

**HYBRID BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES MEETING MINUTES
Community College of Philadelphia
Wednesday, August 19, 2026 – 9:00 A.M.**

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

Present for the Executive Committee: Mr. Harold T. Epps (presiding, *via Zoom*), Ms. Mindy Posoff, Ms. Chekemma Fulmore-Townsend (*via Zoom*)

Present for the Administration: Dr. Alycia Marshall, Mr. Derrick Sawyer, Ms. Carolyn Flynn, Ms. Lisa Hutcherson, Mr. Moe Rahman, Mr. John Wiggins, Ms. Marsia Henley, Mr. Gim Lim, Dr. Danielle Liautaud-Watkins, Mr. Jeff Eberly, Dr. Mellissia Zanjani, Dr. Lisa Sanders, and Dr. Seth Jacobson

Guest: Dr. Judith Gay, Vice President Emerita and Ms. Christina Mattison, President & CEO, Mattison Advisors

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.

Business Affairs Committee Meeting Minutes

Ms. Posoff called the meeting to order at 9:05 a.m. and welcomed Mr. Jeffrey Eberly to his first Business Affairs Committee meeting. She noted that this was her final meeting as Committee Chair and that Trustee Timothy Ford would assume the role in September.

(1) Contract to Allstates Mechanical, Ltd. for HVAC System Replacement and Upgrade at NERC (Action Item):

Ms. Flynn reported that the first two agenda items addressed HVAC replacements and improvements at the Northeast Regional Center (NERC) and the Center for Business and Industry (CBI). Both projects would be funded through the College's \$20 million bond-funded capital improvement project for mechanical, electrical, and plumbing (MEP) infrastructure. For the NERC project, staff requested that the Business Affairs Committee recommend awarding a contract to Allstates Mechanical, Ltd., the lowest responsible bidder, in the amount of \$1,031,200.

Mr. Wiggins explained that the project includes replacing forty-four (44) heat pumps and four (4) house pumps that circulate heating and cooling water throughout the building. The improvements are expected to reduce service requests and address ongoing concerns about uncomfortable room temperatures.

Ms. Posoff noted that both HVAC projects were initially identified as Tier 3 priorities. She acknowledged that priorities may shift and requested a comprehensive list providing updates on the status and prioritization of all bond-funded projects.

Mr. Wiggins explained that the facilities assessment includes approximately six tiers and that projects may be reprioritized as equipment fails, emergencies arise, and the College's needs change. He stated that bond funding would be directed toward the College's most critical infrastructure needs.

In response to a question from Mr. Epps, Mr. Wiggins reported that a facilities assessment completed approximately three years ago identified \$130 million in infrastructure needs. He estimated that the total could now approach \$200 million, compared with the \$20 million available through bond funding. He attributed the increase to rising post-pandemic costs, tariffs, and aging facilities and equipment.

Mr. Epps expressed concern about the funding gap and asked when the College could seek additional capital funding from the Commonwealth of Pennsylvania. Mr. Lim responded that another application may be submitted in March 2027. Ms. Posoff confirmed that the date had been documented.

Dr. Marshall stated that the College's infrastructure needs remain among its state-level advocacy priorities. She noted that representatives highlighted HVAC concerns and other facilities challenges during her listening tours across the campus community and confirmed that the College would continue advocating for additional state support.

Ms. Flynn stated the Facilities Department is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the award of a contract to Allstates Mechanical, Ltd. in the amount of \$1,031,200 for the replacement and upgrade of the HVAC systems serving the Northeast Regional Center. Ms. Flynn stated the funding for the project will be provided through the College's \$20 million bond-funded capital improvement MEP project.

Action: Ms. Posoff called for a motion. Mr. Ford moved, and Mr. Cooper seconded, to recommend to the Executive Committee of the Board of Trustees to approve a contract with Allstates Mechanical, Ltd. in the amount of \$1,031,200 for the replacement and upgrade of the HVAC systems serving the Northeast Regional Center, funded through the capital budget. The motion passed unanimously.

