stated that CSG Global Consulting is an Avaya partner that has provided Unified Communications (UC) and Contact (CC) telephone maintenance, and support and upgrades to the College. The renewal package provides a 40-month (four-month, three-year annual term) agreement to help align with CCP fiscal year funding requests for budgeting purposes. Mr. Bromley stated that the manufacturer for the system functionality is for the Enrollment, Counselors, Financial Aid and all of the phone systems throughout the College which is approximately 3,000 phones that this contract supports.

Mr. Eapen stated that the Purchasing is done through the Pennsylvania Higher Education Purchasing network, and we are receiving a 9% discount on procurement. Mr. Eapen stated that Ms. Marsia Henley will report on the demographics of CSG. Ms. Marsia Henley stated that CSG Global is located in Plymouth Meeting, PA. They have 30 employees, and 7% are unrepresented minorities groups.

CSG Global has worked closely with CCP Information Technology and Financial teams addressing the increased costs from the original contract three years ago, while these costs have been impacted from general market inflation and increased licensing costs.

Comprehensive Support Services – CSG provides Tier 1 and Tier 2 support for CCP's Telecommunications infrastructure including:

- Avaya UC Subscription: Core voice licensing and entitlements for enterprise-wide communications.
- Avaya Aura Contact Center: Supporting Financial Aid, Registration, Information Center and other critical departments.
- Intelligent Call Back (ICB) Solution: Enhancing customer experience by reducing hold times.
- RSI Call Accounting: Enabling call tracking and analytics and advanced reporting across all departments.

CSG Global Consulting and Avaya both subscribe to the PEPPM program for Pennsylvania Higher Education Purchasing Network for special project pricing and standard discounts at 9%. All of the Avaya components included in this proposal are based on special pricing incentives made available for the College, for PEPPM pricing for all Avaya products. See Attachment B for the detailed pricing.

Ms. Posoff stated that she and Jacob had conversations regarding discounts whether it was recognition through city or as part of education state pricing, or the Pennsylvania Higher Education Purchasing network. Ms. Posoff confirmed there are discounts built into this, and we strive to find those that make the most sense for us. Mr. Eapen also stated that there are two (2) reasons for the increase. One is that CSG Consulting Services did not bill us for one of the services they provided which was for \$15,000 and we actually gain \$15,000 every year in the last contract. CSG knew they made a mistake, and they are putting \$15,000 back. The increase is approximately 7% when you take off the \$15,000. Mr. Dubow asked that if we are anticipating 7% increase, with budget or we have to figure out somewhere else to adjust. Mr. Bromley stated that they initially estimated that it would be 10% but they didn't know until April when they provided us with the quotes, Avaya was delayed in getting pricing based on their current models. Mr. Bromley stated that it was actually less than 10%. Mr. Eapen stated that the budget this year will be only for four months and for next year it will be a full year. Mr. Eapen stated that we did gain some money in this year's budget.

Staff requested that the Business Affairs Committee recommend to the full Board the renewal of the Telecommunications Maintenance Support and Subscription Agreement with CSG Global Consulting at the total cost of \$604,754 for 3 years and 4 months. These funds will be from the operating budget.

Action: Mr. Rob Dubow motioned and Mr. Ford seconded the motion to recommend to the Board of Trustees the renewal of the Telecommunications Maintenance Support and Subscription Agreement with CSG Global Consulting at the total cost of \$604,754 for 3 years and 4 months. The funds will be from the operating budget. The motion passed unanimously.

(2) Contract with Dell Technologies (Action Item)

Discussion: Mr. Eapen stated that the Board approved the current Technology plan, which requires periodic refresh of desktop computers across the enterprise. The College maintains a technology refresh budget to support this plan. Getting the College ready again with current classroom technology provides a critical role in expanding capabilities and overall productivity of the workforce. With the expansion of hybrid cloud and modern cloud applications, this requires us to continue to modernize all aspects of our IT framework: Infrastructure, Networks, Applications, and the Data Center.

Mr. Eapen stated that the contract with Dell Technologies is for the purchase of 450 units. There are approximately 3,152 PCs in the College that includes classrooms, labs, and four kiosks. Out of 3,152 PC's; 1,193 PCs are over seven (7) years old.

