



Community College of Beaver County Board of Trustees

Regular Meeting

Tuesday, June 18, 2019

6:00 p.m.

1 Campus Drive, Monaca, PA 15061

Community Education Center Boardroom

Agenda

Executive Session at 5:30 p.m.

1.0	Call to Order		R. Postupac
2.0	Roll Call		J. Kochanowski
3.0	Pledge of Allegiance		R. Postupac
4.0	Executive Session Report		R. Postupac
5.0	Recognition of Press, Guests and Public Comment		R. Postupac
6.0	Report of the President		R. Davis
7.0	Report of the Executive Committee		+ R. Postupac
8.0	Election of 2019-20 Officers	Action	R. Postupac

The Board, Employee and Community Development Committee recommends the following officers for 2019-20:

- Chair: Pamela Johnson
- Vice Chair: Zachary Saunders
- Secretary: John Kochanowski
- Treasurer: Stephen Robinson

9.0	Report of the Student Success Committee		+ P. Johnson
9.1	Report of Acting Provost		+ S. Moore
	9.1.1 Correspondence from Achieving the Dream Coach Dr. Eileen Baccus		S. Moore
	9.1.2 Update: Cengage Unlimited		S. Moore
9.2	Report of Vice President for Student Affairs and Enrollment		+ J. Kaminski
9.3	Report of Executive Director of Planning, Assessment and Improvement		+ S. Leigh
10.0	Equal Employment Opportunity (EEO) Report		+ S. Mercer
11.0	May Media Tracker and Report		+ L. Tennant
12.0	Consent Agenda	Action	R. Postupac
12.1	Meeting Minutes – May 21, 2019 Regular Meeting		+
12.2	2019-20 Commercial Insurance		+
	<i>The Executive Committee recommends approval of proposed property and casualty insurance with CM Regent Insurance Company.</i>		
12.3	2019-20 Blanket Purchase Orders		+
	<i>The Executive Committee recommends approval of the proposed blanket purchase orders for fiscal year 2019-20 as presented.</i>		
12.4	2019-20 Lease – Private Industry Council of Westmoreland/Fayette, Inc.		+
	<i>The Executive Committee recommends approval for the College to renew a lease agreement with Private Industry Council of Westmoreland/Fayette, Inc. for the period of June 1, 2019 through May 31, 2020. The total value for the lease is \$14,333.04. This organization operates Head Start in the Health Sciences Center.</i>		
12.5	Vendor Selection: Human Resources Information System & Automated Payroll		+
	<i>The Executive Committee recommends approval for the selection of Ceridian HCM, Inc. as vendor for services related to automated payroll and the Human Resources information system.</i>		

- 12.6 **Vendor Selection: On-Campus Banking** +
The Executive Committee recommends approval for the selection of New Alliance Federal Credit Union to serve as vendor for on-campus banking and financial literacy services.
- 12.7 **Pay Application: B&B Contractors and Developers, Inc.** +
The Executive Committee recommends payment to B&B Contractors and Developers, Inc. in the amount of \$100,321.62 for general contracting services related to Phase II of the Process Technology Center Renovation. The services are within the project scope and budget.
- 12.8 **Invoice: MS Consultants, Inc.** +
The Executive Committee recommends payment to MS Consultants, Inc. in the amount of \$23,345.11 for architectural services related to Phase II of the Process Technology Center Renovation. The services are within the project scope and budget.
- 12.9 **2019-20 Regular Meeting Schedule** +
The Executive Committee recommends approval of the 2019-20 Regular Meeting schedule as included in the agenda packet.
- 12.10 **Payment to Contractors in July**
The Executive Committee recommends, due to there being no scheduled Board of Trustees meeting in July, approval for the administration to provide payment to vendors for invoices and pay applications until the August Board of Trustees meeting. All items paid during this period of time will be within the approved budget and scope of work, and will be presented to the Board of Trustees at the next Regular Board meeting for ratification.
- 13.0 Pay Application: McCurley Houston Electric, Inc.** **Action** + G. Natali
The Administration requests approval for payment to McCurley Houston Electric, Inc. in the amount of \$32,250 as final payment for services related to the Learning Resources Center Renovation. This payment includes the retainage. The services are within the project scope and budget.
- 14.0 Payment to Elsevier, Inc.** **Action** + G. Natali
The Administration requests approval for payment to Elsevier, Inc. in the amount of \$22,436 as payment for services provided for the HESI NCLEX-RN Review Course.
- 15.0 Other/New Business**
- 15.1 **Events Information** + R. Postupac
- 15.2 **Next Regular Meeting** R. Postupac
 Tuesday, August 20, 2019
 Executive Session at 5:30 p.m.; Regular Meeting at 6:00 p.m.
 Community College of Beaver County
 Community Education Center, Boardroom
- 15.0 Adjournment** **Action** R. Postupac