(2) Contract to Flanagan Mechanical Services for HVAC System Replacement and Upgrade at CBI (Action Item):

Ms. Flynn stated that agenda item two involved similar HVAC replacement and upgrade work at the Center for Business and Industry (CBI), including the replacement of thirty-two (32) heat pumps, two (2) cooling towers, and forty-six (46) electric baseboard heaters. She reported that the College conducted a competitive bidding process and received responses from four vendors.

Mr. Wiggins explained that the Facilities Department had prioritized classroom HVAC repairs during the summer to ensure that classrooms would be operational for the upcoming semester. He stated that the project would address most of the remaining HVAC issues at CBI, including the

replacement of two rooftop cooling towers that had frozen and cracked. He added that the new equipment and related pipe work would significantly improve the building's heating and cooling systems. In response to Ms. Posoff, Mr. Wiggins stated that the energy-efficient equipment should help reduce utility costs, although energy prices continue to rise.

Mr. Epps requested demographic and location information for the recommended vendors. Ms. Henley reported that Allstates Mechanical, Ltd., located in Garnet Valley, Pennsylvania, has 38 employees, 13% of whom are members of underrepresented minority groups. Flanagan, located in Morrisville, Pennsylvania, has 13 employees, including one female employee.

In response to Mr. Epps' question about Philadelphia-area bidders, Ms. Henley reported that Elliott-Lewis and DeWitt had submitted bids for the CBI project, but the next-lowest bid after Flanagan's was approximately \$1.8 million, about \$400,000 higher.

Ms. Flynn stated that the Facilities Department requests that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees the award of a contract to Flanagan Mechanical Services in the amount of \$1,432,577.00 for the replacement and upgrade of the HVAC systems serving the CBI Building. The funding for the project will be provided through the College's \$20 million bond-funded capital improvement MEP infrastructure project.

Action: Ms. Posoff called for a motion, Mr. Ford moved, and Ms. Posoff seconded, to recommend to the Executive Committee of the Board of Trustees to approve a contract with Flanagan Mechanical Services in the amount of \$1,432,577.00 for the replacement and upgrade of the HVAC systems serving the CBI Building, funded through the capital budget. The motion passed unanimously.

(3) Renewal Contract with Thomson Reuters for Paralegal Studies (Action Item):

Ms. Flynn stated that the College's Paralegal Studies Department would like to renew a contract with Thomson Reuters for a three-year subscription to West Proflex. West Proflex provides faculty and students with access to core national legal materials, including state and federal court cases, regulations, and law reviews. Ms. Flynn stated that access to the database is a critical learning resource for students in the Paralegal Studies program.

Mr. Ford emphasized that proficiency in using this resource is a critical skill for paralegal students as they seek employment after graduating from the College.

Ms. Flynn stated that the Liberal Studies Department requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the renewal of a three-year contract with Thomson Reuters for West Proflex access for faculty and students in the Paralegal Studies program, in the amount of \$153,140.16. Funding for the contract will be provided through the College's operating budget.

Action: Ms. Posoff called for a motion. Mr. Ford moved, and Ms. Posoff seconded, to recommend to the Executive Committee of the Board of Trustees to approve the renewal of a 3-year contract with Thomson Reuters for West Proflex in the amount of \$153,140.16, funded through the operating budget. The motion passed unanimously.

(4) Contract with Sun Life for Stop Loss Coverage (Action Item):

Ms. Flynn stated that, with assistance from Marsh McLennan Agency (MMA), the College's benefit consultant, the College conducted a request for proposals process and received proposals from several vendors. The College's incumbent provider is WellPoint, formerly known as Granular. Ms. Flynn stated following a review of the proposals, staff recommends awarding the contract to Sun Life because their proposed premium increase was lower than the increase proposed by WellPoint.

