

AGENDA
COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 20, 2025 – 9:00 A.M.

TO: Business Affairs and Executive Committees of the Board of Trustees
FROM: Jacob Eapen
DATE: August 15, 2025
SUBJECT: Combined/Hybrid Meeting of the Business Affairs and Executive Committees of the Board of Trustees

A combined/hybrid Business Affairs and Executive Committees of the Board of Trustees meeting is scheduled for August 20, 2025 at 9:00 A.M. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom. The Zoom information for the Public Session is as follows:

**Topic: 08/20/2025 Combined/Hybrid Business Affairs
and Executive Committees of the Board of Trustees
Public Session**

<https://ccp.zoom.us/j/94827486736?pwd=hOaleVdAL3BWrr5BwUeC6gzh7JpdIH.1>

Meeting ID: 948 2748 6736

Passcode: 8029

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

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

(1) Contract Renewal with Granular Insurance – Stop Loss Coverage
(Action Item)

Trion/Marsh McLennan (MMA), the College's benefits consultants, completed a full marketing of the College's stop loss coverage. MMA reached out to a total of ten (10) carriers (See Attachment B).

The current Granular contract has an annual premium of \$1,424,494. The initial stop loss renewal from Granular called for a 23.6% increase bringing the total annual premium to \$1,760,061. Trion/Marsh McLennan Agency (MMA) was able to negotiate Granular down to a 19.6% increase to current pricing. As part of the renewal, the stop loss level was increased from \$275,000 to \$300,000 to help reduce costs. Granular is the College's current carrier, and the College is pleased with their services.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee to approve the contract with Granular Insurance for the period 09/01/2025-08/31/2026 in the amount of \$1,573,294. These funds will be paid from the operating budget.

(2) Contract with UNUM for Life, AD&D and Disability Insurance (Action Item)

Trion/Marsh McLennan Agency (MMA), the College's benefits consultant, completed a full marketing for Life, AD&D, & Disability coverage. All quoting carriers were asked to match the current life and disability plan design. We received quotes from the following vendors:

- Sun Life (Incumbent)
- Hartford
- Lincoln Financial Group
- MetLife
- NY Life
- Prudential
- Reliance (RSLI)
- The Hartford
- The Standard
- Transamerica
- UNUM

Our current contract with Sun Life in the amount of \$809,341 for life, AD&D, and long-term disability insurance is set to expire on August 31, 2025. MMA made multiple attempts to renegotiate rates with Sun Life. Despite our low utilization and favorable market conditions, the best offer Sun Life provided was a 19% rate reduction. Therefore, we are recommending a transition to UNUM, which offered the most competitive pricing and was able to closely replicate our existing plan design.

While Sun Life proposed a 19% reduction, equating to approximately \$154,009 in savings over three years with a total annual premium of \$655,331; UNUM offered a 42.7% reduction, resulting in a projected savings of \$345,341 over the same period with an annual premium of \$464,000. (See Attachment C).

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee the approval to contract with UNUM for AD&D, and long-term disability insurance at an annual premium of \$464,000. These funds will be paid from the operating budget.

(3) Contract with Delta Dental (Action Item)

Trion/Marsh McLennan Agency (MMA), the College's benefits consultant, completed a full marketing for Dental coverage. All quoting carriers were asked to match the current dental benefits. We received quotes from the following vendors:

- Delta Dental (Incumbent)
- Ameritas
- Guardian
- MetLife
- Sunlife
- UCCI

Delta Dental (incumbent) offered the most competitive pricing for administrative fees and expected claims. Our current annual contract amount is \$1,053,540. Delta Dental has agreed to a 1.6% decrease, an annual savings amount of \$16,614 for the next three years (see attachment D).

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Delta Dental in the amount of \$1,036,926. These funds will be paid from the operating budget.

(4) Contract Award to Tricon Construction Management, Inc. for Welding General Construction (Action Item)

Staff seeks approval for electrical construction for the renovation of CATC welding lab and WRC classroom space to support the NWI Welding Program. The College is currently working with the Naval Welding Institute, LLC (NWI) for the development of advanced manufacturing classes, focusing on Naval shipbuilding for national defense.