Community College of Beaver County

Board of Trustees

Executive Committee

Thursday, June 6, 2019

Trustees: Ms. Pamela Johnson, Vice Chair
Mr. John Kochanowski, Secretary
Mr. Stephen Robinson, Treasurer

Administration: Dr. Roger W. Davis, President
Mr. Kolton Codner, Chief of Staff and Exec. Dir. for Advancement & Sponsored Programs
Ms. Leanne Condron, Development Associate and Assistant to the President
Ms. Jan Kaminski, Vice President for Student Affairs and Enrollment
Ms. Sara Leigh, Executive Director of Planning, Assessment and Improvement
Ms. Sally Mercer, Vice President for Human Resources
Dr. Shelly Moore, Acting Provost
Mr. Glenn Natali, Vice President for Finance, Operations and Information Technology

Meeting Convened at 5:00 p.m.

Decision Items

2019-20 Commercial Insurance

Mr. Glenn Natali presented for approval a proposal from CM Regent Insurance Company for the 2019-20 Commercial Insurance policy. The policy maintains the same level of coverage from the existing policy provided by Liberty Mutual but with an estimated savings of \$25K. College Solicitor Rick Start has reviewed the policy. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

2019-20 Blanket Purchase Orders

Mr. Natali presented for approval the fiscal year 2019-20 blank purchase orders. All amounts are within the approved budget. When compared to fiscal year 2018-19, there is a \$2.6M reduction for *Plane Rentals*. CCBC flight schools will manage student flight accounts in order to streamline the management of these funds. This new process will also benefit the students so that they can work with flight schools to manage their accounts. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

2019-20 Lease – Private Industry Council of Westmoreland/Fayette, Inc.

Mr. Natali presented for approval a lease agreement with Private Industry Council of Westmoreland/Fayette, Inc. for use of space by the Head Start Program. The agreement is effective through May 31, 2020. College Solicitor Rick Start has reviewed the agreement. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

Vendor Selection: Human Resources Information System and Automated Payroll

Ms. Sally Mercer and Mr. Natali presented for approval a proposal from Ceridian HCM, Inc. for services related to automated payroll and a Human Resources information system. A committee, including trustee representation by Trustee Robinson, reviewed submitted proposals from two vendors: Ceridian

HCM, Inc. (Dayforce) and ADP (Workforce Now). The selected vendor provided the best value and services, and received positive reviews from all references. The software, Dayforce, is expected to run live on January 1, 2020. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18. Questions regarding the selection process may be directed to Ms. Mercer or Mr. Natali.

Vendor Selection: On-Campus Banking

Mr. Natali presented for approval a proposal from New Alliance Federal Credit Union to serve as the vendor for on-campus banking and financial literacy services. A committee reviewed bids from First National Bank and New Alliance Federal Credit Union. In addition to an on-campus ATM, New Alliance will establish onsite branch services and provide financial education services for all employees and students. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

Pay Application: B&B Contractors and Developers, Inc. - \$100,321.62

Mr. Natali presented for approval pay application 1 from B&B Contractors and Developers, Inc. in the amount of \$100,321.62 for general contracting services related to Phase II of the Process Technology Center Renovation. The services are within the project scope and budget. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

Invoice: MS Consultants, Inc. - \$23,345.11

Mr. Natali presented for approval invoice 9 from MS Consultants, Inc. in the amount of \$23,345.11 for architectural services related to Phase II of the Process Technology Center Renovation. The services are within the project scope and budget. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

Payment to Vendors in July

Due to there being no scheduled Board of Trustees meeting in July, Mr. Natali requested approval for the administration to provide payment to vendors for invoices and pay applications until the August Board of Trustees meeting. All items paid during this period of time will be within the approved budget and scope of work, and will be presented to the Board of Trustees at the next Regular Board meeting for ratification. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

2019-20 Board of Trustees Meeting Schedule

Ms. Leanne Condrón presented for approval the 2019-20 Board of Trustees Regular Meeting Schedule. The Executive Committee recommends approval on the Consent Agenda on Tuesday, June 18.