Mr. Bromley stated the due to the pandemic, we delayed some of the replacements that we normally do. In previous years prior to the pandemic, we replaced approximately 1,500 PCs a year. We kept refreshing them at a three to five-year cycle, but we've delayed that over the last couple of years, so became behind and out of the 3,152; 1,193 are both staff and student classroom academic computers.

Mr. Eapen stated that we are proposing to have a replacement cycle into the following capital budget. The purchasing is done through COSTARS pricing and the timing is good because the price they gave us is before prices increase. The 450 units that we would like to get approval for are going into the classrooms and labs for the students. The purchases include 3-year maintenance and advanced technical support.

Ms. Posoff stated that as a reminder that we put the money during COVID to laptops so this is long overdue and replacement is needed post-COVID. Ms. Posoff also stated that there has been a question about how we dispose of them, are they usable.

Mr. Bromley stated that with the replacement of these desktops, it will take us most of the summer to get them swapped out and replaced. Work-study students will be asked to help us clear/clean the hard drives to be disposed of properly with no risk to any college data. By the end of summer/beginning of Fall, those devices should be available for disposal. In the past, we used a local company that we used to dispose of them, and they re-distributed them in the local community.

Mr. Eapen stated that Pastor Mason suggested that once the PCs are cleaned up, they could be contributed by the College to non-profit organizations. Once we clean-up the hard drives, Carolyn Flynn will prepare a document that protects the College. Ms. Posoff stated that these PCs are at their end-of-life and cannot be supported. Anything that we might be able to donate or gift we would need a disclaimer or release because they can't be updated. Ms. Flynn stated that we can prepare the appropriate language and we are also evaluating different parts of the computers that can be reused. If there is specific language based upon this relationship and the donation process, we would review, but we would have our own disclaimers as it relates to accepting the equipment "as-is".

Ms. Posoff stated the need to touch base during mid-summer to see where they are particularly with the cleaning of the hard drive and getting it ready for contribution to a non-profit because this was Trustee Mason's request.

Ms. Posoff stated that there is a policy for disposal, and asked if any of the PCs were bought through grant funding and is there was any issue around that. Mr. Eapen stated that we are looking into whether these were purchased through grants and will do the disposal properly. Mr. Epps made an inquiry regarding repair/maintenance of desktops and laptops. Mr. Epps asked, what have we learned during that process. Mr. Bromley stated that this particular group that we are targeting has hard drive failures repeatedly, and heating issues/turning off in the middle of the day. Mr. Epps asked what are we doing over this three to five years period of life, and what have we learned from this. Mr. Bromley stated that we have a process through our helpdesk that faculty can send an email to IT Support that creates a ticket, and IT resolves the problem.

Current Classroom Landscape:

- Over 60 % of installed Student Classroom Desktops are 5+ years old.
- Critical refreshes did not occur during the pandemic due to limited manpower and a reduced reliance on Campus desktop resources.
- Aging equipment that are at or approaching end of life, and are no longer be supportable.

- Hardware that will not support current operating systems/applications for instruction.
- Significantly increased support and maintenance costs.
- Multiple single points of failure resulting in prolonged outages & disruption of operations.
- Security deficiencies leaves critical data and systems vulnerable to data breach.

This purchase is leveraging special pricing from Dell based upon quantity for a significant savings over standard COSTARS contract pricing and utilizing Capital dollars. See Attachment C.

Staff recommended that the Business Affairs Committee recommend to the full Board, the Classroom Desktop PC Upgrade Project with Dell Technologies at the total cost of \$443,700, which includes a 3 full year's maintenance and advanced exchange support for 450 units at \$986 each. This purchase will be from the capital budget.

Action: Mr. Ford motioned and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board, the Classroom Desktop PC Upgrade Project with Dell Technologies at the total cost of \$443,700, which includes a 3 full year's maintenance and advanced exchange support for 450 units at \$986 each. This purchase will be from the capital budget. The motion passed unanimously.

(3) Contract with Cozen O'Connor Public Strategies, LLC for Strategic Communications and Media Services (Action Item)

Discussion: Ms. Flynn stated that the College requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees to approve an agreement with Cozen O'Connor Public Strategies, LLC (CPS), effective as of April 5, 2025, for CPS to provide strategic communications and media services on behalf of the College's Board of Trustees through June 30, 2025. This agreement is for an amount not to exceed \$30,000.

