

**COMBINED/HYBRID MEETING OF THE BUSINESS AFFAIRS
AND EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES**
Community College of Philadelphia
Wednesday, May 20, 2026 – 9:00 A.M.

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

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

Present for the Administration: Dr. Alycia Marshall, Mr. Derrick Sawyer, Ms. Carolyn Flynn, Ms. Lisa Hutcherson (via Zoom), Dr. Lisa Sanders, Dr. Shannon Rooney, Ms. Marsia Henley, Mr. Ron Perri (via Zoom), Mr. Drew Grasso (via Zoom), Ms. Maja Heiland (via Zoom), Mr. Byron Mathis (via Zoom) Ms. Koi Stevens (via Zoom), Mr. Seth Jacobson and Mr. Nick Di Taranto

Guest: Dr. Judith Gay, Vice President of Emerita

Business Affairs Committee Meeting Minutes

Ms. Posoff called the Business Affairs Committee meeting to order at approximately 9:30 a.m. Mr. Posoff stated that, immediately prior to the start of the public session, the Business Affairs and Executive Committees met in Executive Session to discuss real estate, personnel, contract negotiations, and litigation matters. Mr. Posoff briefly reviewed the agenda and asked Ms. Flynn to proceed with the bond issue update (agenda Item #4) before proceeding with the action items.

(1) Bond Issuance Update (Information Item):

Ms. Flynn stated that the bond issue update is Item #4 on the meeting agenda. She further stated that, on May 12, 2026, the pricing of the bonds occurred and the total amount was \$29.56 million dollar bond issuance. The investors demand exceeded the College's expectations. Ms. Flynn stated that many of the bonds were oversubscribed, which is a good position for the College to be in as it relates to the pricing and the sale of the bonds. The College has moved through all the other documentation since May 12, 2026. Ms. Flynn stated that the closing of the bond is May 21, 2026. Ms. Flynn stated that all the parties are meeting tomorrow (May 21, 2026) which include the authority, counsel, the College's Trustee for the bond issue, which is the BNY Mellon, and PNC who is the College's underwriter. Ms. Flynn stated that the College had assistance from Grant Thornton in order to meet all the requirements as it relates to the official statement, which has gone public. Ms. Flynn stated It was posted yesterday (May 19, 2026) and all the other documentation, and the supplements of the loan agreements are ready to go.

Ms. Flynn stated this bond is for the MEP (Mechanical, Electrical & Plumbing) Project and infrastructure improvements that the College had sent in the application to the Pennsylvania Department of Education back in 2025 and that was approved. Ms. Flynn stated the College is prioritizing repairs to the Center for Business and Industry (CBI) HVAC and the control systems upgrades to have a universal control system that allows the College to remotely be able to access certain control systems from one location. Ms. Flynn stated that from the main campus if a fire alarm goes off at NERC, the College would be able to evaluate

it, access it and address it. These are consistent with the upgrades recommended in the review that was done by Remington & Vernick Engineers. Ms. Flynn stated that Remington & Vernick evaluated and tiered the different levels of safety updates and other infrastructure repairs that need to be addressed, which include the control systems and the HVAC upgrades.

Ms. Flynn stated that 2026 bond also refunded the 2015 bonds. Ms. Flynn stated that the College will spend down the funds within three years, so the College will be likely be coming back to the Business Affairs Committee frequently related to projects that meet the requirements for Board approval. Ms. Flynn stated that the College will keep the Business Affairs Committee updated on a regular basis.

(2) Renewal Contract with Oracle for Oracle Technical Support Services (Action Item):

Ms. Flynn stated the College has a software license with Oracle. Ms. Flynn stated that Oracle is an underlying program that allows the College to perform and operate Ellucian Banner and is a mandatory dependency for Banner to operate. Ms. Flynn stated the information technology services from Oracle that the College is requesting as part of this contract relate to ensuring that the College has the appropriate software updates, maintenance and vendor support for our Oracle system. Ms. Flynn stated that this is a renewal contract and that the College is requesting is a continuation of Oracle.

Ms. Flynn stated this contract is for a one-year renewal with a timeframe starting on June 1, 2026 through May 31, 2027 with the total cost \$307,737.39 and this will be paid from coming from the operating budget. Ms. Flynn stated Banner is one of the major systems that manages the College's student records, enrollment, Human Resources, and payroll as well as some cybersecurity.

Action: Ms. Mindy Posoff asked for a motion from the Business Affairs Committee to recommend that the Executive Committee of the Board of Trustees approve the one-year renewal contract with Oracle Technical Support Services for \$307,737.39. Mr. Dubow moved, and Mr. White seconded the motion. Ms. Posoff asked the Committee if they had any questions or comments. Hearing no questions or discussion from the Committee, Ms. Posoff requested a vote on the motion. The motion passed unanimously.