This program includes the installation of 20 new welding booths in CATC (NWI Grant) and the relocation of the existing welding booths to WRC to support the CCP existing program.

CCP received proposals for general construction work through PA State COSTAR Cooperative Purchasing Program. The general construction work required is to relocate the existing welding booths and construct the new welding booths including required ventilation.

Tricon construction CATC work: \$ 88,648

Tricon construction WRC work: \$145,932

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the award to Tricon Construction Management, Inc. for General Construction in the amount of \$234,580.

This purchase will be paid from grants and the Capital Budget.

(5) Contract Award to Garland/DBS, Inc. for Bonnell Roof Repair/Restoration (Action Item)

The roof on the Bonnell Building is 25+ years old with multiple leaks and showing signs of deterioration. The roof has outlasted its useful life. The restoration provided for a 15-year warranty.

Bid pricing was obtained by Garland/DBS, Inc through OMNIA Partners, Public Sector (US Communities) Agreement MICPA #PW1925. (See attachment E).

Arc Roofing Corporation:	\$1,814,449
Belcher Roofing Corp.:	\$1,533,630
Robert Ganter Contractors:	\$1,498,823
United States Roofing Corporation:	\$1,651,009

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Garland/DBS, Inc. for the Bonnell roof repair/restoration in the amount of \$1,498,823. These funds will come from the capital budget.

(6) Contract with Elliott Lewis for the Replacement of the Chiller Fill in the Bonnell Building.

Staff is requesting approval for the replacement of the chiller fill in the Bonnell Building. This chiller plays a critical role in the College's HVAC infrastructure, providing cooling capacity to approximately half of the buildings on campus.

The fill within the chiller is essential to its efficient operation, ensuring proper heat transfer and maintaining system performance. Over time, the fill has deteriorated due to normal wear and environmental exposure, significantly reducing the chiller's efficiency and increasing the risk of system failure.

Prompt replacement is necessary to prevent further degradation of service, particularly as we transition into periods requiring reliable climate control for both cooling and heating through the campus-wide systems.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Elliott Lewis for procurement and installation of a new chiller fill for the Bonnell Building in the amount of \$120,320. These funds will be paid from the capital budget.

(7) Contract with Elliott Lewis for Replacement Coil on Cooling Tower #2

Staff seeks approval for the replacement of the coil on Cooling Tower #2, located at the CBI building. This component is a critical part of the building's HVAC system and is essential to maintaining climate control and system reliability.

Elliott Lewis has been identified as the apparent lower bidder for this work, at a total cost of \$158,900. Elliott Lewis has experience with similar HVAC infrastructure projects and ability to respond promptly makes them a qualified choice for this urgent replacement.

Staff is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the contract with Elliott Lewis for the replacement of the coil on Cooling Tower #2, located at the CBI Building in the amount of \$158,900. These funds will be paid from the capital budget.

(8) Northeast Regional Center (NERC) Café (Action Item)

The College is seeking approval to reopen the Café at the Northeast Regional Center (NERC) to enhance the student experience, support campus engagement, and provide convenient food services options. A Profit & Loss (P&L) model has been developed to guide operational decisions, monitor financial performance, and support long-term sustainability.

Proposed Operating Model:

- The Café will be operated by one full-time Café Manager/Chef employed by our contracted food service provider.
- Staffing will be supported by Community College of Philadelphia student workers through the College's work-study or student employment programs.

- Operations will focus on offering affordable, high-quality grab-and-go options, beverages, and daily hot meals.
- Café hours and menu offerings will align with campus traffic patterns and demand to optimize efficiency.

Year 1 Estimated Costs (FY2026)

- Total Estimated Operating Cost: \$188,000
 - Management Fee: \$12,500
 - Administrative Fee: \$12,500
 - Equipment Purchase: \$35,000 (one-time College investment)
 - Labor, supplies, and food costs make up the balance of the annual Budget

Staff is requesting the Business Affairs recommend to the Executive Committee of the Board of Trustees the approval of the reopening of the NERC Café under the proposed operational model, with a Year 1 cost not to exceed \$188,000, including a one-time \$35,000 equipment investment. These funds will be paid from the Auxiliary Services Budget.

Upon approval, the College will finalize implementation plans with the vendor to prepare for a phased launch for Fall 2025.