The CPS team that will support the Board is led by Kyle Anderson. The CPS team is 40% people of color, and 80% women. CPS is a wholly owned subsidiary of Cozen O'Connor, an AmLaw 100 law firm. The College has been pleased with the lobbying services that CPS has provided to CCP.

Action: Mr. Ford motioned, and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve a three (3) month agreement with CPS for strategic communications and media services in an amount not to exceed \$30,000. The funds for this contract will be funded from the College's operating budget. The motion passed unanimously.

(4) Resolution for Wage Increases for Administrators, Grant Administrators and Confidential Employees (Action Item)

Discussion: Ms. Flynn stated that the College administration seeks a wage increase for administrators, grant administrators and confidential employees in parity with the raises already approved for the College's bargaining unit employees. At its November 2024, the Board of Trustees ratified a resolution that was approved by the Executive Committee of the Board of Trustees that included: "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 5% retroactive to September 1, 2024." The Board of Trustees has approved a 6.5% increase for the bargaining units for fiscal year 2024-2025, which would be retroactive to September 1, 2024.

Mr. Dubow asked if everyone received 1.5%, what would the cost be? Mr. Sawyer responded \$300,000.

The College administration recommended that the Business Affairs Committee recommend to the Board of Trustees to authorize a Resolution as set forth, in Attachment D which includes that "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 1.5% retroactive to September 1, 2024."

Action: Mr. Ford moved, and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board to authorize a Resolution as set forth in Attachment D which includes that "Subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a raise of up to 1.5% retroactive to September 1, 2024." The motion passed unanimously.

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

Ms. Posoff stated that the next meeting of the Business Affairs Committee is scheduled for Wednesday, May 21, 2025 at 9:00 A.M.

EXECUTIVE SESSION

Ms. Posoff stated that the Business Affairs Committee will go into Executive Session to discuss contracts and personnel matters.

Mr. Epps motioned to adjourn the Business Affairs Committee meeting. Ms. Dubow seconded the motion and the motion passed unanimously. The Business Affairs Committee meeting was adjourned.

EXECUTIVE COMMITTEE
PUBLIC SESSION

Ms. Posoff, on behalf of Chair Epps, called the Executive Committee meeting to order of 10:15 AM and asked Ms. Flynn to proceed with agenda item one.

(1) Policy Approval: Solicitation at the College Policy (Action Item)

Discussion: Ms. Flynn stated that Staff seeks approval of revisions to the College's Solicitation in Campus Facilities (Memorandum #158) policy, which Staff recommends renaming to Solicitation at the College, to include language prohibiting credit card marketing on campus in compliance with Article XXIII-A of the Pennsylvania Public School Code (24 P. S. §§ 23-2301-A—23-2303-A) and to broaden the scope of the policy to include not only the campus facilities but also College-provided communication systems, including email. Ms. Flynn stated that the Pennsylvania Department of Education requested a copy of the policy showing compliance with the Public School Code and the College informed them that we would provide the policy by June 1, 2025.

This policy has been reviewed by the Board's Policy Working Group. Red-lined and clean versions of the Solicitation on Campus (revised Memorandum #158) policy are attached as Attachment E.

Staff requested that the Executive Committee of the Board of Trustees recommend to the full Board that the Solicitation at the College (revised Memorandum #158) policy is approved.

Action: Mr. Epps moved, and Mr. White seconded the motion that the Executive Committee recommend to the full Board to approve the Solicitation at the College (revised Memorandum #158) policy. The motion passed unanimously.

(2) Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion to approve the contract with Cozen O'Connor Public Strategies, LLC.

Action: Mr. Epps moved, and Mr. White seconded the motion that the Executive Committee approve the contract with Cozen O'Connor Public Strategies, LLC. The motion passed unanimously.

Mr. Posoff motioned to adjourn the Executive Committee meeting, and Mr. Epps seconded the motion. The motion passed unanimously and the Executive Committee meeting was adjourned.