(3) Amendment to Contract with Naval Welding Institute for Additional Services (Action Item):

M. Flynn stated that the College provided updates on the wonderful events related to our advanced manufacturing education improvement program or the Naval Welding Program at CATC. Ms. Flynn stated that in 2025 the Executive Committee approved and then the Board later ratified a contract with Naval Welding Institute (NWI) and that was for consultative services. NWI developed, launched and administered the curriculum to help to launch the program. Ms. Flynn stated the original contract with NWI for services was for \$640,200 and was paid from the Navy's funding source, Blue Forge Alliance.

Ms. Flynn stated during Cohort 1, the College attempted to hire a full-time instructor for the purpose of this program, but was not successful. As a result, the College requested NWI to provide direct instruction to the students as part of the program. Ms. Flynn stated the program runs all day from Monday through Friday. Ms. Flynn stated it is an intensive program over a short period of time, but it provides a lot of necessary information related to the non-destructive testing, welding, and metallurgy. Ms. Flynn stated the College requested NWI to

fill that need for us. The instruction was outside of the scope of the original contract and the College had paid an additional \$85,000 for these additional responsibilities for the beginning of Cohort 1 through December 31, 2025. Ms. Flynn stated that the College is requesting approval for a second amendment to the NWI contract related to direct instruction from January 2026 through two-weeks of May 2026 and after that period of time the College has hired a new full-time instructor so the need for continuing the services is limited. Ms. Flynn stated the total amount for the continued full-time instruction as it relates to the welding and non-destructive testing elements to the Naval Welding Program is not to exceed \$153,700.

Dr. Lisa Sanders stated that the College was successful in hiring a local instructor who is skilled in these specific technologies and this is a space where there is a lot of demand. Dr. Sanders stated there have been regular meetings with HR (human resources) at Hanwha and the College's industry partners to make sure the College is aligned with their needs and creating a pipeline of workers for them. This requires a specific type of instructing and specific technical training and NWI has supported the College. Dr. Sanders stated that NWI has send folks from different parts of the country to Philadelphia to help the College train the faculty, but the goal is to hire local and build the College's faculty bench. Dr. Sanders stated that the College has someone who is completing their onboarding right now.

Mr. Epps asked what is the College's relationship with Hanwha as relates to them cross training our staff and are there co-op or intern arrangements in place with them and others in that industry. Dr. Sanders replied that the College sent faculty to them in the fall to complete some training and those people are now positioned to do some of this work, so the College is collaborating with them to help up-skill the faculty.

Dr. Marshall stated that the College did take a group of the College's staff to Hanwha in February 2026 and met with the CEO and some of their team members to do a tour and talked about setting up some targeted curriculum to help develop their workforce. Mr. Epps stated that community colleges have historical reputations of not following up or follow-through, so these kinds of relationships must be driven by the College because Hanwha is not going to be on top of it. Mr. Epps stated the more the College stays in touch and is making those connecting points with them so they support Community College of Philadelphia the better.

Ms. Flynn stated the dates of the specific instruction that was provided include the end of Cohort 1 and the beginning of Cohort 2, so there was a gap which is reflected in the agenda. Ms. Flynn stated the instruction services that NWI provided to complete the Cohort 1 was January 1, 2026 through March 31, 2026. Ms. Flynn stated the two weeks that the College requests that they complete is May 18, 2026 through May 29, 2026 and the new instructor will be starting June 1, 2026.

Action: Ms. Mindy Posoff asked for a motion from the Business Affairs Committee to recommend that the Executive Committee of the Board of Trustees approve the Second Amendment to the NWI contract for an amount not to exceed \$153,700. Mr. Cooper moved, and Mr. Dubow seconded the motion. Ms. Posoff asked the Committee if they had any more questions or comments. Hearing no questions or further discussion from the Committee, Ms. Posoff requested a vote on the motion. The motion passed unanimously.

(4) Purchase of FANUC Robotics Equipment from Integrated Systems Technologies (Action Item):

Ms. Flynn stated that the FANUC request is part of the Industrial Maintenance Mechanic (IMM) apprenticeship and pre-apprenticeship programs and Ms. Maya Heiland, Mr. Drew Grasso and Mr. Byron Mathis are present to answer questions.