(9) Resolution for Salary Increases for Administrators, Grant Administrators and Confidential Employees (Action Item)

The College administration seeks salary increases for administrators, grant administrators and confidential employees in parity with the raises already approved for the College's bargaining unit employees for fiscal year 2025-2026. For fiscal year 2025-2026, the Board approved a salary increase of 5.5% for bargaining unit employees. The College administration recommends that the Business Affairs Committee of the Board of Trustees recommends to the Board of Trustees to approve the Resolution as set forth in Attachment F, which includes, "Subject to satisfactory evaluation and performance, Confidential Employees, College Administrators, and Grant Administrators are eligible to receive a salary increase of up to 5.5% effective September 1, 2025." (See Attachment F).

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

The next meeting of the Business Affairs Committee meeting is scheduled for September 17, 2025 at 9:00 am.

AGENDA
EXECUTIVE COMMITTEE
PUBLIC SESSION

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

- Contract with Granular Insurance
- Contract with UNUM for Life AD&D and Disability Insurance
- Contract with Delta Dental
- Contract with Tricon Construction Management, Inc.
- Contract with Garland/DBS, Inc.
- Contract with Elliott Lewis
- Contract with Elliott Lewis
- Reopening of NERC Cafe

(2) Policy Review Update (Action Item)

In accordance with the College's Policy Review Procedure, General Counsel will present 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. A Policy Update Memorandum is attached as Attachment G to this agenda.

General Counsel recommends that the Executive Committee of the Board of Trustees recommends to the Board of Trustees to approve the Policy Update Memorandum.

EXECUTIVE SESSION

The Business Affairs and Executive Committees will go into Executive Session
The zoom information for the Executive Session will be provided in a separate meeting
invite for those who will be in attendance.

JE/tn

c: Ms. Mindy Posoff
Dr. Alycia Marshall
Mr. Gim Lim
Mr. Derrick Sawyer
Ms. Carolyn Flynn

ATTACHMENT A
FUNDING FOR ACTION ITEMS

**COMBINED MEETING OF THE BUSINESS
AFFAIRS COMMITTEE AND THE
BOARD OF TRUSTEES**

AGENDA: August 20, 2025

Agenda No.	Vendor/Consultant	Amount	Source
1	Renewal with Granular Insurance – Stop Loss Coverage	\$ 1,573,294	Operating Budget
2	UNUM for Life, AD&D, Disability Insurance	\$ 464,000	Operating Budget
3	Delta Dental	\$ 1,036,926	Operating Budget
4	Tricon Construction	\$ 234,580	Capital Budget & Grants
5	Garland/DBS Inc.	\$ 1,498,823	Capital Budget
6	Elliott Lewis	\$ 120,320	Capital Budget
7	Elliot Lewis	\$ 158,900	Capital Budget
8	NERC Café	\$ 188,000	Auxiliary Services Budget

ATTACHMENT B

CCP Firm Stop Loss Analysis



MarshMcLennan
Agency

STOP LOSS
CENTER OF EXCELLENCE

Community College of Philadelphia

September 1, 2025

Stop Loss Marketing Results

July 22, 2025



Your future is limitless.™

Stop loss RFP background

At your request, MMA East (Conshohocken, PA) completed a full marketing of your stop loss coverage. The following vendors were included in the RFP process:

				
				

Below is a recap of the vendors and their response.

Carrier	Result
BCS	Declined to quote due to underwriting guidelines
Berkshire Hathaway	Declined to quote due to ongoing claims
Granular Insurance (incumbent)	Provided firm renewal
HMIG	Provided firm quote
QBE	Provided firm quote
Sun Life	Provided firm quote
Swiss Re	Declined to quote due to underwriting guidelines
Symetra	Declined to quote due to uncompetitive rates
TMHCC	Provided firm quote
Voya	Declined to quote due to uncompetitive rates