Ms. Flynn stated that Sun Life proposed an 11.5% premium increase, with a 40% rate cap and no new lasers at renewal. Ms. Flynn stated under the proposed arrangement, claims exceeding the \$300,000 deductible would be managed through monthly invoice credits, which would improve the College's cash flow by eliminating the need to wait for reimbursement.

Ms. Posoff asked for an update on the College's plans to issue a request for proposals for its insurance broker. Ms. Lisa Hutcherson responded that the request for proposals had been issued and that the College was currently meeting with the responding firms.

Ms. Flynn stated that staff requested that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of the contract with Sun Life for the period of September 1, 2026, through August 31, 2027, in the amount of \$1,744,382. Funding for the contract will be provided through the College's operating budget.

Action: Ms. Posoff called for a motion. Mr. Ford moved, and Ms. Posoff seconded, to recommend to the Executive Committee of the Board of Trustees to approve a contract with Sun Life for the period of September 1, 2026, through August 31, 2027, in the amount of \$1,744,382, funded through the operating budget. The motion passed unanimously.

(5) Contract to MayoSeitz Media for Media Buying Services (Action Item):

Ms. Posoff stated that the College conducted an extensive request for proposals process and interviewed seven firms. She reported that the selected firm offered a broader perspective on the media landscape, understood the College and its surrounding community, and would provide a beneficial change following the College's 35-year relationship with its current firm.

Ms. Flynn reported that staff recommended awarding the media-buying services contract to MayoSeitz Media. She explained that the original proposal included an 11% commission on net media spending and fixed fees of \$11,000 per month. Based on annual media spending of \$1.5 million, the estimated annual cost was \$280,975, with a three-year cost of \$842,925. Updated pricing was received after the agenda was prepared.

Mr. Eberly stated that the updated pricing reflected a fixed annual fee of \$277,200, for an estimated three-year cost of \$831,600, based on anticipated annual media spending of \$1.5 million to \$1.8 million.

Ms. Flynn requested that the Business Affairs Committee amend the agenda to reflect the updated fixed-fee compensation structure.

Action: Mr. Ford moved, and Ms. Posoff seconded, to amend the agenda to reflect an annual fixed fee of \$277,200 and an estimated three-year cost of \$831,600 related to the contract with MayoSeitz Media. The motion passed unanimously.

Mr. Epps requested demographic information regarding MayoSeitz Media. Ms. Flynn explained that the firm had designated certain information in its proposal as confidential and, because the meeting was public, she wanted to consult with the firm before disclosing it. She offered to provide the information to the Committee after receiving clarification.

Mr. Epps questioned why demographic information would be considered confidential and stated that he would not delay the vote but wanted the matter addressed. Ms. Flynn clarified that the demographic question itself was not confidential, but that she had not yet determined why the firm designated the information as such. She noted that MayoSeitz Media is a private entity, qualifies as a small business, and has approximately 33 employees.

Ms. Posoff stated that staff requested that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the awarding of a three-year contract to MayoSeitz Media for media-buying services. The contract will reflect the amended fixed-fee compensation structure, with an estimated three-year cost of \$831,600, funded through the operating budget.

Action: Ms. Posoff requested a motion. Mr. Ford moved, and Ms. Posoff seconded, to recommend to the Executive Committee of the Board of Trustees to approve the amended cost and three-year contract with MayoSeitz Media for media-buying services at an estimated cost of \$831,600, funded through the operating budget. The motion passed unanimously.

(6) Harmelin Media Payment (Action Item):

Ms. Flynn stated that the College has used Harmelin Media for media-buying services for several decades and continued to receive services before issuing the request for proposals in April 2026. She reported that staff requested approval of the outstanding fiscal year 2025–2026 advertising costs for SEPTA and Google Search advertisements and clarified that the correct amount due to Harmelin Media was \$396,794.02.

Ms. Posoff stated that staff requested that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of the final payment to Harmelin Media for media-buying services in the amount of \$396,794.02.

