

**AGENDA**  
**HYBRID MEETING OF THE BUSINESS AFFAIRS**  
**COMMITTEE OF THE BOARD OF TRUSTEES**  
**Community College of Philadelphia**  
**Wednesday, June 17, 2026 – 9:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Carolyn Flynn  
**DATE:** June 15, 2026  
**SUBJECT:** **Hybrid Meeting of the Business Affairs Committee of the Board of Trustees**

A hybrid Business Affairs Committee of the Board of Trustees meeting is scheduled for **June 17, 2026 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: 06/17/2026 Hybrid Business Affairs**  
**Committee of the Board of Trustees Meeting**  
**Public Session**

<https://ccp.zoom.us/j/92753687026?pwd=sgHALI2BViSTQuvzdkmVW2eayQ5A8Y.1>

**Meeting ID: 927 5368 7026**  
**Passcode: 293905**

**AGENDA**  
**BUSINESS AFFAIRS COMMITTEE**  
**PUBLIC SESSION**

The Business Affairs Committee will meet in Executive Session immediately prior to the start of the public session to discuss contract negotiation strategy and legal advice.

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 with SHI for Microsoft EES Renewal and Licensing Adjustment (Action Item)**

As a result of changes to Microsoft's licensing program in FY24, the College was required to transition from the legacy M365 A3 CCAL licensing model to the full A3

Enterprise licensing under Microsoft's Education Enrollment Solutions (EES) framework. The previous transitional SKUs are no longer offered, and all institutions are now mandated to license full A3 entitlements per user.

In FY27, the College continues under this required licensing framework, with updated quantities aligned to approximately 1,850 faculty/staff and associated security requirements.

Information Technology Services (ITS) recommends entering into a one-year renewal contract with SHI, commencing on July 1, 2026 and ending on June 30, 2027, in the total of \$174,599.77 for mandatory compliance with Microsoft Licensing Structure and for security reasons. The renewal includes the introduction of Microsoft 365 Copilot (50 licenses) plus Power Automate (5 licenses) to support AI-driven productivity and institutional modernization.

Staff requests that the Business Affairs Committee recommend to the Board of Trustees to award a one-year contract to SHI for EES contract renewal and licensing adjustment in the total amount of \$174,599.77. The source of funding will come from the operating budget.

**(2) Renewal of Fortinet Support Contracts (Action Item)**

ITS requests approval to renew the Fortinet support agreements for critical components of the College's network security infrastructure. These systems form the core of our cybersecurity framework, delivering protection, detection, and centralized control across.

During the COVID-19 pandemic, the College strategically transitioned to the Fortinet Security Fabric as a unified cybersecurity platform at the network level, using Higher Education Emergency Relief Funds (HEERF) to strengthen our security posture in response to increased remote and online learning. The adoption of Fortinet's comprehensive product suite, including Smart next-gen firewalls, Forti Analyzer, endpoint detection and response (EDR), and Network Access Control (NAC), was approved by the Board and implemented to enhance visibility, automate threat response, and establish end-to-end protection across all campus locations. This integrated approach provides scalable and centralized enforcement of security policies, dramatically improving our ability to detect, contain, and remediate threats in real time.

The support contract with Fortinet would provide comprehensive hardware and software support including firmware, advanced threat intelligence, and 24/7 global technical support to the following assets:

- (2) FortiGate 1001F Appliances
- (1) FortiAnalyzer Virtual Machine

- (1) FortiPAM Virtual Machine
- (1) FortiEDR Managed Service
- (2) FortiGate 501E Appliances
- (4) FortiGate 2000E Appliances

The term of these contracts is one year, ending on June 30, 2027. The total cost of the contracts is \$127,378.23

Staff requests that the Business Affairs Committee recommend to the Board of Trustees to renew one-year contracts with Fortinet for hardware and software support for a total cost of \$127,378.23. The source of funding will come from the operating budget.