Updates and Reports

Officer Elections

The Board of Trustees will conduct 2019-20 officer elections during the meeting on Tuesday, June 18. The current slate includes: Pamela Johnson, Chair; Zachery Saunders, Vice Chair; John Kochanowski, Secretary; and Stephen Robinson, Treasurer. Prior to the roll call vote, the floor will be open for additional nominations.

Human Resources Update

Ms. Sally Mercer provided an update regarding Human Resources.

The Offices of Human Resources and Planning, Assessment and Improvement will coordinate goal-setting workshops for employees as they prepare to establish goals for the upcoming year.

Employees are currently preparing for performance evaluations that will take place this month.

Board of Trustees Retreat

A request was recently sent to trustees via email requesting availability for a retreat in August or September.

Meeting Adjourned at 5:28 p.m.

Respectfully submitted by

Leanne Condron, Development Associate and Assistant to the President

Community College of Beaver County

Board of Trustees

Student Success Committee

Wednesday, June 5, 2019

Trustees: Ms. Pamela Johnson, Vice Chair
Ms. Genetha Woods-Short

Administration: Dr. Roger W. Davis, President
Ms. Amanda Bitkowski, Counselor/Student Mental Health Team Lead
Ms. Leanne Condron, Development Associate and Assistant to the President
Ms. Angela Hamilton, Director of Enrollment Services
Ms. Jan Kaminski, Vice President for Student Affairs and Enrollment
Ms. Sara Leigh, Executive Director of Planning, Assessment and Improvement
Dr. Shelly Moore, Acting Provost
Mr. Colin Sisk, Director of Student Life
Ms. Katie Thomas, Associate Dean for School of Business, Arts, Sciences and Technology

Meeting Convened at 5:15 p.m.

Graduation Numbers

Ms. Angela Hamilton reported graduation numbers for the spring 2019 semester. Two-hundred and five (205) degrees were conferred on May 1, 2019.

Behavioral Health Counseling

Ms. Amanda Bitkowski shared data about mental health counseling services provided over the last academic year. The academic year 2018-19 was the first year that a full-time mental health counselor was available for on-campus services. Over the first year, the following were conducted:

- 13 faculty consultations;
- 18 students participated in ongoing treatment;
- nine students met with the onsite intern;
- ten students sought one-time services; and
- six early intervention reports were received.

Additionally, the department revised the threat-to-self policy; worked with Beaver County Crisis to provide student services; collaborated with the Student Activities Office to provide sexual assault violence awareness education; and revised department intake and assessment forms. Programs offered throughout the year included activities with the Pause Group, which provides self-care education; collaborations with the Renfrew Center for an event focused on eating disorder awareness; and Back on Track partnership with Beaver County Crisis, which serves as a community support and referral system.

Visual Schedule Builder

Ms. Bitkowski reviewed a new technology tool that will be implemented in the spring 2020 semester. Visual Schedule Builder will allow students to plan their semesters. The web-based software is user intuitive. It provides students with the ability to enter their personal schedule into the system and Visual

Schedule Builder will make recommendations for which classes are available during the students' free time. This new system will greatly reduce paper usage and provide more flexible scheduling options.

Achieving the Dream Letter

In April CCBC's Achieving the Dream coach, Dr. Eileen Baccus, conducted an onsite visit. Following that visit, Dr. Baccus provided a letter outlining observations and recommendations for improvement. Overall, the letter was very complimentary. She addressed the positive forward movement in strategic planning, including the plan's well-defined areas of focus; guided pathways; and regularity of town hall meetings. She was impressed by CCBC's approach to developmental education and high school academies. Dr. Baccus highlighted that advising will be a key component to retention and that the College is heading in the right direction with advising initiatives. Additionally, she advised to develop a parent model for communication. Through the membership with Achieving the Dream, CCBC will participate in several calls and host one campus visit each year with Dr. Baccus.

Student Titans Achieving Real Success (STARS)

Dr. Shelly Moore and Ms. Katie Thomas shared information about a new initiative: Student Titans Achieving Real Success (STARS). The purpose behind the program is to connect students, specifically students in the honors, athletic and developmental programs, with the services and advocacy that they need to be successful. Through STARS, the College is trying to fill the gaps that have been widely discussed across campus. As an example, the developmental studies coordinator could provide tutoring and counseling services for the athletes while serving as an advocate for them. The coordinator can work with the students and their faculty members to develop a specific plan that will ensure that the students are successful.