ATTACHMENT C

UNUM – Life, AD&D, &
Disability Insurance

Community College of Philadelphia

Basic Life / AD&D and Long-Term Disability Renewal

Basic Life / AD&D - Active	Sun Life Current	SunLife Renewal	UNUM Proposal
Enrolled	850	850	850
Covered Volume	\$135,324,672	\$135,324,672	\$135,324,672
Basic Life Rate	0.285	0.257	0.180
AD&D Rates	0.013	0.013	0.013
Combined Rate	0.298	0.270	0.193
Monthly Premium	\$40,327	\$36,538	\$26,118
Annual Premium	\$483,921	\$438,452	\$313,412
\$\$ Increase		(\$45,469)	(\$170,509)
% Increase		-9.4%	-35.2%

Basic Life - Retiree	Sun Life Current	SunLife Renewal	UNUM Proposal
Enrolled	15	15	15
Covered Volume	\$2,802,000	\$2,802,000	\$2,802,000
Basic Life Rate	0.285	0.257	0.180
Monthly Premium	\$798.57	\$720	\$504
Annual Premium	\$9,583	\$8,641	\$6,052
\$\$ Increase		(\$941)	(\$3,531)
% Increase		-9.8%	-36.8%

Long-Term Disability	Sun Life Current	SunLife Renewal	UNUM Proposal
Enrolled	706	706	706
Covered Payroll	\$4,460,971	\$4,460,971	\$4,460,971
LTD Rate	0.590	0.389	0.270
Monthly Premium	\$26,320	\$17,353	\$12,045
Annual Premium	\$315,837	\$208,238	\$144,535
\$\$ Increase		(\$107,599)	(\$171,301)
% Increase		-34.1%	-54.2%

Total Cost Summary	Sun Life Current	SunLife Renewal	UNUM Proposal
Annual Premium	\$809,341	\$655,331	\$464,000
\$\$ Increase	-	(\$154,009)	(\$345,341)
% Increase	-	-19.0%	-42.7%

Rate Guarantee	-	36 Months	36 Months
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* SunLife Renewal and UNUM Proposal each assume removal of LTD pension benefit

ATTACHMENT D

Delta Dental

Community College of Philadelphia

ASO Dental Marketing Analysis Financial Summary

9/1/2025

ASO Dental	Delta Dental	Delta Dental	Ameritas	Gaurdian	MetLife	MetLife Fl'd	Sun Life	UCCI
Effective September 1, 2025	Current	Renewal	Proposal	Proposal	Proposal	Proposal	Proposal	Proposal
Dental Base Claims PEPM	\$54.31	\$54.31	\$54.31	\$54.31	\$54.31	-	\$54.31	\$54.31
Claim Relativity Factor	1.000	0.981	1.074	1.039	1.042	-	1.061	1.020
Adjusted Claims PEPM	\$54.31	\$53.28	\$58.31	\$56.41	\$56.58	-	\$57.64	\$55.40
Projected ASO Fees PEPM	\$4.89	\$4.99	\$3.68	\$3.35	\$4.00	-	\$2.80	\$3.25
Projected Cost PEPM	\$59.20	\$58.27	\$61.99	\$59.76	\$60.58	\$57.26	\$60.44	\$58.65
Current Enrollment	1,483	1,483	1,483	1,483	1,483	1,483	1,483	1,483
Projected Claims Cost - Annualized	\$966,517	\$948,124	\$1,037,633	\$1,003,927	\$1,006,885	-	\$1,025,701	\$985,855
Projected Admin Fee Cost - Annualized	\$87,022	\$88,802	\$65,489	\$59,617	\$71,184	-	\$49,829	\$57,837
Projected Total Cost - Annualized	\$1,053,540	\$1,036,926	\$1,103,123	\$1,063,543	\$1,078,069	\$1,019,035	\$1,075,530	\$1,043,692
vs. Current \$	-	(\$16,614)	\$49,583	\$10,004	\$24,530	(\$34,505)	\$21,990	(\$9,848)
vs. Current %	-	-1.6%	4.7%	0.9%	2.3%	-3.3%	2.1%	-0.9%
vs. Renewal \$	-	-	\$66,197	\$26,618	\$41,144	(\$17,890)	\$38,604	\$6,766
vs. Renewal %	-	-	6.4%	2.6%	4.0%	-1.7%	3.7%	0.7%
Fee Guarantee	NA	3 Years	3 Years	3 Years	3 Years	7% Rate Cap Yr2&3	1 Year	3 Years
Implementation Credits	NA	\$0	\$3,000	\$0	\$0	\$30,000	\$0	\$15,000
Benefits Administration Offsets	NA	\$0	\$0	\$0	\$0	\$31,000 annually	\$0	\$0