**(3) Adobe Enterprise Agreement Consolidation Approval (Action Item)**

The College currently maintains three independent Adobe agreements (Adobe Sign, Acrobat Pro, and Creative Cloud) across multiple vendors and contract structures, totaling approximately \$152,500 annually. ITS recommends approval to consolidate three separate annual Adobe software agreements into a single three-year enterprise agreement through the NERCOMP consortium. The College has already finalized and executed NERCOMP membership, enabling access to consortium-based pricing and contract terms. This consolidation results in significant recurring savings, improved licensing efficiency, and expanded access to Adobe tools for faculty, staff, and students.

ITS proposes consolidating all Adobe licensing under a single Enterprise Term License Agreement (ETLA) via NERCOMP and GovConnection. The three-year ETLA will cost \$108,181 annually with a total cost of \$324,543. The total projected savings is over \$100,000, while providing pricing stability and protection from annual increases.

Staff requests that the Business Affairs Committee recommend to the Board of Trustees to approve a three-year Adobe ETLA via NERCOMP at the total cost of \$324,543. The source of funding will come from the operating budget.

**(4) Update on VMWare Foundation Licensing (Information Item)**

ITS will provide an update to the Business Affairs Committee about the status of the College's contract with Carahsoft Technology Corporation for VMware Cloud Foundation Licensing.

**(5) Contract with Independence Blue Cross (Action Item)**

The College currently partners with Independence Blue Cross (IBX) to administer

our self-funded medical program. Trion/Marsh McLennan Agency (MMA), the College's benefits consultant, completed a full medical insurance marketing and RFP process. The College's collective bargaining agreements (CBAs) require that the medical plan be offered through Blue Cross/Blue Shield. However, the College reserves the right to change insurance carriers at any time, in whole or in part, provided the level of benefits remain at least substantially the same.

MMA developed the following medical RFP objectives as:

- Match current plan designs as closely as possible, using a national PPO network.
- Evaluate overall capabilities of carriers to best support CCP's programs.
- Ensure competitive financial arrangements impacting the self-funded program.
- Ensure continued access to broad provider networks with minimal disruption.

Quotes were received from IBX, Aetna, Cigna, and Highmark. United Healthcare declined to quote. Projected Net Annual Cost:

- IBX (Renewal): \$16.77M → Lowest total cost
- Cigna: \$17.25M → ~\$484K higher than IBX
- Aetna: \$18.28M → ~\$1.51M higher than IBX
- Highmark: \$18.79M → ~\$2.02M higher than IBX

The RFP process confirmed that IBX demonstrated the strongest discounts, overall network savings, and the least disruption to members compared to other respondents. As a result of additional negotiations, IBX agreed to the following financial concessions:

- 1) ASO fee hold with a 3-year rate guarantee: This includes the base ASO fee, telemedicine (acute care, dermatology, and behavioral health), IBX Better health Liaison, and vision.
- 2) 3-month premium holiday in year one, and a 1-month holiday in year two:
  - \$167K credit in year 1 (approximate)
  - \$57K credit in year 2 (approximate)
- 3) \$50,000 universal credit in year 1, 2, and 3 (Wellness, technology, communications, etc.).

Staff requests that the Business Affairs Committee recommend to the Board of Trustees approval to move forward with IBX under the negotiated terms for a three-year contract from 9/1/2026 to 8/31/2029. The source of funding will come from the operating budget.

**(6) American Sign Language (ASL) Interpreting Services Contract with Deaf-Hearing Communication Centre (DHCC) (Action Item)**

The College contracts with Deaf-Hearing Communication Centre (DHCC) to provide American Sign Language (ASL) interpreting services. These services ensure access to: classroom instruction; academic advising and counseling; tutoring and student support services; and campus events, orientations, and meetings

Interpreting services are essential to maintaining compliance with disability access requirements and supporting student success. Many assignments require two interpreters to ensure quality and continuity, particularly for longer sessions.