Action: Ms. Posoff requested a motion. Mr. Ford moved, and Ms. Posoff seconded, to recommend to the Executive Committee of the Board of Trustees to approve the final payment to Harmelin Media for media-buying services in the amount of \$396,794.02, funded through the operating budget. The motion passed unanimously.

(7) Contract to SEPTA for New Pilot Program (Action Item):

Ms. Flynn provided background on the College's Spring 2026 SEPTA pilot program and reported that the administration proposes a new initiative through SEPTA's Key Advantage UPass program

to include eligible students from all College locations, including the Career and Advanced Technology Center (CATC), the Regional Centers, and Main Campus.

Ms. Flynn stated to be eligible for the program, students would be required to be enrolled full-time, have a Student Aid Index of 8000 or less, and have completed at least 30 credits at the College. Ms. Flynn stated that these criteria are intended to assist students with the greatest financial need who had completed at least half of the credits required for an associate degree.

Ms. Flynn stated that the administration recommended offering the pilot program throughout the 2026–2027 academic year, covering both the Fall and Spring semesters for a total of eight months. Ms. Flynn stated that approximately 1,400 students are expected to be eligible and the monthly cost per student would depend on usage. The College would prepay \$20 per eligible student each month, with additional charges based on usage, up to a maximum of \$50 per student per month. Ms. Flynn stated if every eligible student participated and reached the monthly cap, the maximum estimated cost would be \$560,000. After applying a \$13,909 credit from the previous pilot program, the maximum estimated cost would be \$546,091. Ms. Flynn stated the funding would be provided through anticipated grant funds and/or the operating budget.

Ms. Flynn stated that, upon approval, the College would begin working with SEPTA and notifying eligible students so the program could take effect at the beginning of the Fall semester.

Dr. Marshall reported that information about the program was expected to be distributed to the College community no later than September 2, 2026. Ms. Flynn stated that the program would be monitored monthly to track usage, identify changes in student eligibility, communicate updates to SEPTA, and assist students with accessing or loading their passes. Ms. Flynn stated that the budget included a staff member who would be responsible for administering and monitoring the program and that monthly updates could be provided to the Committee.

Mr. Ford asked whether using the grant funds for the pilot program would affect other purposes for which the funds had been allocated and Mr. Eberly responded that the College had received \$250,000 in Community and Economic Development assistance and had requested authorization to re-budget the funds by allocating \$50,000 for scholarships and \$200,000 for the SEPTA pass program.

Ms. Posoff confirmed that the program would be available to eligible students at all College locations. Ms. Flynn stated that students at each of the locations identified on the agenda would be eligible, provided they met the program's established criteria.

Ms. Flynn stated that staff requested that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of a contract with SEPTA to implement the expanded Key Advantage UPass pilot program at a maximum estimated cost of \$546,091.

Action: Ms. Posoff requested a motion. Mr. Cooper moved, and Mr. Ford seconded the motion, to recommend to the Executive Committee of the Board of Trustees to approve the contract with SEPTA to implement the expanded Key Advantage UPass pilot program at a maximum estimated cost of \$546,091, funded through the CEAP Grant and operating budget. The motion passed unanimously.

(8) Contract with U3 Advisors for Strategic Advisory Services (Action Item):

Dr. Marshall reminded the Committee of previous discussions regarding the College's strategic direction and preparations to launch its new strategic plan in January 2027. She stated that, upon assuming the presidency, she identified the need for a College-wide review to provide an objective assessment of priority areas and recommendations to improve operations, long-term financial sustainability, and responsiveness to evolving workforce needs throughout the City.

Dr. Marshall stated that U3 Advisors would coordinate the work of various consultants and reviews, integrate their findings and recommendations, and conduct several reviews themselves. The scope would include assessments of students, faculty, and staff baseline scan and faculty workload; security vulnerability and operations assessment; facilities, real estate, and revenue opportunities; and a partnership and workforce development strategy.