Ms. Flynn stated that the College received a grant from the Department of Labor, which is the PA Smart Advanced Manufacturing Grant, in the total amount of \$600,000. Ms. Flynn stated there are two opportunities under the grant to support the IMM pre-apprenticeship program and develop a IMM registered apprenticeship. The grant allows for the purchases of five FANUC robotic arms from IST (Integrated Systems Technology) and related equipment to be able to improve the education and apprenticeship programs. IST is the only regional reseller of FANUC products. Ms. Flynn stated the added benefit is there is a FANUC Education Grant that is available through IST that will enable the College to get approximately \$300,000 as a gift-in-kind for training seats and access to the FANUC Learning Academy through IST. Ms. Flynn asked Ms. Heiland if she wanted to add any information. Ms. Heiland directed that request to Mr. Grasso.

Mr. Grasso stated he wrote the two grants for the funding of the robotic arms and the reason the College went with IST was that the grant proposal that was submitted came directly from the manufacturer, which only afforded us to buy two robotic arms and did not include any of the extra equipment, training, and additional purchases that are part of the package. Mr. Grasso stated that with Mr. Mathis knowing the industry and reaching out to IST, he was able to secure a larger package for a similar price than we initially requested in the original grant. So that's why we went with this manufacturer and it is a larger, better, more comprehensive overall package to support the program.

Mr. Cooper asked does the contract itself include repair, sustainment and any kind of maintenance. Mr. Cooper stated that eventually all this great equipment for whatever reason does not work anymore and then the College has downtime and the College is calling a company to hopefully be responsive in addressing the matter. Mr. Grasso stated the equipment does come with substantial warranties. Mr. Grasso stated that it was written in the grant and the College tries to allocate for funding for maintenance and repair costs.

Mr. Mathis stated that IST is a reseller and not the actual repair company, but they uphold a warranty to a third-party repair company for any physical damages that is done to the robots. Mr. Mathis stated the robots are very robust and they are for training. It would be really hard for students to break. Mr. Cooper asked if the robotic arms do go down for mechanical reasons, how long to get them back up. Mr. Cooper stated with his experience with sophisticated pieces of equipment that are absolutely fantastic in cutting edge, but then when you need them fixed it is a really hard process and then stops the entire academic program. Mr. Cooper stated that the College should ask the contractor to talk a little bit more about how they plan to support the College in the future.

Ms. Posoff asked where will the robotic arms be located and Mr. Grasso stated that they will be in CATC.

Mr. Epps asked what is the projected mechanical and technological life of the robotic arms and will there be continued upgrades with either the mechanics or technology. Mr. Mathis stated that as far as industry relevance, FANUC Robots has been in the industry since

1970. The College had site visits to Boeing and Lockheed Martin and their robotics production is increasing. Lockheed Martin is building a facility in King of Prussia now and they are going to increase their production by 400% over the next five to ten years. Mr. Mathis stated that this curriculum is an essential cornerstone for industrial maintenance. Mr. Mathis stated that all of the high-speed equipment at the end of the assembly line comes in contact with these FANUC robots and they are in every facility, so as the FANUC updates the College will be first in line for any revisions to their program. Mr. Mathis stated that overall the fundamentals and technology are embedded into the training curriculum. Mr. Epps stated that Mr. Mathis answered his question one-thousand percent.

Mr. White asked who is a third-party provider that would do the repairs if there was a problem. Mr. Grasso replied that he wasn't sure if it was a third party or IST, but the College would reach out to them and get that information and update the Business Affairs Committee. Mr. Cooper stated that Ms. Flynn will follow-up and have them clarify.

Ms. Heiland stated that Mr. Grasso wrote the grant specifically for the apprenticeship side, but Mr. Mathis runs other EMT courses, so there is a lot of interest from the City of Philadelphia in the IMM course. Ms. Heiland stated the equipment is not just being used for a few apprenticeships, it will be used across other programming as well. Mr. Mathis stated the College met with industry partners at the City of Philadelphia, the airport, and the College has had the Electrical Mechanical Advisory Committee express through letters of support or attending the advisory committees.

Action: Ms. Mindy Posoff asked for a motion from the Business Affairs Committee to recommend that the Executive Committee of the Board of Trustees approve the purchase of FANUC robotics equipment from IST in the total amount of \$160,275. Amendment to the NWI contract for an amount not to exceed \$153,700. Mr. Cooper moved, and Mr. White seconded the motion. Ms. Posoff asked the Committee if they had any more questions or comments. Hearing no questions or further discussion from the Committee, Ms. Posoff requested a vote on the motion. The motion passed unanimously.

(5) 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):

Dr. Sanders stated that the College was unable to proceed with the 2025-2026 Perkins funded purchase of the Wenger sound-lock practice rooms due to site readiness requirements and associated costs that were not identified during initial vendor discussions. Dr. Sanders stated that it included the required electrical installation and sprinkler system, disassembly, reassembly and those are not permitted under Perkins funding. Dr. Sanders stated that this is something the College would have to do in-house and it takes time to plan. Dr. Sanders stated that the College can only use funding for the rooms and the manufacturer installation costs.