The pricing for ASL services is: Year 1, \$90/hour; Year 2, \$93/ hour. Based upon past ASL services usage, staff estimates that cost for ASL services for FY27 will be \$138,937.50 and for FY28 will be \$143,568.75.

Staff recommends that the Business Affairs Committee recommend to the Board of Trustees to approve a two-year renewal contract with DHCC for ASL interpreting services for approximately a total cost of \$282,506.25. The source of funding will come from the operating budget.

**(7) 2026-2027 Property and Casualty Insurance Renewal Program (Action Item)**

The College's commercial insurance program is reviewed annually in advance of the July 1 renewal date, in collaboration with its insurance brokers, Willis Towers Watson (WTW) and co-broker SJP Financial Group (collectively referred to as "WTW"). The renewal process for FY 2026–2027 was initiated with a strategic planning meeting held on February 18, 2026, focused on securing early renewal commitments from incumbent carriers—leveraging established relationships and favorable pricing arrangements in lieu of marketing to the broader marketplace.

The total FY 2026–2027 insurance program—inclusive of all coverage lines and brokerage fees—is \$1,900,602, representing a 13% increase over the prior year's total of \$1,686,061. This outcome, while notable, falls within the expected range of premium movement in the current market environment and is directly attributable to two identifiable institutional loss events. The College's final result compares favorably to industry benchmarks, where higher education institutions are experiencing average premium increases of 10–15%, driven largely by casualty placements.

The commercial insurance market in 2026 continues to stabilize following a prolonged hard market, with improvements in property and cyber pricing. However, the casualty market remains under pressure from:

- Rising litigation costs and social inflation, with jury verdicts and settlements outpacing general inflation.

- An increase in “nuclear verdicts”—exceptionally large jury awards—particularly in sexual abuse and employment practices claims.
- Elevated reinsurance costs driven by excess liability losses, which constrain carrier capacity.
- Philadelphia County’s historically higher legal and medical cost environment, which directly affects the College’s casualty pricing.

Two institutional factors drove the College’s above-market increase this renewal cycle:

- A \$1.6 million property loss from the Mint Building kiln claim elevated the College’s 3-year loss ratio with Liberty Mutual to 135%, resulting in upward rate pressure on Property coverage.
- The College’s Pennsylvania Workers’ Compensation Experience Modification Factor increased from 0.803 to 1.089—a 36% jump—driven by a 5-year aggregated loss ratio of 96.2%, producing a \$107,793 premium increase (31%) in that coverage line alone.

These are quantifiable, explainable drivers, not indicators of a deteriorating risk profile. The College’s proactive risk management posture—including Safety Committee re-certification, a 6% premium discount earned across three United Educators lines, and early engagement with carriers—demonstrates responsible stewardship and mitigated costs where possible.

**Coverage-by-Coverage Renewal Detail:  
Property Insurance**

Carrier: Liberty Mutual | Renewal Premium: \$436,994 | Prior Year: \$414,896 | Change: +5%

Liberty Mutual renewed the College’s property program at a 5% or \$22,098 premium increase, driven by an estimated 7% rate increase that was partially offset by a 3% reduction in total insured property values following the lease expiration of 1500 Spring Garden Street. Despite the College’s elevated 3-year loss ratio of 135%—attributable entirely to the \$1.6 million Mint Building kiln claim—the final premium reflects a disciplined negotiation outcome.

Key policy terms:

- \$500 million policy loss limit
- \$25,000 all-risk deductible (among the lowest for comparable institutions)
- \$250,000 water damage deductible at CATC, to be reduced back to \$25,000 upon satisfactory completion and inspection of ongoing roof repairs

**Note:** *Liberty Mutual will honor further price reduction during the policy year if the College divests from the Northwest Regional Center.*

## **General Liability**

Carrier: United Educators (UE) | Renewal Premium: \$329,891 | Prior Year: \$299,901 | Change: +10%

This coverage provides the College with defense and indemnity against various 3<sup>rd</sup> party injuries and damages sustained as a result of the College's main and regional campus operations as well as off-campus operations. The incumbent carrier, United Educators (UE), a risk retention group that the College is a member of with ownership interest, offered a renewal premium of \$329,891, an increase of \$29,990 or 10%, compared to the expiring policy (average UE membership rate increase is 10%). A deductible of \$25K per occurrence applies. No material changes in terms or conditions. Once again, the College took proactive risk management measures to earn a 6% premium discount for the final premium.