Community College of Philadelphia
Dental
Summary of Financials

	Inforce Carrier	Delta Dental	Ameritas	Gaurdian	MetLife	Sun Life	UCCI
Primary Network	PPO	PPO	Primary	Primary	PPO	Primary	Primary
Secondary Network	Premier	Premier	Secondary		PDP		
Self Reported Discounts:							
Primary Network	49.8%	49.8%	43.5%	45.8%	47.2%	44.6%	47.2%
Secondary Network	42.3%	42.3%	42.3%	0.0%	47.2%	0.0%	0.0%
OON	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Shared Savings Fee							
Primary Network	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9.0%
Secondary Network	10.0%	10.0%	0.0%	0.0%	40.0%	0.0%	0.0%
OON	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Disruption							
Primary Network	67.2%	69.6%	79.5%	80.0%	73.1%	79.2%	88.0%
Secondary Network	14.5%	14.5%	0.0%	0.0%	7.0%	0.0%	0.0%
OON	18.2%	15.9%	20.5%	20.0%	19.9%	20.8%	12.0%
Self Reported Network Effective Discount							
Primary Network	49.8%	49.8%	43.5%	45.8%	47.2%	44.6%	43.0%
Secondary Network	38.1%	38.1%	42.3%	0.0%	28.3%	0.0%	0.0%
OON	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Self Reported Net Effective Discount	39.0%	40.2%	34.5%	36.7%	36.5%	35.3%	37.8%
Discount Relativity (Self Reported)	1.000	0.981	1.074	1.039	1.042	1.061	1.020

ATTACHMENT E

Garland/DBS, Inc. – Bonnell Roof
Repair & Restoration



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Community College of Philadelphia
Bonnell Building
1700 Spring Garden Street
Philadelphia, PA 19130

Date Submitted: 07/10/2025
Proposal #: 25-PA-250712
MICPA # PW1925

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Bonnell Building Roof Restoration

SAFETY / SECURITY / ACCESS / MOBILIZATION:

1. Set up and maintain rooftop safety system to comply with OSHA requirements as needed.
2. Follow all CCP safety and security requirements.
3. Contractor will be required to have a change of shoes to access the building.
4. Contractor to protect foot traffic area inside building.
5. Contractor to access the roof via a ladder from the lower roof to the upper roof.
6. Furnish and maintain temporary toilet facilities for employees.
7. Load the required material and equipment onto the roof areas scheduled to be restored.
8. Ensure material and equipment is spread evenly over the existing roof surface to disperse the additional weight and cover all water sensitive materials.

ROOF REPAIRS / COOLING TOWER:

1. Prime the existing roof around the cooling tower (3,200sf) with Garla-Prime LO at a rate of .5 gal/sq.
2. Torch apply StressPly Plus IV Mineral throughout primed area.
3. Wire brush and prime all steel dunnage supports at cooling tower.
4. Flash all steel supports with Tuff-Flash LO.

SURFACE PREPARATION FOR COATING:

1. Remove all existing walk pads and repair any damage to the roof.
2. Power wash the entire roof with min. 2,500 psi.
3. Treat entire roof with TSP and rinse at least twice to be sure all cleaning agents or contaminants are completely removed to prevent adhesion issues.
4. If the roof surface becomes contaminated with dirt, dust or other particles at any time during the application of the LiquiTec system, cleaning measures must be taken to restore the surface to a suitable condition.
5. Ensure roof is dry prior to restoration application.
6. Lift all mechanical units on pads and coat.

APPLICATION OF FULLY REINFORCED RESTORATION:

1. Apply a base coating of LiquiTec Base and Grip Polyester Soft (fabric) at a rate of 4 gal./100 sq. ft. over entire Modified membrane. Use rollers apply for uniform minimum coverage. Apply UniBond 4" peel and stick at gutter edge prior to applying base coat. Allow to cure thoroughly, but no more than 72 hours. Coat all membrane throughout curbs and wall flashings.
2. Apply a top coating of LiquiTec Base or LiquiTec coating over the reinforced base coat at 2.0 gal./100 sq. ft.