Advising and Mentoring Summit

In June, CCBC will host the Advising and Mentoring Summit. Similar to the format last summer's Retention Summit, a group of faculty and staff have been asked to read specific articles and case studies related to advising and mentoring. The group will gather on June 12 and share ideas they gathered from their reading. From those ideas, a list of top initiatives will be created and shared with faculty and staff during Convocation, during which time the list will be refined to include those initiatives that will become a part of the coming year's work on campus.

Update: Cengage Unlimited

Dr. Moore provided an update concerning the fall implementation of Cengage Unlimited. Eighty percent of courses offered will have Cengage access. In preparation for the release, weekly meetings continue with company representatives.

During the May Board of Trustees Meeting, the Trustees heard from a student who voiced concerns about Cengage and other technology-based concerns. Follow-up with Cengage about these concerns, Dr. Moore confirmed that students who choose to rent hard-copy textbooks will receive a copy in ten days or less, but in most cases they will receive it within only a few days. Students also have the option to print the first chapter from the Cengage site while they are waiting for the book to arrive. A letter will be sent from Trustee Johnson in response to the student. When fall tuition bills are sent, students will receive an accompanying letter to explain the Cengage charge and describe how students can identify which courses use Cengage services.

2019-20 Academic Goals and Agenda

Dr. Moore reviewed academic goals for the upcoming year. Focus will include:

- implementation of a certificate in the Construction Academy;
- development of a Coding Academy;
- aligning course assessment with outcome requirements.
- development of the STARS program;
- continuing work on advising and mentoring initiatives;
- development of completely online programs for Aviation and Criminal Justice;
- establishment of a Master Teachers Series;
- development of new majors;
- review and updates for master syllabi;
- establishment of online science courses, including labs; and
- increased communication from the Library about available resources and services.

Honors Program and Scholarship Update

Mr. Colin Sisk provided an update concerning the new Honors Program and Honors Scholarship. This spring, 17 high school seniors representing nine school districts were selected to receive the CCBC Honors Scholarship. Recipients were selected based on their high school grade point average, class rank, a letter of recommendation, leadership and service experience, and an essay.

The recipients will be required to maintain a 3.0 grade point average, participate in 12 hours of service on campus, and complete a professional development experience. Additionally, they will be registered in honors-level courses and participate in mentoring and other programming opportunities. If they achieve the requirements, funding will continue to the next semester. The scholarship is a last-dollar award, meaning that each student will receive the dollar amount needed to close the gap between the total cost of their tuition and other funding such as grants.

Students who have not received the scholarship may apply to enroll in the Honors Program. They will be required to maintain a 3.0 grade point average, enroll in honors-level courses and will have access to mentoring and other personal development experiences.

Orientation for Student Athletes: Standards of Behavior for On and Off the Court

Ms. Jan Kaminski highlighted orientation that will be conducted for student athletes to address on- and off-the-court behavior.

Meeting Adjourned at 6:25 p.m.

Respectfully submitted by

Leanne Condron, Development Associate and Assistant to the President

Community College of Beaver County

Report to the Board of Trustees

June 2019

Acting Provost

Dr. Shelly Moore

Advising and Mentoring Summit

As a continuation of retention efforts, an Advising and Mentoring Summit will be held on June 12th. The Summit will be led by Professor Mark Deitrick and Associate Dean Katie Thomas. Faculty members, staff, and administrators will share findings from research articles and will identify the 10 best practices in these areas. At fall convocation, faculty will then vote on 3 initiatives that may be implemented at CCBC in the upcoming year.

Dean of Health Sciences

Elaine Strouss, MSN, current Acting Dean of the School of Nursing and Allied Health, has agreed to accept the position of Dean of the School of Health Sciences, effective July 1st. Elaine has many years of experience in higher education and nursing and previously served as a coordinator and facilitator for the ADN and PN programs at CCBC. The State Board of Nursing and Accreditation Commission for Education in Nursing have been notified of the change.

Master Teachers Series

The Academic Affairs team and Katie Thomas, Associate Dean, are planning a Master Teachers Series for the upcoming school year. The series will begin with a national speaker (grant funded), Dr. Ken Bain, author of *What the Best College Teachers Do*. Dr. Bain will provide interactive sessions focused on creating an engaging learning environment to foster deep learning. Bridges and Pathways partners will be invited to participate.

High School Academies and Dual Enrollment

Enrollment Numbers

That High School Academy enrollment numbers are up from last year and are currently at 197 students for Fall 2019.