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

AGENDA: April 16, 2025

| Agenda No. | Vendor/Consultant | Amount | Source |
|-----------------------|--------------------------|---------------|------------------|
| | | | |
| 1 | CSG Global Consulting | \$604,754 | Operating Budget |
| 2 | Dell Technologies | \$443,700 | Capital Budget |
| 3 | Cozen & O'Connor | \$ 30,000 | Operating Budget |

ATTACHMENT B

COST BREAKDOWN

| | 2025 (Current FY) | 4-Month | 2026 | 2027 | 2028 | Last Year/This Year | % Increase | Notes |
|---------------------------|-------------------|--------------|---------------|---------------|---------------|------------------------|---------------|------------------------|
| CSG Maintenance | \$ 33,084.00 | \$ 9,884.34 | \$ 34,069.04 | \$ 34,069.04 | \$ 34,069.04 | \$ 985.04 | 2.98 | CSG Minimal Increase |
| Avaya UC Support | \$ 119,122.35 | \$ 43,099.80 | \$ 129,250.80 | \$ 129,250.80 | \$ 129,250.80 | \$ 10,128.45 | 8.50 | Avaya Minimal Increase |
| Avaya Contact Ctr Support | \$ - | \$ 5,034.56 | \$ 15,103.68 | \$ 15,103.68 | \$ 15,103.68 | \$ 15,103.68 | 100.00 | Re-establish Support |
| CSG ICB Support | \$ 2,103.00 | \$ 612.50 | \$ 2,103.00 | \$ 2,103.00 | \$ 2,103.00 | \$ - | 0.00 | No Increase |
| RSI Call Accounting | \$ 1,020.00 | \$ 525.00 | \$ 1,339.58 | \$ 1,339.58 | \$ 1,339.58 | \$ 319.58 | NA | |
| Total | \$ 155,329.35 | \$ 59,156.20 | \$ 181,866.10 | \$ 181,866.10 | \$ 181,866.10 | \$ 26,536.75 | | |

ATTACHMENT C

DELL QUOTE



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 11, 2025**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name: Respiratory qty 500 w/ monitors
Quote No. 3000186794402.4
Total \$443,803.50
Customer # 8865075
Quoted On Mar. 21, 2025
Expires by Apr. 11, 2025
Contract Name Pennsylvania DGS
Contract Code COSTARS-3 IT Hardware
Customer Agreement # C000001020025
Deal ID COSTARS-003-E22-603
28411937

Sales Rep Amber Raby
Phone 1(800) 456-3355, 6186578
Email Amber.Raby@Dell.com
Billing To ACCOUNTS PAYABLE
COMM COLLEGE OF
PHILADELPHIA
1700 SPRING GARDEN ST
PHILADELPHIA, PA 19130-3936

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Amber Raby

| Product | Unit Price | Quantity | Subtotal |
|--|------------|----------|--------------|
| OptiPlex Small Form Factor Plus 7020 BTX | \$900.00 | 450 | \$405,000.00 |
| Dell 24 Monitor - E2425H | \$86.23 | 450 | \$38,803.50 |

| | |
|---------------------|--------------|
| Subtotal: | \$443,803.50 |
| Shipping: | \$0.00 |
| Non-Taxable Amount: | \$443,803.50 |
| Taxable Amount: | \$0.00 |
| Estimated Tax: | \$0.00 |
| <hr/> | |
| Total: | \$443,803.50 |

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

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| | Unit Price | Quantity | Subtotal |
|---|-----------------|------------|---------------------|
| OptiPlex Small Form Factor Plus 7020 BTX | \$900.00 | 450 | \$405,000.00 |
| Estimated delivery if purchased today: | | | |
| Mar. 28, 2025 | | | |
| Contract # C000001020025 | | | |
| Customer Agreement # COSTARS-003-E22-603 | | | |