Dr. Marshall stated that U3 Advisors would also coordinate the various workstreams and incorporate findings into the College's strategic plan and future master facilities plan. The proposed six-month contract totaled \$234,000, or \$39,000 per month, funded through the operating budget.

Mr. Ford asked how the College planned to maximize the value of its consultants. Dr. Marshall responded that the process involved clearly defining desired outcomes, deliverables, timelines, and institutional priorities while determining where outside expertise would provide the greatest value. She noted that the College was working within an aggressive timeline to launch the strategic plan in fewer than six months.

Ms. Posoff asked whether the appropriate internal personnel were in place to oversee the projects with the same sense of urgency. Dr. Marshall responded that a core leadership group consisting of herself, Mr. Eberly, and Dr. Liautaud-Watkins would oversee the broader review strategy and work directly with U3 Advisors, with Cabinet members participating based on their areas of responsibility.

Dr. Marshall stated that the College would begin implementing recommendations as they were received. The recommendations would be discussed with Cabinet and other appropriate stakeholders and incorporated into divisional goals to support timely implementation and accountability.

Ms. Posoff stated that staff requested that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of the contract with U3 Advisors for strategic advisory services at a total cost of \$234,000. The source of funding will come from the operating budget.

Action: Ms. Posoff called for a motion. Mr. Ford moved, and Mr. Cooper seconded, to recommend to the Executive Committee of the Board of Trustees to approve a contract with U3 Advisors for strategic advisory services at a total cost of \$234,000, funded through the operating budget. The motion passed unanimously.

(9) Contract with Mattison Advisors for Strategic Advisory Services (Action Item):

Dr. Marshall presented a request for a second engagement with Mattison Advisors. She reminded the Committee that, with support from The Pew Charitable Trust, the College completed an initial assessment of its fundraising and Foundation capacity, which resulted in recommendations to strengthen these areas and support long-term financial sustainability.

Dr. Marshall reported that Phase II would focus on implementing the recommendations, including sharing the findings with the Board of Trustees, Foundation Board, Cabinet, and Foundation team; strengthening Foundation Board governance and engagement; refining fundraising priorities and messaging; and building a stronger culture of philanthropy. Dr. Marshall stated that Mattison Advisors would also review the proposed organizational structure for Institutional Advancement and provide guidance on staffing, leadership, workflows, data, and performance measures. The firm would develop a major gift pipeline framework and two-year fundraising roadmap to diversify revenue, strengthen donor cultivation and stewardship, and prepare the Foundation for a comprehensive future campaign.

Ms. Posoff asked how the one-year engagement would be structured, whether key activities would occur early in the process, and whether the Foundation Board and College leadership were aligned with the proposed work. Dr. Marshall responded that the Foundation Board Executive Committee, Cabinet, and Institutional Advancement supported the engagement and that most of the work was expected to be completed within the first three to six months.

Mr. Cooper expressed support for Mattison Advisors' work and asked about The Pew Charitable Trusts' role in the next phase. Dr. Marshall stated that The Pew Charitable Trust was unable to provide additional funding but offered to assist the College in identifying other funding opportunities. Mr. Cooper emphasized the importance of maintaining the College's relationship with The Pew Charitable Trust.

Mr. Epps asked whether the College had assessed the human resources needed to support the Foundation and its fundraising objectives. Dr. Marshall responded that this would be addressed during Phase II and noted that she and Dr. Mellissia Zanjani had developed a proposed reorganization of Institutional Advancement that would be reviewed by Mattison Advisors.

Ms. Posoff emphasized that the work should extend beyond Institutional Advancement to include College-wide processes and individuals involved in fundraising. Dr. Marshall agreed, stating that building fundraising and institutional capacity should be viewed as a college-wide responsibility.

Ms. Posoff also asked how Foundation Board members would be educated about their roles and responsibilities. Dr. Marshall stated that a joint Foundation Board and Board of Trustees retreat was scheduled for September 30, 2026, to review the assessment findings, recommendations, expectations, and respective responsibilities of both boards.