WALK PADS:

1. Remove and dispose of existing walk pads throughout roof area.
2. Tape off walkway locations and apply LiquiTec Base at a rate of 1 gal per square and broadcast dry white roofing granules into coating in the area where walk pads were removed.

WARRANTY:

1. Installer's Warranty: 3 years from date of substantial completion.
2. Manufacturer's Warranty: 15 years from date of substantial completion.

Bonnell Building Roof Restoration:

Proposal Price Based Upon Market Experience:	\$ 1,498,823
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Garland/DBS Price Based Upon Local Market Competition:

Robert Ganter Contractors, Inc.	\$	1,498,823
Belcher Roofing Corporation	\$	1,533,630
United States Roofing Corporation	\$	1,651,009
ARC Roofing	\$	1,814,449

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is excluded.
3. Interior Temporary protection is excluded.
4. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662

ATTACHMENT F

Resolution #2026-001

Fiscal Year 2025-2026

Community College of Philadelphia

Resolution # – Fiscal Year 2025-2026

**Resolution for Board of Trustees Meeting September 4, 2025 for Salary Increases for
Administrators, Grant Administrators, and Confidential Employees**

WHEREAS on August 20, 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 five and one-half percent (5.5%), subject to satisfactory evaluation and performance, effective September 1, 2025:

NOW THEREFORE, on this 4th day of September, 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 five and one-half percent (5.5%) retroactive to September 1, 2025.

Harold T. Epps, Chair

Ajeenah Amir, Secretary

Jacob Eapen, Treasurer

Alycia Marshall, President

ATTACHMENT G

Policy Review Update

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

TO: Executive Committee of the Board of Trustees and Policy Working Group
Harold T. Epps
Ajeenah Amir
Chekemma Fulmore-Townsend
Sheila Ireland
Roz McPherson
Mindy Posoff
Jeremiah White
Timothy Ford
Carol Jenkins
Judy Gay

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

DATE: August 18, 2025

SUBJECT: Policy Update for Joint BAC & Executive Committee

Below is a summary of the policies that were reviewed in 2024-2025, outstanding policy reviews, and the upcoming policy review list:

- 1) The College reviewed and updated the 18 policies listed below with brief descriptions.

Policy Name/Number	Description of Review	Policyholder	Approve By
Auditing of Courses Policy (#1)	Revisions clarify definitions for distance learning.	AVP, Student Success and Engagement	IWC/ President
Approval to Register for Credit Overload (#2)	The approval of the Credit Overload Request Form has been moved from the Dean of ESS to the AVP for Academic and Student Success.	AVP, Student Success and Engagement	IWC/ President
Determining Eligibility for Graduation, Posthumous Degrees and Issuance of Diplomas (#6)	The policy articulates formal steps to award posthumous degrees.	Executive Director of Enrollment Operations and Compliance	IWC/ President
Credit by Examination (#7)	Establishes that the Cabinet will set an appropriate fee for exams and notes that students may remit payment through the end of the next term that follows their passing an examination for credit.	AVP, Student Success and Engagement	IWC/ President
Policy on Academic Standards and Progress (#8)	Revisions update allowances for Department Heads, Deans or their Designees such that "An incomplete grade becomes a failing grade ("F")	AVP, Student Success and Engagement	IWC/ President