| Description | SKU | Unit Price | Quantity | Subtotal |
|--|----------|------------|----------|----------|
| OptiPlex Small Form Factor Plus 7020 BTX | 210-BKWL | - | 450 | - |
| Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.4 GHz Turbo, 65W) | 338-CNCK | - | 450 | - |
| Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish | 619-ARSB | - | 450 | - |
| Activate Your Microsoft 365 For A 30 Day Trial | 658-BCSB | - | 450 | - |
| 32 GB: 2 x 16 GB, DDR5 | 370-BBQG | - | 450 | - |
| M.2 2230 512GB PCIe NVMe SSD Class 35 | 400-BQSB | - | 450 | - |
| M.2 22x30 Thermal Pad | 412-AAQT | - | 450 | - |
| 1st M.2 2280 SSD Screw | 773-BBBC | - | 450 | - |
| NO RAID | 817-BBBN | - | 450 | - |
| Intel Integrated Graphics | 490-BBFG | - | 450 | - |
| OptiPlex SFF Plus with 260W Bronze Power Supply | 329-BJWJ | - | 450 | - |
| System Power Cord (Philippine/TH/US) | 450-AAOJ | - | 450 | - |
| DVD+/-RW Bezel | 325-BDSH | - | 450 | - |
| 8x DVD+/-RW/RAM 9.5mm Slimline Optical Disk Drive | 429-ABFH | - | 450 | - |
| CyberLink Media Essentials for Windows | 430-XYIX | - | 450 | - |
| No Media Card Reader | 379-BBHM | - | 450 | - |
| No Wireless LAN Card | 555-BKHY | - | 450 | - |
| No Additional Video Ports | 492-BCKH | - | 450 | - |
| Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black | 580-AJJG | - | 450 | - |
| Mouse included with Keyboard | 570-AADI | - | 450 | - |
| No Cover Selected | 325-BCZQ | - | 450 | - |
| Dell Additional Software | 634-CHFP | - | 450 | - |
| ENERGY STAR Qualified | 387-BBLW | - | 450 | - |
| SERI Guide (ENG/FR/Multi) | 340-AGIK | - | 450 | - |
| Watch Dog SRV | 379-BFMR | - | 450 | - |
| Quick Start Guide, OptiPlex SFF Plus | 340-DMJC | - | 450 | - |
| Print on Demand Label | 389-BDQH | - | 450 | - |
| Trusted Platform Module (Discrete TPM Enabled) | 329-BBJL | - | 450 | - |
| Shipping Material | 340-CQYR | - | 450 | - |
| Shipping Label | 389-BBUU | - | 450 | - |
| Regulatory Label for OptiPlex SFF Plus PSU DAO | 389-FFZD | - | 450 | - |
| Intel® Rapid Storage Technology Driver | 658-BFSK | - | 450 | - |
| Intel Core i7 Processor Label | 340-CUEQ | - | 450 | - |
| Desktop BTS/BTP Shipment | 800-BBIP | - | 450 | - |

| | | | | |
|---|----------|-------------------|-----------------|--------------------|
| No Additional Add In Cards | 382-BBHX | - | 450 | - |
| No Additional Network Card Selected (Integrated NIC included) | 555-BBJO | - | 450 | - |
| Configuration Matérielle Fixe | 998-GRXT | - | 450 | - |
| EPEAT 2018 Registered (Silver) | 379-BDTO | - | 450 | - |
| Internal Speaker | 520-AARD | - | 450 | - |
| No vPro® support | 631-BBQQ | - | 450 | - |
| Dell Limited Hardware Warranty Plus Service | 812-3886 | - | 450 | - |
| Onsite/In-Home Service After Remote Diagnosis 3 Years | 812-3887 | - | 450 | - |
| | | Unit Price | Quantity | Subtotal |
| | | \$86.23 | 450 | \$38,803.50 |

Dell 24 Monitor - E2425H

Estimated delivery if purchased today:
Mar. 27, 2025
Contract # C000001020025
Customer Agreement # COSTARS-003-E22-603

| Description | SKU | Unit Price | Quantity | Subtotal |
|------------------------------------|----------|------------|----------|---------------------|
| Dell 24 Monitor - E2425H | 210-BNHS | - | 450 | - |
| Dell Limited Hardware Warranty | 814-9381 | - | 450 | - |
| Advanced Exchange Service, 3 Years | 814-9382 | - | 450 | - |
| Subtotal: | | | | \$443,803.50 |
| Shipping: | | | | \$0.00 |
| Estimated Tax: | | | | \$0.00 |
| Total: | | | | \$443,803.50 |

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

ATTACHMENT D

Resolution – Salary Increases for Administrators, Grant Administrators, and Confidential Employees