Pastor Mason asked whether the Phase I results had been formally shared with both boards. Dr. Marshall responded that a formal presentation had not yet occurred and was planned for the September 30 retreat. Pastor Mason expressed concern about approving an additional engagement before both boards had received and reviewed the Phase I findings, particularly given the time that had passed since the initial report was completed.

Dr. Marshall acknowledged the concern and explained that the College had initially focused on reviewing and beginning to implement the recommendations internally. She offered to distribute the findings in advance of the September 30 retreat so board members could review them beforehand.

Ms. Posoff emphasized the distinct responsibilities of the Board of Trustees and Foundation Board, the importance of timely communication, and the need to move the work forward with urgency. She also asked about the anticipated capital campaign timeline. Dr. Marshall responded that preliminary planning and messaging would begin in advance of a potential spring or summer launch, with Mattison Advisors assessing the College's readiness before determining the appropriate timing and approach.

Ms. Flynn stated that Staff requests that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees to approve the contract with Mattison Advisors for strategic advisory services related to Institutional Advancement at a total cost of \$195,000. The source of funding will come from the operating budget.

Action: Ms. Posoff asked for a motion, Mr. Ford moved, and Mr. Michael Cooper seconded, to recommend to the Executive Committee of the Board of Trustees to approve a contract with Mattison Advisors for strategic advisory services related to Institutional Advancement at a total cost of \$195,000, funded through the operating budget. The motion passed unanimously.

(10) Contract with FirstLight Fiber for Internet Connectivity Services (Action Item):

Ms. Flynn reported that staff requests that the Business Affairs Committee recommend that the Executive Committee of the Board of Trustees approves a 3-year contract with FirstLight Fiber for enterprise internet connectivity, DDoS protection, Internet2 connectivity, managed routing services, network monitoring, and related router engineering support at a total cost not to exceed approximately \$141,184.08, inclusive of recurring service charges and applicable fees. The source of funding will be the operating budget. She also noted that the agreement was expected to generate savings of approximately \$34,315.92 over the three-year term.

Action: Ms. Posoff asked for a motion, Mr. Cooper moved, and Mr. Ford seconded, to recommend to the Executive Committee of the Board of Trustees to approve the motion to approve a 3-year contract with FirstLight Fiber for enterprise internet connectivity, DDoS protection, Internet2 connectivity, managed routing services, network monitoring, and related router engineering support at a total cost not to exceed approximately \$141,184.08, inclusive of recurring service charges and applicable fees, funded through the operating budget. The motion passed unanimously.

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

Ms. Flynn presented a resolution (attached as Attachment B to the agenda) for salary increases for administrators, grant administrators, and confidential employees for Fiscal Year 2026–2027. She explained that the proposed increases would align with the 5% salary increases previously

approved for the College's bargaining unit employees. The College administration requested that the Business Affairs Committee recommend approval of the resolution to the Board of Trustees.

Action: Ms. Posoff called for a motion, Mr. Cooper moved, and Mr. Ford seconded, to recommend to the Board of Trustees to approve the Resolution for Salary Increases for Administrators, Grant Administrators, and Confidential Employees for Fiscal Year 2026–2027 which includes, "Subject to satisfactory evaluation and performance, Confidential Employees, College Administrators, and Grant Administrators are eligible to receive a salary increase of up to 5% effective September 1, 2026." The motion passed unanimously.

Ms. Posoff adjourned the meeting at 10:02 a.m.

EXECUTIVE COMMITTEE
PUBLIC SESSION

Mr. Epps opened the Executive Committee meeting at 10:03 a.m.

(1) Policy Review Update (Action Item)

Ms. Posoff reminded the Executive Committee that the Board is responsible for reviewing and approving new, revised, or discontinued policies under its oversight. She noted that the Policy Working Group, which she currently chairs, will be chaired by Trustee Ford beginning in September.

