

**HYBRID BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES MEETING MINUTES
Community College of Philadelphia
Wednesday, April 15, 2026 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Tim Ford (presiding), Ms. Mindy Posoff, Pastor Jonathon Mason (*via Zoom*), Mr. Harold Epps (*via Zoom*), Ms. Keola Harrington (*via Zoom*), Mr. Jeremiah White (*via Zoom*), and Mr. Michael Cooper (*via Zoom*)

Present for the Executive Committee: Mr. Harold Epps (presiding, *via Zoom*), Ms. Mindy Posoff, Mr. Jeremiah White (*via Zoom*), and Ms. Keola Harrington (*via Zoom*)

Present for the Administration: Dr. Alycia Marshall, Dr. Danielle Liautaud-Watkins, , Mr. Gim Lim, Ms. Carolyn Flynn, Ms. Lisa Hutcherson (*via Zoom*), Dr. Lisa Sanders, Mr. Derrick Sawyer (*via Zoom*), Mr. Ron Perri (*via Zoom*), Mr. Nick Di Taranto, Mr. Moe Rahman, Dr. Shannon Rooney, , and Ms. Marsia Henley

Guest: Dr. Judith Gay, Vice President of Emerita

Business Affairs Committee Meeting Minutes

Mr. Ford called the Business Affairs Committee meeting to order at 9:24 a.m. Mr. Ford stated that, immediately prior to the start of the public session, the Business Affairs Committee met in Executive Session to discuss contract negotiation strategy involving legal advice. Mr. Ford asked Ms. Flynn to proceed with the first agenda item.

(1) Contract with Ellucian for Ellucian Intelligent Processing (EIP) (Action Item):

Ms. Flynn stated that Mr. Rahman will explain Ellucian and the role of Ellucian Intelligent Processing as this relates to the College's Banner services.

Mr. Moe Rahman stated that Ellucian Intelligent Processes (EIP) is the next generation product that handles the College's core forms and it also handles work for routing, which updates information back in Banner. Mr. Rahman stated that it also provides next generation integration pipelines with other systems. The core reason the College is going for EIP is due to the fact the College has lot of custom applications that sit on workflow-related solutions that starts up with a form, then goes for approval and then updates in Banner. Mr. Rahman stated those sit in Banner 8 Self-Service and Banner 8 interface, which are no longer supported by Ellucian.

Mr. Rahman stated that the College has been migrating about 70 processes from Banner 8 Self-Service to Banner 9. The processes that the College could migrate were completed. Mr. Rahman stated that the College has about 25 or 30 processes that are left that cannot be moved over to Banner 9 Self-Service environment and EIP is a good fit to do the information collection, authorization and routing, workflow routing, and then update the system. This is part of Ellucian's forward-looking strategy should the College decided to go to Ellucian SAAS.

Mr. Rahman stated there are two issues that need to be addressed with the EIP: 1) business continuity because Banner 8 is no longer supported and, if something breaks, the

College cannot call Ellucian to fix it; 2) cybersecurity and that product is no longer part of Ellucian, so if there is an exploit that gets discovered, the College would become exposed and vulnerable.

Mr. Tim Ford asked Ms. Flynn to clarify that the College is asking for \$368,319 for this contract over a three-year timeframe. The initial amount is a one-time training and implementation cost of \$64,477, which does not necessarily need to go to the Board of Trustees under \$100,000, but the total subscription fees are about \$100,000 per year, so for the Board's approval, the College is grouping this all together for one contract and one discussion point. Ms. Flynn stated that was correct. Ms. Flynn stated the invoice the College received starts as of May 1, 2026 and the Board Meeting is on May 7, 2026 so it would start once the Board approved it. Ms. Flynn stated that in terms of the multi-year contract, the cost each year is approximately \$100,000 but in total this is over \$100,000 and this is why the College is seeking the Board's approval.

Mr. Ford then asked for a motion from Business Affairs Committee to recommend to the Board of Trustees the approval of the contract with Ellucian for EIP. Ms. Posoff moved, and Mr. Cooper seconded the motion. Mr. Ford asked the Committee if they had any questions or discussion about the motion.