Dr. Sanders stated that the College has reallocated those funds towards CTE classroom technology upgrades, including computers and clear touch instructional panels to support the IT needs. Dr. Sanders stated that the College is currently working with Facilities and Mr. Derrick Sawyer to determine whether site preparation costs for the Wenger rooms can be covered with College funds and, if so, the College will do that next year during the Perkins cycle.

(6) First Review of 2026-2027 College Budget (Information Item):

Mr. Sawyer stated he will be going over the first proposed budget for FY27 and an update on the FY26 financials. Mr. Sawyer stated the College's approved budget was \$169 million for FY26 with the year-to-date expenses with a projected \$11.9 million spent from the reserve originally. Mr. Sawyer stated as of April 20, 2026, the College is \$136 million in revenues and \$125 million in expenses. This current fiscal year is still going on, which will be ending on June 30, 2026. The College is projecting to end the year on a good note.

Mr. Sawyer stated the College's student revenues are up very high with \$72.5 million versus the \$69.8 million revised. Mr. Sawyer stated that it is because the College does a year-end entry for deferred revenue, so right now the College is collecting revenue for fiscal year 27 and that entry will be done at the year-end to correct that to make sure it is going to count for in the right year.

Mr. Dubow asked if it was the initial budget that came out before the State budget and Mr. Sawyer replied that is correct. Mr. Dubow asked if the College had received less. Mr. Sawyer replied that the College budgeted an increase from the State, but when budget came out in October 2025 the College was informed that the funding from the State was flat. At that time, the College revised that budget for the decrease. Mr. Sawyer stated that for fiscal year 27 the College did not include any additional funds from the State to be on the safe side and if the College does get extra money, that will help out on the revenue side.

Mr. Sawyer stated on the expense side the College's salaries and wages were budgeted for \$91.6 million, but went up to approximately \$92 million due to part-time positions. Mr. Sawyer stated the College's benefits were around \$35.5 million and then CCME money was received up front from the allocation of the \$4 million that is left. Mr. Sawyer stated all the other expenses are actually trending down due to cost containment, so the College is projecting spending a little less than expected on some of these lines and are monitoring the salary lines as well.

Mr. Sawyer stated for next year's budget fiscal year 27, the College is balancing the budget through revenue growth, tuition increase, and enrollment, but also plans to draw on reserves. Mr. Sawyer state the proposed budget is going to be around \$170.5 million with the \$15 credit tuition increase that will go in effect fall 2026. Mr. Sawyer stated that the College received additional City funding of \$1.85 million, which is included in the numbers.

Mr. Sawyer stated without CCME, the College is about \$9.2 million up, which is around 5.8% revised over our revised budget. Once you put what is left of CCME, makes it seem a little higher inflated, but that may not be spent in one year. The College's enrollment growth assumption for fiscal 27 is 4% and it seems like the College is on track based off the current summer trends. Mr. Sawyer stated the College's estimated use of reserves right now is around \$9.3 million.

Mr. Sawyer stated for the debt service, the College receives around \$44.1 million for operating. Mr. Sawyer stated the total allocation is around \$55 million, but that includes the Catto allocation. Mr. Sawyer stated as it relates to the City operating, the College deducts the debt service, so the City debt service is around \$5 million with a net of \$39.1 million for

operating. Mr. Sawyer stated the State appropriation is flat and the State debt service is around \$4.6 million, but that is a separate pool of money.

Mr. Sawyer stated that the College is currently working on the 2026 bond and refinancing, so the debt schedule may change slightly once that refinancing occurs and the College will update that accordingly for the Board before the College approves the budget. Mr. Dubow asked if there will be changes and Mr. Sawyer replied there should only be a slight change in the debt service. Ms. Harrington asked if the College will have a savings from the refunding. Ms. Flynn replied that the College will save approximately \$200,000. Mr. Sawyer stated once the College receives all of the new schedules, it will be adjusted slightly.

Mr. Sawyer stated the College had a 5% increase in salaries based off of the CBA. The College's salaries and wages are up about 6% and the College is hiring some new faculty so there might be some slight changes. Mr. Sawyer stated the College's benefits are up around 9% and we are seeing in the industry that other community colleges are experiencing the same increases this year with some of them around 10% to 11% as of last week and then other expenses are up around 6.8%.