	if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned, unless an extension is approved by the Department Head, Dean, or Designee."		
Standards for Distance Education Courses (#14)	Revisions clarify definitions for distance learning.	Dean, Online Learning and Media Services	IWC/ Interim President
Occasional Presence of Minors (Dependents Under the Age of 18) on Campus (#156)	Updated and revised to ensure parent supervision responsibility and for updated safety purposes.	Director, Public Safety and Security	Interim President
Parking Policy (#157)	Revised terms used in the policy and factual description of the parking lots	Associate Vice President of Budgets & Business Services	Board of Trustees
Solicitation at the College (#158)	Revised to comply with new law regarding credit card marketing policy and updated to broaden applicability.	Director, Public Safety and Security	Board of Trustees
Community College of Philadelphia Child Abuse Reporting Policy (#162)	No proposed revisions.	Director, Public Safety and Security	Interim President
Anti-Hazing (#164)	Revised to comply with revised statutory language and requirements	AVP Student Success & Engagement & Dean of Students	General Counsel/ Interim President
Logo and Tagline Usage Policy (#TBD)	New. To establish policy that protects brand logo and tag line	Assistant Vice President, Brand Management and Operations	Board of Trustees
Disability and Accessibility Policy for Students and Employees (#TBD)	New. To comply with law.	Office of Equal Education and Employment, ADA Coordinator and Center on Disability	President
Data Verification Policy (#TBD)	New. To ensure use of clear and accurate data across all public platforms.	AVP, Institutional Effectiveness	Interim President
Records Management and Retention Policy (#313)	Reviewed and updated for legal compliance and current College structure	General Counsel	Board of Trustees (To be presented to Board for approval at the October meeting)
Whistleblower Policy (#314)	Reviewed for legal compliance	General Counsel	General Counsel/ Interim President
Policy on College Policies (#319)	Updated timeline for policy review	General Counsel	Board of Trustees (To be presented to Board for approval at the October meeting)

Policy Against Title IX Sex-Based Discrimination and Sex-Based Harassment (#361)	Reviewed updated for legal compliance	Director of Equal Employment and Education Office/ Title IX Coordinator	General Counsel/ President
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- 2) Additional Policies that we anticipate to be completed by the October Board of Trustees Meeting:
 - a. Forgivable Loan Policy (#206)
 - b. Campus Mail Procedure Policy (#302)
 - c. Official Public and Special Holidays (#304) (Board approval required.)
 - d. Drug-Free Workplace, Alcohol, and Other Drug Abuse Prevention Program (#310)
 - e. Anti-Discrimination and Harassment Complaint Policy (#357)
 - f. Remote Work Policy for Administrators and Confidential Employees (#265); Remote Work Policy for Classified Employees (#266); Remote Work Policy for 12 Month Faculty (#267)
- 3) The following policies have been reviewed and approved by General Counsel and are awaiting IWC approval:
 - a. Policy Governing the Use and Duplication of Software (#305)
 - b. Policy for Responsible Computing (#306)
 - c. Acceptable Use Policy for Interactive Systems (#307)
 - d. Hardware and Software Support Policies on Campus (#309)
- 4) Outstanding policy reviews that were not completed this year include:
 - a. Identity Theft Detection and Prevention Policy (#312): General Counsel has sought assistance from outside counsel who specialize in the area of identity theft and prevention with this policy and is awaiting their proposed revisions to the policy.
 - b. Inclusion of Diverse Suppliers and Philadelphia-Based Businesses in College Purchasing Activities (#216): Due to the recent executive orders and administrative guidance related to diversity, equity and inclusive, General Counsel believes that this policy requires further review and analysis.
 - c. Alcoholic Beverages Policy (#303): General Counsel is working on revisions based upon discussions with Cabinet members and intends to finalize this policy in Fall 2025.
 - d. Board of Trustees Statement on Student Activities (#102): General Counsel will prioritize review of this policy in Fall 2025.
 - e. College Identification Card Policy (#160): The proposed revisions to this policy were presented to Cabinet and are still being discussed by Cabinet.
- 5) The following policies are currently under review and should be completed in the 2025-2026 year:
 - a. Policy on Transfer Credit (#12)
 - b. Academic and Time Amnesty (#10)
 - c. Posting on College Facilities (#159)
 - d. Expenditure Approval Requirements (#203)
 - e. Royalties and Other Compensation or Incentives Related to Selection of Course Materials (#218)
 - f. Political Activity Policy (New): This policy was presented to the Policy Working Group for discussion and will be presented to Cabinet in Fall 2025.
- 6) Other policy-related information:
 - a. P-Card Procedures and Regulations: Based upon an audit of expenses incurred on the College's Purchasing Cards, General Counsel's Office reviewed and revised the Purchasing Card Policy that applies to College P-Card holders to: to identify and include related policies; update the list of unauthorized P-Card purchases; and state possible consequences of non-compliance (including possible revocation of employee's P-Card privileges).
 - b. Corporate Sponsorships: General Counsel's Office has evaluated the possible legal implications related to solicitation of corporate sponsorships and will work with the

President's Office and other applicable divisions to establish the parameters of such sponsorships and division responsibilities.