Ms. Posoff explained that the Working Group meets with General Counsel Flynn, Associate General Counsel Solomon, and Dr. Gay to review College policies and their respective review timelines. Updates and action items are presented to the Executive Committee in August, with final recommendations presented to the Board for approval in October.

Ms. Posoff directed the Committee's attention to Attachment C, which summarized the Policy Working Group's activities for 2025–2026 and identified policies anticipated for approval in October. She thanked General Counsel Flynn and Associate General Counsel Solomon for their work throughout the process.

Ms. Flynn stated that Trustee Jenkins is also on the Policy Working Group. Ms. Flynn reported that 21 policies had been reviewed across several areas of the College, with some still pending approval or completion of the internal approval process. She also reported that four outdated or unnecessary policies are recommended for discontinuance. The Forgivable Loan Policy, Travel Authorization and Reimbursement Policy, a new Political Activity Policy, and a few other Policies were also anticipated to be presented for approval in October.

Several policies would continue to be reviewed during 2026–2027, including the Policy Governing Use of College Facilities (#153) and Expenditure Approval Requirements Policy (#203). Future policy reviews will include: Board of Trustees Statement on Student Activities (#102), College Identification Card Policy (#160), and Expressive Demonstration: Time, Place and Manner Policy (#163). New policies may include, Acceptable Use of Artificial Intelligence, and Sponsorship Activities.

Ms. Flynn recommended that the Executive Committee recommend to the Board of Trustees approval of the Policy Update Memorandum, attached as Attachment C.

Action: Mr. Epps asked for a motion, Ms. Posoff moved, and Ms. Fulmore-Townsend seconded, that the Executive Committee of the Board of Trustees recommend to the Board of Trustees approval of the Policy Update Memorandum. The motion passed unanimously.

(2) Resolution on College Officers Designated to Sign City Contracts

Ms. Flynn presented a request to update the College's authorized signatories for contracts with the City of Philadelphia following the appointment of Mr. Jeffrey Eberly as Vice President for Finance and Administration and Treasurer. She explained that the previously approved resolution identified Mr. Lim as an authorized signatory during the interim period and that the City requires updated resolutions when there is a change in authorized signatories.

Ms. Flynn recommended that the Executive Committee recommend to the Board of Trustees approval of the resolution, attached as Attachment D, designating Dr. Marshall, President, and Mr. Jeffrey Eberly, Vice President for Finance and Administration and Treasurer, as authorized signatories for City contracts on behalf of the College.

Action: Mr. Epps asked for a motion, Ms. Posoff moved, and Ms. Fulmore-Townsend seconded, that the Executive Committee recommend to the Board of Trustees approval of the resolution, attached as Attachment D, designating Dr. Marshall, President, and Mr. Jeffrey Eberly, Vice President for Finance and Administration and Treasurer, as authorized signatories for City contracts on behalf of the College. The motion passed unanimously.

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

- Contract to Allstates Mechanical, Ltd. for HVAC System Replacement and Upgrade at NERC
- Contract to Flanagan Mechanical Services for HVAC System Replacement and Upgrade at CBI
- Renewal Contract with Thomson Reuters for Paralegal Studies
- Contract with Sun Life for Stop Loss Coverage
- Contract to MayoSeitz Media for Media Buying Services as amended
- Harmelin Media Payment
- Contract to SEPTA for New Pilot Program
- Contract with U3 Advisors for Strategic Advisory Services
- Contract with Mattison Advisors for Strategic Advisory Services
- Contract with FirstLight Fiber for Internet Connectivity Services

Action: Mr. Epps asked for a motion, Ms. Fulmore-Townsend moved and Ms. Posoff seconded, to approve the above contracts. The motion passed unanimously.

The meeting adjourned at 10:22 a.m.

cc: Dr. Alycia Marshall
Mr. Jeff Eberly
Mr. Derrick Sawyer

DRAFT