## **Automobile**

Carrier: Old Republic Commercial Risk (formerly PMA) | Renewal Premium: \$38,421 | Prior Year: \$34,787 | Change: +10%

The automobile program renews at a 10% increase, consistent with marketplace averages of 10–15% for similar programs. The College's fleet remains unchanged at 9 vehicles. Coverage extends to College-owned, rented, and hired vehicles, as well as collision and comprehensive protection for the current fleet. No material changes in terms or conditions.

## **Workers' Compensation**

Carrier: Old Republic Commercial Risk (formerly PMA) | Renewal Premium: \$460,680 | Prior Year: \$352,887 | Change: +31%

Workers' Compensation reflects the most significant premium movement this renewal cycle, driven primarily by a \$107,793 or 36% increase in the College's Pennsylvania Experience Modification Factor (from 0.803 to 1.089), compounded by a 4% increase in estimated payroll exposure. The base renewal rate remains unchanged from the prior year. The College's 5-year loss ratio stands at 96.2%. Effective April 1, 2026, the Pennsylvania Bureau of Workers' Compensation capped Experience Modification Factor swings at 40%, providing a safeguard against further extreme increases in future policy years.

Proactive mitigation measures in place:

- Human Resources Office and Safety Committee actively review all work-related claims and provide targeted training to reduce incident rates
- Safety Committee achieved re-certification by the Pennsylvania Department of Labor, securing a 5% premium credit

**Important Change:** *PMA's Sliding Scale Dividend program—which previously offered the potential to return up to 18% of earned premium—has been removed for FY 2026–27 due to loss severity. Based on current loss experience, the College*

*would not have earned the dividend in any event. No material changes in policy terms or conditions.*

### **Excess Liability**

Carrier: United Educators (UE) | Renewal Premium: \$218,569 | Prior Year: \$202,379 | Change: +8%

United Educators renewed Excess Liability coverage at the average UE membership rate of 8%—a significantly more favorable result than the 23% increase experienced in FY 2025–26. The College again earned a 6% premium discount for proactive risk management. The \$25 million catastrophic casualty limit remains unchanged, and UE continues to offer one of the broadest sexual misconduct liability coverage scopes available in the higher education marketplace.

**Sunset Provision:** *The 10-year reporting provision for sexual misconduct claims remains in effect. If a claim arises during the policy period but is first reported 10 or more years after the policy term ends, the applicable limit is reduced to the lesser of \$5 million or the remaining unexhausted Annual Aggregate Limit.*

### **Educator’s Legal Liability (ELL)**

Carrier: United Educators (UE) | Renewal Premium: \$286,839 | Prior Year: \$263,155 | Change: +9%

The ELL policy provides \$15 million in comprehensive professional management liability coverage for the College and the Foundation’s Board of Trustees, covering wrongful acts by Board and executive leadership, employment practices liability, and professional liability for attorneys and educators. The College’s 6-year incurred loss ratio stands at a favorable 50%. A 6% premium discount was again earned through proactive risk management. The competitive \$75,000 per-claim retention is maintained, with \$0 retention for Governing Board Directors, Trustees, and Officers who cannot lawfully be indemnified. No material changes in terms, conditions, or coverage limits.

### **Student Professional Liability - Medical Malpractice**

Carrier: CNA | Renewal Premium: \$6,230 | Prior Year: \$6,239 | Change: Flat

Coverage was renewed at a marginal \$9 decrease in premium, providing \$1 million per claim and \$5 million in the aggregate for students and faculty engaged in clinical or professional healthcare environments. No material changes in terms or conditions.