Mr. Sawyer stated the College currently has around 39 vacant positions, so the College does have some salary savings and are budgeting about \$2 million in lapse salaries for next year. The College has about 10 retirements to date listed for next year. Mr. Sawyer stated the College did an early retirement program, but it was not successful. The College is hoping within the next year it will see that increase.

Mr. Sawyer stated the College's current projections out of the 39 vacant positions, the College will at least have about four cancelled searches based off of how the searches are going now. Mr. Sawyer stated the College did factor that into the budget and the College will need some additional part-time faculty or VLs if those searches fail to cover the classes.

Mr. Sawyer stated the proposed fiscal year budget of City revenues of \$39.1 million and the City gave the College an increase of \$1.85 million, but due to the debt service it has slightly changed and the State revenue is flat. Mr. Sawyer stated the student tuition and fees includes the \$15 per credit increase plus the 4%, so that is about \$7.2 million.

Mr. Sawyer state that CCME is a placeholder for right now until the College can finalize the budget and plans for CCME. All other investments, the College believes the stock market will do a little better next year, but the College did get \$500,000 from the Foundation, which is in our revised projection for this year. Mr. Sawyer stated that the College did not include anything for next year into that projection, so that would be additional revenue.

Mr. Sawyer stated that the use of reserves is estimated around \$9.3 million to balance the budget. The College's salaries and wages have a \$2 million worth of lapse in salary. Mr. Sawyer stated as a reminder the College has 39 positions that are vacant and 5% salary increases. This does not include any new staff positions.

Mr. Sawyer stated again the College's benefits has a 9% increase and our benefits is not just medical, but also retirement and FICA. Mr. Sawyer stated that the other College expenses include supplies. Mr. Sawyer stated the College did put a placeholder in for potential SEPTA for about \$300,000. Mr. Cooper asked what is included in the plus 6.8% expenses year to year and Mr. Sawyer replied that the College is seeing some high trends in insurance. The College will be bringing to the Board next month the insurance renewal for next year. Mr.

Sawyer stated the College had two major claims this year. One was a workers' comp and the other was this Spring in the art department, which is trending right now about \$1.6 million. Mr. Sawyer stated the College is seeing about 12% increase on the insurance policy. Mr. Sawyer stated the other area is the instructional supplies.

Mr. Sawyer stated the College has done a lot of renovations and some of the labs. For instance, the new simulation lab and the College is seeing a lot of increases there with inflation. Mr. Sawyer stated the College saw a huge spike with utilities as well. Mr. Sawyer stated the College has budgeted for the sale of the Northwest Regional Center. Once the property is sold, the College will have some savings on the expense side as it relates to the savings in public safety, utilities, etc.

Pastor Mason asked how often does the College take the insurance out to market for bid and how long has the College been with the current insurance company. Mr. Sawyer replied that the College just renewed the Broker contract and the College typically sends it out to bid every three years. The College bids out the insurance every year. Mr. Sawyer stated the College does an insurance application that starts in February and have a renewal meeting with the broker. Mr. Sawyer stated there has been some challenges with the property claims over the last few years. Mr. Sawyer stated the College had a major claim a few years ago with C&M Regent and they issued the College a letter of non-renewal. Mr. Sawyer stated that the College has been with Liberty and have stayed with them because they have been the best option that has worked with the College at this point. Ms. Posoff stated the Trustees talked about creating a big vendor rolling contract, so that the College can start seeing them six months in advance so there is no need to rush.

Ms. Harrington asked are there any concerns whether now or within the next five years that the College foresees that the Business Affairs Committee should know about or keep on the radar. Dr. Marshall replied the College is experiencing increased enrollment over time and with the high school cliff happening and still predicting increased enrollment the College is hopeful that will continue, but the College could experience some challenges there and that is a significant piece of some of the revenue coming in right now. Dr. Marshall stated that it was difficult for the College to raise tuition, but do not want to move in that direction anytime soon again. Dr. Marshall stated the College was expecting more staff to take advantage of the early retirement, but that is not proving to be that way. Dr. Marshall stated the College has a lot of long term, very talented faculty and staff that have been at the College for a very long time and their salaries and benefits are higher than hiring in new staff. Dr. Marshall stated that as the College continues to be a great place to work, it does not help the College to save in salaries and wages as well as flat funding from the State.

Mr. White stated the Board put some restrictions on spending and part of that was a result of how the College would be draining down the reserve funds. As the Business Affairs Committee looking at this year's budget and next year's proposed budget for next year, how does that fit into the College's long-term plan and how it is managed. Mr. Sawyer stated that the College continues to look at cost savings and navigate the multi-year projections. Mr. Sawyer stated the College is projecting to spend around \$12 million this year, but the College will not spend all of it. The College will have a savings of approximately \$4 million. Mr. Sawyer stated as the College run the May numbers exactly might be better off. Mr. Sawyer stated the College for next year will be around \$63 million, which is above the threshold where the College decided to be based off of the new percentage.