Community College of Philadelphia

Resolution – Fiscal Year 2024-2025

**Resolution for Board of Trustees Meeting May 1, 2025 for Salary Increases for Administrators,
Grant Administrators, and Confidential Employees**

WHEREAS on April 16, 2025, the Business Affairs Committee of the Community College of Philadelphia's Board of Trustees approved a motion recommending that the Community College of Philadelphia's Board of Trustees approve a salary increase for College Administrators, Grant Administrators, and Confidential Staff of up to one and one-half (1.5%), subject to satisfactory evaluation and performance, retroactive to September 1, 2024:

NOW THEREFORE, on this 16th day of April, 2025, the Board of Trustees hereby resolves that, subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff are eligible to receive a salary increase of up to one and one-half (1.5%) retroactive to September 1, 2024.

Harold T. Epps, Chair

Ajeenah Amir, Secretary

Jacob Eapen, Treasurer

ATTACHMENT E

Policy Approval: Solicitation at the College

SOLICITATION AT THE COLLEGE IN CAMPUS FACILITIES

Memorandum #158 Solicitation in Campus Facilities at the College

Revised: ~~March~~ April __, 2025

2025

Revised: June 1, 2005

Original Date of Issue: July 1, 1987

Approved by: Board of Trustees

Policyholder:

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to: (1) buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization; or (2) distribute political or other types of information; or (3) proselytize religious beliefs. This policy does not address the posting of flyers, literature, etc., which is addressed in: the Posting in College Facilities Policy (Memorandum #159)-addresses these issues.

Solicitation for charitable, political, social, religious or other causes by students, staff, or visitors on at the College, including on College property or via College-provided communication systems (e.g. email or any college-provided messaging platform) is regulated by the this policy below. Distribution and/or posting of literature (handbills, promotional materials, leaflets, or other similar items) by outside parties for external agencies Credit card marketing at the on College property is also regulated by the this policy below.

(1) Solicitation by College students is regulated by College policy administered through the Office of Student Life Engagement. (2) Solicitation by the community is regulated by College policy administered through the Office of Special Events and Community Relations. (3) All other solicitation activity requests are administered through the Office of Purchasing and Services.

Policy:

- The College does not permit any person, organization or agency to solicit, conduct business, or raise funds on at the College, including on College property or via College-provided communication systems, property except where specific written permission has been obtained from the: Office of Student Life, Office of Special Events and Community Relations, or Office of Purchasing & Services (M1-4).
- Any approved solicitation(s) should have the primary objective of providing a benefit to the students of the College community. Examples of "benefit" include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.
- Solicitation must not interfere with educational activities of the College.
- Approved sale of goods or services on College property may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.
- Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste that results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.
- This policy applies to all College properties, including leased facilities, and College-provided communication systems.

Student-related solicitation

- Solicitation initiated by students requires the written approval of the Director of Student [LifeEngagement](#). Any College location required for the solicitation activity must be reserved by the Office of Student [LifeEngagement](#). This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

Community-related solicitation

- Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations [CoordinatorDirector](#). Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations [CoordinatorDirector](#). This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

Credit Card Marketing

- [The marketing of credit cards on campus or via College-provided communication systems is prohibited. For purposes of this Policy, the marketing of credit cards includes advertising, promoting, offering, or accepting applications for a credit card.](#)

All other requests for solicitation

- Written permission must be obtained from the [Office of Purchasing & Services Manager](#) for any commercial activity on campus. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.
- Goods or services offered for sale by external organizations must be approved by the Office of Purchasing and Services.
- Food products offered for sale may not be prepared at the place of sale and shall comply with all applicable health code standards.
- Sales may occur only at the location approved by the College. No "door-to-door" solicitation is permitted.
- The College may require the solicitor to sign a Hold Harmless Agreement and provide evidence of insurance, of an amount acceptable to the College, naming the College as an additional insured.
- Public space is available for posting of literature. Refer to College Policies and Procedures Memorandum No. 159 for additional information.