Ms. Mindy Posoff asked if the \$100,000 would be brought back each year or does it cover the entire contract. Ms. Flynn stated that the approval covers the entire three-year contract and that is why the College is requesting the approval of the Business Affairs Committee and the Board.

Mr. Harold Epps asked when will the contract start and Ms. Flynn stated that it will start at the time of the Board approval. The invoice that the College received starts as of May 1, 2026 and then goes through June 30, 2029. For clarity purposes, each year costs a little under \$100,000. Mr. Rahman stated the first year is about \$91,000, second year is about \$96,000 and then the third year is about \$100,000. Mr. Epps asked for the sequence again. Ms. Flynn stated there is a prorated amount applied for the rest of 2026, so through June 30, 2026, and then three one-year terms follow. Ms. Flynn stated June 30, 2026 to 2027 will be one year, then 2027 to 2028 and 2028 to 2029. The three-year term would be between June 30, 2026 through June 30, 2029, but the College is starting a little early so there is a prorated amount added to it.

Action: Hearing no further questions or discussion, Mr. Tim Ford asked for vote on the approval of a three-year agreement, through June 30, 2029, including one-time training and implementation in the total amount of \$303,842. The motion passed unanimously.

(2) Contract Award to Carahsoft Technology Corporation for VMware Cloud Foundation Licensing (Action Item):

Ms. Flynn introduced agenda item #2 and stated the software relates to the infrastructure of the College that supports the College's core academic, cybersecurity, and administrative programming. Ms. Flynn then turned it over to Mr. Rahman for additional information about this item.

Mr. Rahman stated VxRail is the College's technology hardware platform that houses all of our servers that are virtual, which includes all the Banner services, Seaboard, building security, and any other servers and services that supports infrastructure. Mr. Rahman stated

that VxRail is certified to run only on VMware, which was part of DELL. VMware was sold off to Broadcom, and since it was sold the licensing terms and conditions have been changed and the College's renewal is this June and that puts the College in a situation where the College will have to consider renewing it.

Mr. Rahman stated that DELL hardware system is coming end of life next year. Mr. Rahman stated that VMware is only allowing the College a three-year renewal, but VMware has changed. Instead of a non-cancelable, non-refundable contract, they are allowing the College a three-year renewal but the College can cancel at any time. Mr. Rahman stated that this renewal will allow the College to continue the critical functions that is absolutely critical and will give the College enough time to properly vet and select a new hardware platform and that hardware platform may or may not run VMware, but if it does, then this contract just continues to service the College. Mr. Rahman stated if it does not, the College will go a different way.

Mr. Ford wanted to clarify that the College is looking for a three-year renewal for VMware licensing, which comes in at less than \$100,000 per year, but the total value of the contract over three years is \$205,899.84. Mr. Ford stated this is the reasons it brings it to the Board of Trustees, to approve contracts over \$100,000.

Ms. Posoff asked if this is impacting other schools as well. Mr. Rahman replied yes. Ms. Posoff asked if there are other colleges ahead of our college who are having solutions that we can look at so the College does not have to reinvent the wheel. Mr. Rahman replied there are a lot of colleges, but the solution still has to be there whether this is VXRail or something else. Mr. Rahman stated there are multiple hardware companies, but it depends on what the College's environment demands and what the hardware can do for our College. There are some dependencies that the College has to be extremely careful when choosing and there are other colleges that have gone through and abandoned VxRail for other solutions. Mr. Rahman stated that some colleges chose to stay with VMware and some chose to stay to migrate away from VMware altogether. It depends on what the College needs and what the solution can offer at that time.

Action: Mr. Tim Ford asked for a motion from the Business Affairs Committee to recommend to the Board of Trustees to award a three-year contract to Carahsoft Technology Corporation for VMware Cloud Foundation licensing for a total cost of \$205,899.84. Mr. Jeremiah Whites moved, and Ms. Posoff seconded the motion. Hearing no further questions or discussion from the Committee, Mr. Ford called for a vote to award a three-year contract to Carahsoft Technology Corporation for VMware Cloud Foundation licensing for a total cost of \$205,899.84. The motion passed unanimously.