Mr. White asked what percentage of what the College is doing for investing to generate revenue. Dr. Marshall replied that there has been in some ways a hard reset around how the College is engaging with external partners and how the College can have mutually beneficial partnerships. Dr. Marshall stated one great example with Trustee Epps reconnecting the College with Truist. Dr. Marshall stated that the College had a conversation with Truist several months ago and the College is now receiving \$100,000 from Truist as an investment, which is much higher than what the College was initially discussing and this has been primarily around talking about the needs of the College and being transparent about the financial situation as well as showcasing what great work the College can do with what the College has and what the College has done to date. Dr. Marshall stated as the College approaches the contract renewals, the College will also be looking at how to get better deals, saving money, and getting investments.

Dr. Marshall stated the second piece is the College's workforce development conversations. Dr. Marshall stated some of the investments that the College is making in terms of equipment, curriculum, and technology. As the College has conversations with industry partnerships how they can help the College financially so that the programs can be built up that ultimately going to benefit from the College's graduates working in the workforce pipeline. Mr. White stated that CATC workforce was not in the operating budget, but the Business Affairs Committee had a discussion about a year ago or so that CATC was losing a lot of money. Mr. White asked where does that stand now. Mr. Sawyer replied that the College will run updated figures on CATC. Mr. Sawyer stated the last time CATC's operations were checked by the College it had actually improved and the revenues were up. Mr. Sawyer stated that years ago CATC was losing over probably a \$1 million dollars and the College is not seeing that anymore. Dr. Marshall stated there was an update several months ago at our last Workforce Subcommittee meeting related to revenues in CATC, but the College only has the meetings quarterly. Dr. Marshall stated that the College will provide an update to the Business Affairs Committee.

Mr. Sawyer stated as it relates to the reserves, the College is in the process of selling the Northwest Regional building and that \$9.9 million is not in the projections, so that would be a one-time infusion. Mr. Sawyer stated the \$9.9 million may cover what the College plan to use for fiscal year 27.

Pastor Mason asked what is the time on the College receiving the report from PEW. Dr. Marshall stated that the College had a brief meeting with PEW and they shared some benchmarking information. Dr. Marshall stated the College is scheduling a follow up meeting in the next couple of weeks that will include Trustee Cooper, Foundation President Tim Spitzer, and Trustee Epps.

Ms. Posoff stated that it was her understanding that the Foundation gives the College money every year, but the College was not factoring it in the budget. Ms. Posoff stated that historically the Foundation has given the College money and does not want it to go away. Dr. Marshall stated that the College is changing the conversation with the Foundation Board. Dr. Marshall stated that there was an Executive Committee Session with the Foundation Board last week and they requested more information about the College's budget. Dr. Marshall stated that the College talked to the Foundation Board about the great things happening at the College and the financial needs of the institution.

Ms. Harrington asked for clarification if the College was asking the Foundation for approval to support the College. Ms. Posoff replied that historically the College received

money from the Foundation yearly but just want the Foundation Board to make sure this continues moving forward. Ms. Flynn stated that there was a resolution that was approved by the Foundation Board as it relates to this year's transfer to the College and when that was presented there was also a discussion about future transfers that have not yet been approved.

Ms. Posoff adjourned the Business Affairs Committee meeting at approximately 10:35am.

Executive Committee Meeting Minutes

Mr. Epps called the Executive Committee meeting to order at approximately 10:37am. Chair Epps requested that Ms. Posoff, who was present in the Board room, preside over the Executive Committee meeting.

(1) Inclusion of Small and Local Businesses in College Purchasing Activities (Policy #216)

Ms. Flynn stated that, in collaboration with the Policy Working Group, General Counsel's office proposes revisions to and the renaming of Policy #216, currently the Inclusion of Diverse Suppliers and Philadelphia-Based Businesses in College Purchasing Activities. Ms. Flynn stated that the proposed revisions to the policy are consistent with the City of Philadelphia's shift to prioritizing small and local businesses via Executive Order No. 6-25. Ms. Flynn stated that she will delete the incorrect underlining in the policy attached to the agenda at Attachment B prior to presenting it to the Board for approval. [Note: Clean and redlined (to indicate the proposed revisions) versions of the Inclusion of Small and Local Businesses in College Purchasing Activities (Policy #216) were attached to the agenda as Attachment B.]

Ms. Flynn requested that the Executive Committee approves and recommends for approval to the Board of Trustees the Inclusion of Small and Local Businesses in College Purchasing Activities Policy (Policy #216).