Department Reference:

Office of Student Activities, phone number (215) 751-8210

Office of Special Events and Community Relations, phone number (215) 751-8941

Office of Purchasing & Services, phone number [\(215\) 751-8935](#)

[Related Policies:](#)

[Posting in College Facilities \(Memorandum #159\) \(hyperlink\)](#)

[Policy Governing Use of College Facilities \(Memorandum #153\) \(hyperlink\)](#)

[Statement of Acceptable Behavior for College Guests and Visitors \(Memorandum #161\) \(hyperlink\)](#)

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

SOLICITATION AT THE COLLEGE

Memorandum #158 Solicitation at the College

Revised: April __, 2025

Revised: June 1, 2005

Original Date of Issue: July 1, 1987

Approved by: Board of Trustees

Policyholder:

Solicitation refers to the act of approaching another, be it in person, by mail, by telephone or through electronic medium with the intent to: (1) buy or sell goods or services, take orders or collect money from other than members of a sponsoring organization; or (2) distribute political or other types of information; or (3) proselytize religious beliefs. This policy does not address the posting of flyers, literature, etc., which is addressed in the Posting in College Facilities Policy (Memorandum #159).

Solicitation for charitable, political, social, religious or other causes by students, staff, or visitors at the College, including on College property or via College-provided communication systems (e.g. email or any college-provided messaging platform) is regulated by this policy. Credit card marketing at the College is also regulated by this policy. Solicitation by College students is regulated by College policy administered through the Office of Student Engagement. Solicitation by the community is regulated by College policy administered through the Office of Special Events and Community Relations. All other solicitation activity requests are administered through the Office of Purchasing and Services.

Policy:

- The College does not permit any person, organization or agency to solicit, conduct business, or raise funds at the College, including on College property or via College-provided communication systems, except where specific written permission has been obtained from the: Office of Student Life, Office of Special Events and Community Relations, or Office of Purchasing & Services (M1-4).
- Any approved solicitation(s) should have the primary objective of providing a benefit to the College community. Examples of "benefit" include but are not limited to: a) sponsoring a student activity or event; b) providing financial scholarship to the College student(s); or c) increasing community awareness. The solicitation should not primarily benefit the solicitor nor contribute only to the business objectives of the solicitor.
- Solicitation must not interfere with educational activities of the College.
- Approved sale of goods or services on College property may be conducted only in designated locations. No approval shall be granted if the solicitation violates existing College contracts.
- Approved solicitors must agree to be responsible for any damages to College property or facilities as a result of the solicitation activity and must agree to remove any and all refuse or waste that results directly or indirectly from the solicitation activity. The College may require the solicitor to provide a security deposit.
- This policy applies to all College properties, including leased facilities, and College-provided communication systems.

Student-related solicitation

- Solicitation initiated by students requires the written approval of the Director of Student Engagement. Any College location required for the solicitation activity must be reserved by the Office of Student Engagement. This office

will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

Community-related solicitation

- Solicitation initiated by the local community requires the written approval of the Special Events and Community Relations Director. Any College location required for the solicitation activity must be reserved by the Special Events and Community Relations Director. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.

Credit card marketing

- The marketing of credit cards on campus or via College-provided communication systems is prohibited. For purposes of this Policy, the marketing of credit cards includes advertising, promoting, offering, or accepting applications for a credit card.

All other requests for solicitation

- Written permission must be obtained from the Office of Purchasing & Services for any commercial activity on campus. This office will communicate any special furnishing needs to the Office of Facilities Operations as necessitated by the request.
- Goods or services offered for sale by external organizations must be approved by the Office of Purchasing and Services.
- Food products offered for sale may not be prepared at the place of sale and shall comply with all applicable health code standards.
- Sales may occur only at the location approved by the College. No "door-to-door" solicitation is permitted.
- The College may require the solicitor to sign a Hold Harmless Agreement and provide evidence of insurance, of an amount acceptable to the College, naming the College as an additional insured.
- Public space is available for posting of literature. Refer to College Policies and Procedures Memorandum No. 159 for additional information.

Department Reference:

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Related Policies:

Posting in College Facilities (Memorandum #159) ([hyperlink](#))

Policy Governing Use of College Facilities (Memorandum #153) ([hyperlink](#))

Statement of Acceptable Behavior for College Guests and Visitors (Memorandum #161) ([hyperlink](#))

Acceptable Use Policy for Interactive Systems (Memorandum #307)