(3) Windows 10 Computers Upgrade Approval (Action Item):

Ms. Flynn stated that the purchases that are being discussed as part of this item are using the capital funds from the technology plan that had been previously approved by the Board.

Mr. Rahman stated that IT has been upgrading a lot of computers around the campus from Windows 10 to Windows 11 and IT is at the end of that work. Mr. Rahman stated that IT knows that there are about 118 devices that are not certified or that cannot run Windows 10, so IT is requesting that the College purchase 157 devices to cover the 118 devices and then the remaining devices would serve as reserve for us to address any other computers

that may have issues. Mr. Rahman stated that will help IT with cybersecurity posture because you don't want to have devices that are not supported by Microsoft. Mr. Rahman stated there is a campus-wide adoption approach going on with the latest Microsoft Productivity Suite, Microsoft Teams and SharePoint. Mr. Rahman stated that all of these cloud connections will require Windows 11 and this cannot be done successfully with Windows 10. The College needs these devices to be upgraded and to keep things conformed and uniform across the campus.

Mr. Ford asked what is going into the technology plan and what is the timeframe. Mr. Rahman replied the plan is in a draft state and is more of a tactical plan. There are some good opportunities that are coming down the pipe for the College and we should be able to seize on those opportunities. Mr. Rahman stated that the College's phone system is up for renewal in about two years and that is going to be a great juncture for the College to evaluate whether or not to move away from an on-premise phone system into a cloud-based fully collaborative integrated solution. Mr. Rahman stated that IT is going to have to figure out between now and next five years where the College wants to be and do we want to be in the SAAS. Mr. Rahman stated that the College has the opportunity to look into the entire campus safety, the Seaboard Campus Access Solution System.

Mr. Ford asked when does it anticipate to be ready and what period of time will the plan cover. Mr. Rahman stated that the tactical plan is an IT internal plan. It is about 70% and will need about a month to finish the plan. Mr. Rahman stated the plan will focus more on the infrastructures and the services that enable other user-facing services to come forward, so once we have that complete, we will be able to address whatever comes out from the College's strategic plan. Mr. Rahman stated that there may be some adjustments to the tactical plan, but in the broad scale, it should suffice because the College is staying at a very core. Mr. Ford asked if the current technology plan is part of the strategic plan. He asked about the reference in the agenda to the current technology plan and he wanted to understand what the current technology plan is and whether it's the same or different from the IT tactical plan. Mr. Rahman stated that the IT tactical plan did not exist before and we are doing that is because I know that the College is going take about another year to produce the strategic plan. Mr. Rahman stated, in between this gap, IT will continue to make decisions that are coherent and that are connected.

Dr. Alycia Marshall stated that when the College's strategic plan is finalized, the technology plan and the goals of the technology plan should align with the related goal for the strategic plan. Dr. Marshall stated that the College is trying to connect it to the current plan and priorities as they are developing over this process, but want to tighten them when everything is finalized. Mr. Ford wanted to clarify that the College is going to continue to work on the strategic plan and once we have adopted our strategic plan, a technology plan will follow that to align with the goals in the strategic plan. Mr. Ford stated the reason he is asking is due to the fact that the College is still updating from Windows 10 to 11 and, at the cost of doing this project, Mr. Ford stated he didn't want to throw good money after bad if the College is always spending extra to upgrade things in the last minute. Mr. Ford asked if there are strategic investments the College can make further in advance that could actually reduce the longer-term cost. Mr. Ford stated the College is a public serving institution and has budget constraints. The College cannot always get the best for everything, but he does not want the College spending more than necessary. Mr. Ford stated that from the Business Affairs Committee perspective, they should be made aware of it at a high level with an overall technology plan. Dr. Marshall stated that the College can integrate that into the structure around what contracts are up and these are things that are high level, high dollar amount

contracts. Dr. Marshall stated that the technology contracts can be integrated ahead of time so if something comes up, the College would not have to deal with it at the last minute.