Action: Ms. Posoff moved to approve and recommend for approval to the Board of Trustees the Inclusion of Small and Local Businesses in College Purchasing Activities Policy (Policy #216). Ms. Amir seconded the motion. Mr. Epps abstained from the vote and stated that is it because he assisted with writing the 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 on the following items (Action Items):

Ms. Posoff stated the since everyone was in attendance for the Business Affairs Committee Meeting morning, the College is asking for approval on: Renewal Contract with Oracle for Oracle Technical Support Services; Amendment to Contract with Naval Welding Institute for Additional Services; and the Purchase of FANUC Robotics Equipment from Integrated Systems Technologies.

Action: Ms. Posoff asked for a motion to approve the items listed above. Mr. Posoff moved and Mr. White seconded the motion to approve. The motion passed unanimously.

Mr. Epps stated that the Business Affairs and Executive Committees are going to have an executive session immediately after this meeting to discuss a personnel matter. Ms. Posoff adjourned the Executive Committee meeting at 10:43am. [Note: The Executive Committee did not meet in Executive Session after the meeting because it was cancelled.]

ATTACHMENT A

INCLUSION OF SMALL AND LOCAL BUSINESSES IN COLLEGE PURCHASING ACTIVITIES

Memorandum #216 Inclusion of Small and Local Businesses in College Purchasing Activities

Revised: June __, 2026
Original Date of Issue: November 1, 2012
Approved by: Board of Trustees
Policy Owner: Director of Purchasing

Support of small and local-based businesses is a business objective of the College in undertaking its procurement of goods and services. Supplier diversity fosters positive economic impact and increases competition within the College's pool of goods and service suppliers. The Purchasing Department is committed to including small and local suppliers in procurement procedures whenever possible. The Purchasing Department is the College's organization unit with the responsibility for identifying and qualifying small and local-based suppliers capable of meeting the College's procurement requirements.

Definitions:

Small Business Enterprise (SBE):

Business that is certified as a Small Business Enterprise by an approved agency, such as the City of Philadelphia, PA Unified Certification Program or the Pennsylvania Department of Transportation. "Self-certification" of SBE status is not accepted. Existing Disadvantaged Business Enterprises (DBEs) are automatically eligible for SBE status. DBEs are defined as a small business that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26 and certified in accordance with those federal regulations.

Local Business Enterprise (LBE):

Business that is registered as an LBE in Philadelphia. To be an LBE in Philadelphia, the business must be headquartered in Philadelphia or, if the business is not headquartered in Philadelphia, it must meet two of the following requirements:

- More than 60% of the business' full-time employees live in Philadelphia. These employees must list Philadelphia as their address on the City of Philadelphia Annual Reconciliation of Employer Wage Tax.
- More than half of the business' full-time employees work in the city at least 60% of the time.

- More than 75% of the business' gross receipts reported on their Business and Income Receipts Tax (BIRT) come from Philadelphia.

Responsibilities of the Purchasing Department:

The Purchasing Department is responsible for:

- identifying SBE and LBE suppliers
- assisting SBE and LBE suppliers in understanding the College procurement process
- mentoring SBE and LBE suppliers before and after awards are made to promote and facilitate continued business growth within the College
- delivering an on-going effort to increase the amount of purchases from SBE and LBE suppliers
- encouraging all internal departments to include SBE and LBE suppliers when looking to source a service or commodity
- providing annual reports of SBE and LBE supplier participation

Identifying and Certifying Suppliers:

The Purchasing and Services Department has established and will maintain partnerships SBEs and LBEs to assist the College with obtaining qualified and varied suppliers.

The College recognizes and accepts the certifications of agencies acceptable to the City of Philadelphia. The City of Philadelphia Office of Economic Opportunity provides a complete listing of acceptable certifying agencies, which can be found at: <https://phila.mwdsbe.com/>In addition, the College has an Equal Opportunity Program (EOP) for large scale construction projects that mirrors the City of Philadelphia and State of Pennsylvania goals for small and local supplier participation.