### **Crime & Excess Social Engineering**

Carriers: Travelers / AXIS | Combined Renewal Premium: \$18,617 | Prior Year: \$18,617 | Change: Flat

Travelers renewed the Crime policy at a flat premium of \$15,652, covering first-

and third-party theft and fraud up to \$5 million, with a \$250,000 sublimit for social engineering fraud. AXIS renewed the Excess Social Engineering policy at a flat premium of \$2,965, bringing the total social engineering coverage to \$500,000 under the combined program. No material changes in terms or conditions.

### **International Liability**

Carrier: The Hartford | Renewal Premium: \$4,308 | Prior Year: \$3,430 | Change: +25%

This program covers the College's faculty and staff traveling abroad, including foreign-based general liability, automobile liability, workers' compensation, travel and medical coverage, security assistance services, and special criminal events (including kidnap and ransom). The 25% increase reflects current international risk conditions. No material changes in terms or conditions.

### **Fine Arts**

Carrier: Aspen | Renewal Premium: \$1,549 | Prior Year: \$1,363 | Change: +14%

Coverage provides protection against loss or damage to the College's fine arts collections—both owned and on loan—at \$275,000 at named CCP locations, \$100,000 at any other worldwide location, and \$100,000 while in transit. No material changes in terms or conditions.

### **Security and Privacy (Cyber Insurance)**

Carrier: Cowbell | Renewal Premium: \$32,852 | Prior Year: \$32,253 | Change: +2%

The Cyber policy provides \$3 million in coverage and was renewed at a 2% premium increase—reflecting continued stabilization in the cyber insurance market following years of significant rate increases. Coverage includes data breach response (forensics, legal, notification, credit monitoring, and identity theft resolution), first-party data recovery, business interruption, ransomware and extortion, regulatory defense and penalties, and third-party liability. The current \$50,000 retention remains unchanged.

### **Broker Service Fee**

Brokers: Willis Towers Watson (WTW) / SJP Financial Group | Annual Fee: \$70,000 | Prior Year: \$55,000 | Change: +27%

Professional insurance brokerage and risk management advisory services are governed by a multi-year (3-year) agreement renewing July 1, 2026. The annual fee of \$70,000 covers all insurance administration, carrier negotiations, claims advocacy, and risk management advisory services for the combined WTW/SJP Financial engagement.

### **Recommendation**

The College staff recommends that the Business Affairs Committee recommends to the full Board of Trustees that the College procure insurance as detailed below. The

2026-27 Property and Casualty Insurance Renewal Package, including the broker fee, totals \$1,900,602. The source of funding will come from the College's operating budget.

COVERAGE	CARRIER	FY2026-27 RENEWAL	FY2025-26 EXPIRING	CHANGE
Property	Liberty Mutual	\$436,994	\$414,896	5%
General Liability (\$1M)	United Educators	\$329,891	\$299,901	10%
Automobile	Old Republic	\$38,421	\$34,787	10%
Workers' Compensation	Old Republic	\$460,680	\$352,887	31%
Excess Liability (\$25M)	United Educators	\$218,569	\$202,379	8%
International Liability Package	Hartford	\$4,308	\$3,430	25%
Crime (\$5M)	Travelers	\$15,652	\$15,652	0%
Excess Social Engineering (\$250K x \$250K)	AXIS	\$2,965	\$2,965	0%
Educators Legal Liability (\$15M)	United Educators	\$286,839	\$263,155	9%
Student Medical Professional Liability (\$1M)	CNA	\$6,230	\$6,239	0%
Travel Accident	AIG	\$1,154	\$1,154	0%
Fine Arts Collections	Aspen	\$1,549	\$1,363	14%
Cyber (\$3M Limit / \$50K Retention)	Cowbell	\$32,852	\$32,253	2%
Broker Fee	WTW/SJP	\$70,000	\$55,000	27%
		<b>\$1,906,104</b>	<b>\$1,686,061</b>	<b>13%</b>

**(8) Adoption of the 2026-2027 Budget (Action Item)**

The College staff recommends that the Business Affairs Committee recommend to the full Board of Trustees to approve the adoption of the 2026-2027 budget.