Mr. Epps asked about the plan already being approved and Ms. Flynn stated that the Board approved the current technology plan, which requires a periodic refresh of desktop computers. Ms. Flynn stated that the budget for technology is part of the College's capital budget. The amount for the computers that was already considered and part of the capital budget that was a line item related to how to pay for the upgrades. Mr. Epps stated for language perspective, the Board did not approve a plan but approved a budget amount to be allocated toward technology. Mr. Rahman stated that the College every year around this timeframe purchases computers so that over the summer IT can roll it out. For example, last year IT replaced more than 450 computers for staff and faculty and that is not counting the classroom computers, so this has been an ongoing practice that a dollar amount is pre-approved from the capital funds for a couple of years into the future and every year dipping into that money.

Mr. Epps asked how would the College rate in technology from a scale of 1 to 10. Mr. Rahman stated that the student computers are in far better shape than the staff computers. Mr. Rahman stated that the College has to be cautious on how addressing it based on age when everything was run on the computer and less dependent on the cloud that mattered. Mr. Rahman stated that a computer that is more than four years old can barely hold on to all the applications running locally. The College has significantly moved away from those scenarios and right now the majority of the applications that are used are in the cloud. Mr. Epps asked for the student side number and administrators side number. Mr. Rahman stated the student side number is a seven or eight and the administrative side between a four and five.

Mr. Epps asked how does artificial intelligence impact the student and administrative side. Mr. Rahman stated there is already a committee at work, the AI adoption committee, which are going through the potential impacts on the existing policies and working the establishing the guard rails. Mr. Rahman stated that the committee is also working with subcommittees that addresses the academic side and the non-academic side risks.

Ms. Posoff stated that on Community College of Philadelphia's website is the technology plan from 2021 to 2025. The plan talks about the planning committee and the members. Ms. Posoff asked if there any more computers that need to upgraded. Mr. Rahman stated that on the staff side, yes, but in some classrooms the touchscreen devices will need an upgrade later on. Ms. Posoff asked if there was any more money left in the budget or was it all spent. Mr. Rahman stated there was no more approved money for the upgrades for this year. Ms. Posoff asked if there was more money for next year and Mr. Rahman stated there is a technology fund.

Action: Mr. Tim Ford asked for a motion from the Business Affairs Committee to recommend to the Board of Trustees to approve the Windows 10 Computers Upgrade Project at the total cost of \$244,668.57. Ms. Posoff moved, and Mr. Jeremiah White seconded the motion to approve. The motion passed unanimously.

(4) Contract with EAB for Strategic Advisory Services (Action Item):

Dr. Marshall stated that the College is looking to secure consulting services to provide strategic advisory in a lot of our areas. As you may recall, we talked about the need for a

comprehensive review of the College that involves a lot of different aspects, including financial sustainability, administrative efficiency, and long-range institutional strategy. Dr. Marshall stated that the College was encouraged by what EAB had already done. The College uses them to support our Starfish as well as that the response advisory for students and faculty to be able to engage and to flag students if they are having problems in classes. Dr. Marshall stated that is the College's early alert system supported through EAB. Dr. Marshall stated that the College has a longstanding relationship with them, but they have now expanded to more advisory, coaching services, best practices, and opportunities for a presidential round table meeting. Dr. Marshall stated that the College is excited that EAB had a low cost for adding some of these additional services that in a time where we need to reframe and look at the direction of the College over the next five years around strategic planning, so the College would have the support of EAB. The College is excited about the opportunity to deepen the relationship with the EAB to support some of our efforts around strategic planning.

Ms. Flynn stated that under the contract the approximate annual amount for the services is a little less than \$50,000 a year. The contract annually ends on July 16, 2026 and then the next term begins, so there is a pro-rated amount that was applied between now and July 16, 2026. Ms. Flynn stated it is a two-year agreement with the total cost of \$111,028.65. Because the total cost brings it above \$100,000 and the College already has an agreement with EAB related to Starfish, which is above \$100,000 annually, this is why the College is presenting this item to the Business Affairs Committee for approval. Mr. Ford wanted to clarify that the College is entering into the contract with the EAB because of the pre-existing contract so the College can add on these services for a far lesser amount than if the College was getting a fresh contract with a different vendor.

Action: Mr. Tim Ford asked for a motion for the Business Affairs Committee to recommend to the Board of Trustees to approve the contract with EAB for strategic advisory services at the total cost of \$111,028.65. Mr. Michael Cooper moved, and Mr. Jeremiah White seconded the motion. The motion passed unanimously.