Other Related College Policies:

Policy #201, Open Market Purchasing;
Policy #202, Purchases and Contracts Requiring Specific Board Authorization; and
Policy#203, Expenditure Approval Requirements

ATTACHMENT B

INCLUSION OF ~~DIVERSE SMALL SUPPLIERS~~ AND ~~LOCAL PHILADELPHIA-BASED~~ BUSINESSES IN COLLEGE PURCHASING ACTIVITIES

Memorandum #216 Inclusion of ~~Diverse Suppliers~~~~Small~~ and ~~Philadelphia~~~~Local-based~~ Businesses in College Purchasing Activities

Revised: June 2026
Original Date of Issue: November 1, 2012
Approved by: Board of Trustees
Policy Owner: Director of Purchasing

Support of ~~diversity~~~~small~~ and ~~use of Philadelphia~~~~local~~-based businesses is a business objective of the College in undertaking its procurement of goods and services. Supplier diversity fosters positive economic ~~impacts~~~~impact~~ and increases competition within the College's pool of goods and service suppliers. The Purchasing Department is committed to including ~~diverse~~~~small and local~~ suppliers in procurement procedures whenever possible. The Purchasing Department is the College's organization unit with the responsibility for identifying and qualifying ~~diverse~~~~small~~ and ~~Philadelphia~~~~local~~-based suppliers capable of meeting the College's procurement requirements.

Definitions:

Minority, Woman or Disabled Small Business Enterprise (M/W/DSBE) SBE:
Business that is ~~certified as a sole proprietorship owned and controlled Small Business Enterprise by a minority, woman or disabled person, or a partnership, joint venture, corporation or other entity where at least 51% of an approved agency, such as the business interest~~ City of Philadelphia, PA Unified Certification Program or the Pennsylvania Department of Transportation. "Self-certification" of SBE status ~~is held by one or more minority, woman or disabled persons.~~

~~not accepted.~~ **Existing Disadvantaged Business Enterprise (DBE)**
~~Small Business Enterprises (DBEs) are automatically eligible for SBE status. DBEs are defined as a small business that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26 and certified in accordance with those federal regulations.~~

Local Business Enterprise (LBE):

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Business that is registered as an LBE in Philadelphia. To be an LBE in Philadelphia, the business must be headquartered in Philadelphia or, if the business is not headquartered in Philadelphia, it must meet two of the following requirements:

- More than 60% of the business' full-time employees live in Philadelphia. These employees must list Philadelphia as their address on the City of Philadelphia Annual Reconciliation of Employer Wage Tax.
- More than half of the business' full-time employees work in the city at least 60% of the time.
- More than 75% of the business' gross receipts reported on their Business and Income Receipts Tax (BIRT) come from Philadelphia.

Responsibilities of the Purchasing Department:

The Purchasing Department is responsible for:

- identifying ~~certified diverse~~SBE and LBE suppliers
- assisting SBE and LBE ~~diverse and Philadelphia-based~~ suppliers in understanding the College procurement process
- mentoring SBE and LBE ~~diverse and Philadelphia-based~~ suppliers before and after awards are made to promote and facilitate continued business growth within the College
- delivering an on-going effort to increase the amount of purchases from ~~diverse and community~~SBE and LBE suppliers
- encouraging all internal departments to include SBE and LBE ~~diverse~~ suppliers when looking to source a service or commodity
- providing annual reports of ~~diverse~~SBE and LBE supplier participation

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Identifying and Certifying Suppliers:

The Purchasing and Services Department has established and will maintain partnerships SBEs and LBEs~~with the following local business organizations~~ to assist the College with obtaining qualified and diverse varied suppliers:

- ~~Minority Supplier Development Council (MSDC) PA-NJ-DE~~
- ~~Minority Business Development Agency (MBDA) Center of Pennsylvania~~
- ~~Office of Economic Opportunity, City of Philadelphia~~
- ~~Women Business Enterprise Council PA-DE-sNJ~~
- ~~Greater Philadelphia Chamber of Commerce~~
- ~~African American Chamber of Commerce of Pennsylvania, New Jersey & Delaware~~
- ~~Asian American Chamber of Commerce of Greater Philadelphia~~
- ~~Greater Philadelphia Hispanic Chamber of Commerce~~
- ~~Greater Philadelphia Urban Affairs Coalition~~

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The College recognizes and accepts the certifications of agencies acceptable to the City of Philadelphia. The City of Philadelphia Office of Economic Opportunity website at <https://www.phila.gov/departments/office-of-economic-opportunity/> provides a complete

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listing of acceptable certifying agencies, which can be found at: <https://phila.mwdsbe.com/>In addition, the College has an Equal Opportunity Program (EOP) for large scale construction projects, that are acceptable to mirrors the City of Philadelphia and State of Pennsylvania goals for small and local supplier participation.

~~The College has an Equal Opportunity Program (EOP) for large scale construction projects which mirrors the City of Philadelphia and State of Pennsylvania goals for diverse supplier participation.~~

Other Related College Policies:

~~All purchasing procedures are guided by College Policies Numbers~~

~~Policy #201, 201, Open Market Purchasing;~~

~~Policy #202, Purchases and Contracts Requiring Specific Board Authorization; and~~

~~Policy#203., Expenditure Approval Requirements~~

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