**(9) Contract with Schindler for Elevator Service (Action Item)**

On May 1, 2026, the College initiated a competitive procurement process for a five-year (3-year contract with 2-year optional renewals) elevator service agreement, as the current contract with Code Elevator (incumbent) is set to expire on July 21, 2026. The solicitation was distributed to over 200 vendors through PennBid and OEO outreach, resulting in six qualified bidders: Code Elevator, Fujitec, Schindler, Specialized Elevator Corporation, Uplift Elevator Company, and TK Elevator Corporation.

Throughout the procurement process, vendors were challenged not only to respond to the scope of work, but also to demonstrate how they would serve as strategic partners by providing added value beyond routine maintenance services. All vendors submitted base bids, with Fujitec and Schindler additionally proposing alternative service models aimed at cost efficiency and long-term value.

The College recommends Schindler because its value proposal introduces an optimized service model that transitions from monthly to quarterly visits while maintaining the same annual service hours per unit. This approach is based on an assessment of the College's elevator portfolio and operating conditions and is structured to preserve performance, reliability, and uptime. Schindler's proposal is for \$56,580.00 per year for up to 5 years with no escalation. This value-based service model results in the lowest overall cost of all proposals, generating an estimated annual savings of approximately \$27,000 compared to the College's current baseline service expenditure.

Based on a comprehensive evaluation of cost, service delivery model, organizational capacity, and long-term strategic value, Staff requests that the Business Affairs Committee recommend to the Board of Trustees to approve the award of the elevator service agreement to Schindler in the total amount of up to \$282,900. The source of funding will come from the operating budget.

**(10) 2026-2027 Business Affairs Committee Meeting Dates (Action Item)**

Staff recommends that the Business Affairs Committee approves the scheduling of Business Affairs Committee meetings on the following dates for 2026-2027:

- July 15, 2026, 9:00am
- August 19, 2026, 9:00am

- September 16, 2026, 9:00am
- October 21, 2026, 9:00am
- November 18, 2026, 9:00am
- December 16, 2026, 9:00am
- January 20, 2027, 9:00am
- February 17, 2027, 9:00am
- March 17, 2027, 9:00am
- April 21, 2027, 9:00am
- May 19, 2027, 9:00am
- June 16, 2027, 9:00am

**(11) Purchases Authorized by Dr. 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)**

In accordance with the resolution authorizing Dr. Alycia Marshall to approve Perkins grant purchases of one hundred thousand dollars (\$100,000) or greater through June 30, 2026, which was ratified by the Board of Trustees on April 2, 2026, staff will provide an update on all Perkins-funded purchases of one hundred thousand dollars (\$100,000) or greater that were authorized by Dr. Marshall since the last Business Affairs Committee meeting.

cc: Dr. Alycia Marshall  
Mr. Gim Lim  
Mr. Derrick Sawyer

# **Attachment A**

**FUNDING FOR ACTION ITEMS MEETING OF THE BUSINESS AFFAIRS  
COMMITTEE OF THE BOARD OF TRUSTEES  
AGENDA: June 17, 2026**

Agenda Item No.	Vendor Consultant	Amount	Source
1	SHI	\$174,599.77	Operating
2	Fortinet	\$127,378.23	Operating
3	NERCOMP	\$324,543	Operating
5	IBX	Variable (based upon claims)	Operating
6	Deaf Hearing Communication Centre	\$282,506.25	Operating
7	Various Carriers (See chart above)	\$1,906,104	Operating
9	Schindler	\$282,900	Operating