(5) Revisions to the Resolution about "The Ardmore Toyota & Central City Toyota" Naming at the CATC (Action Item):

Ms. Flynn stated on March 14th, 2024, the Board of Trustees approved the "Resolution of the Naming of the Ground Floor Lobby of the College's Career and Advanced Technology Center (CATC) "The Ardmore Toyota & Central City Toyota Community Room". Ms. Flynn stated that in the resolution the location is the ground floor community room. Ms. Flynn stated the College is asking to amended the resolution to clarify what actual room is considered "The Ardmore Toyota & Central City Toyota" room.

Ms. Flynn stated that the main lobby area of the CATC would be the named room, so the College would like to change the location in the resolution from ground floor to main lobby. Ms. Flynn stated the resolution is Attachment B. Ms. Posoff asked who brought the resolution forward. Ms. Flynn stated that it was presented by Institutional Advancement. Ms. Flynn stated this is just for clarification and has not impacted the relationship.

Pastor Johnathon Mason stated that this is great and is something the College should be doing all over the campus. Pastor Mason asked how much money did the College receive and what is the duration of the naming rights. Dr. Marshall stated that it is \$100,000 to be paid in five installments of \$20,000, which began in fiscal year 2024. Dr. Marshall stated that

there were some conversations around revisiting the College's naming policy as well as the guidelines. This policy has not been looked at for many years. Dr. Marshall stated that there is an opportunity that the College needs to lean into in regards to what is the dollar amount the College requests in a naming, but this agreement was entered in 2024. Pastor Mason stated he would like to participate in further conversations and thinks this is a great opportunity for the College. Ms. Posoff wanted to clarify that it would come up at the Foundation Board Meetings. Dr. Marshall replied yes.

Mr. Ford stated there is a lot of synergy with the auto programs over at CATC and our relationship with dealerships and placing students in jobs. Mr. Ford stated the red lines of the proposed changes to the resolution are in Attachment B. Ms. Posoff noted that some language in the resolution has to be changed to past tense. Ms. Flynn stated that she would revise it accordingly.

Action: Mr. Ford asked for a motion from the Business Affairs Committee to recommend to the Board of Trustees to approve the Resolution on the Main Lobby of the College's Career and Advanced Technology Center "The Ardmore Toyota & Central City Toyota Lobby". Ms. Posoff moved, and Mr. Cooper seconded the motion. The motion passed unanimously.

(6) Purchases Authorized by Dr. Alycia Marshall in Accordance with Resolution to Authorize President Marshall to Approve Perkins Grant Purchases of One Hundred Thousand Dollars or Greater through June 30, 2026 (Information Item):

Ms. Flynn stated there was one item since the last meeting that was over \$100,000 that was approved by Dr. Marshall. Ms. Flynn stated it was a purchase requisition for soundproof practice rooms which totaled to \$169,319.87. Dr. Lisa Sanders stated there was additional charge to remove and take away the old rooms so the total is about \$185,000 to get new soundproof practice rooms for the students. Dr. Sanders thanked the Business Affairs Committee for authorizing Dr. Marshall to be able sign. Dr. Sanders stated that it made this purchase happen due to the grant conditions of having to receive the items by June 30, 2026 and the vendor's requirements.

Mr. Di Taranto stated that the Perkins Grant has \$2.2 million dollars either spent or obligated out of the total of \$2.9 million. Mr. Di Taranto stated the remainder of the \$90,000 to \$100,000 is in personnel cost. Mr. Di Taranto stated that most of the remaining money went to the purchase, but the College had to backtrack a little bit because the quote expired. Mr. Di Taranto stated that he is going through and tracking down the bigger items, like pieces of equipment that do not have a long lead time to get and to make sure those items come in by the end of this month and that is going to make up the bulk of the remaining funding.

Mr. Ford stated that the Business Affairs Committee will be going into an Executive Session to discuss real estate and personnel matters. Mr. Ford adjourned the meeting at 10:08 a.m.

cc: Dr. Alycia Marshall
Mr. Gim Lim
Mr. Derrick Sawyer
Ms. Carolyn Flynn, Esq.