CCBC Aviation Academy partnership with BC3 & High Flight Press Release

On Wednesday, May 22, 2019, at the Pittsburgh Butler Regional Airport, a press release was held to announce the CCBC Aviation Academy partnership with Butler Community College and High Flight Academy. The event was attended by County Commissioners, Administration, faculty and staff from both colleges and High Flight Academy. High Flight was also given their 141 Certificate by the FAA at the event. One of the current aviation academy students, Alex Ola, spoke about his experience in the aviation academy.

AIM for the Future Fridays

For the fall and spring 2018-2019 academic year, there were a total of 11 AIM for the Future Fridays held on campus which brought around 500 local students to campus to spend the day previewing what High School Academies have to offer. There were two AIM for the Future Friday events held at the Pittsburgh Butler Regional Airport location at High Flight Academy to allow recruitment for the new Butler location for the Aviation Academy. The academy team will also be presenting about the new location for the Aviation Academy at a high school summer camp at Freeport High School on June 27th. Nine AIM for the Future Fridays set for the 2019 academic year. This year a new initiative of Reach Back days was initiated in which Assistant Dean Lauren Susan is revisiting the schools to follow-up after their attendance at an AIM event.

Big Brothers Big Sisters STEAM Camp

The team will be hosting, in collaboration with the aviation department, a STEAM camp day as part of the Big Brothers Big Sisters summer camp. The kids, ranging in ages from 6-18, will spend the day exploring aviation in relationship to space. They will have the opportunity to tour the Air Heritage Museum, the Air Traffic Control Tower, and planes at ACES Aviation at the Beaver County Airport.

WINGS Program: American Airlines Grant

The grant of \$25,000, which was received from American Airlines for the second consecutive year, will support CCBC's launch of its WINGS (Widening Interest for the Next Generation of Students) in Aviation program. This will increase outreach efforts to school districts and enable CCBC to bring several desktop flight simulators to the local school districts for hands-on experiential learning to increase awareness of a career in professional piloting in collaboration with an American Airlines representative.

School of Nursing and Allied Health

Associate Degree Nursing NCLEX Update

Since graduation, 23 of the 70 Associate Degree Nursing (ADN) graduates have tested and successfully passed the National Council Licensure exam. This includes one of four LPN to RN graduates in the first Washington County cohort.

Employment

Twenty-one Associate Degree Nursing graduates have been hired at Heritage Valley Health System – 10 at Heritage Valley Sewickley and 11 at Heritage Valley Beaver. Many others have accepted employment at facilities throughout the region. Some are awaiting successful completion of the NCLEX before accepting or starting employment.

Fall Nursing Admissions

One hundred and two (102) students have accepted admission into the Associate Degree Nursing program for this fall. This includes 22 students from the first Geneva College cohort (1-2-1 program). This is an increase from fall 2018 in which 85 students entered the program.

Practical Nursing Testing

A record number of PN applicants are taking the pre-entrance exam. It is hopeful that this will result in a much larger cohort to begin the program in January. Sally Fitzgerald is touring Long Term Care Facilities to recruit for the PN Program.

Health Academy Admissions

The Health Academy is excited to announce a record number of students interested in the Health Academy program. Fifty-nine students have expressed interest in starting this fall and 17 students will be starting the second year of the program this fall, for a total of 76 Health Academy students. This is the highest number to date.

School of Industrial Technology and Continuing Education

Process Technology Program

Regional/statewide events attended to highlight the Process Technology Program, the College's relationship with Shell and related companies, and TEAM Consortium:

- CCBC and Shell representing at the WEDnetPA Annual Statewide Partner Conference in Pittsburgh on April 25th.
- CCBC and Shell hosted a visit and discussed PTEC and advanced manufacturing related initiatives with the U.S. Assistant Secretary of Education, Scott Stump, on May 20th.

The Office of Industrial Technology and Continuing Education is currently working with Shell, Ergon, and 3M to develop programs and agreements for utilizing the Pilot Plant/Shell Center for Process Technology and CCBC's instructional team for training/onboarding new hires and incumbent worker training upskilling.

Mascaro Construction Technology and Management Program

Justin Brooks will begin on July 1st as the Lead Faculty/Director of the Mascaro Construction Technology and Construction Program. He has a Master of Science in Civil Engineering; serves as Director/Committee Chair for the American Society of Civil Engineers (Pittsburgh); and has extensive experience as a project manager and design professional in the civil engineering and construction industry.

Training

The Wastewater Treatment Operator Program began on May 6th.

The next Welding class will begin on June 17th.

WEDnetPA

The Workforce and Continuing Education team has allocated training dollars (\$294,224 for 2018-2019) to eligible manufacturing and high technology companies to provide training to their incumbent workers. Companies currently registered to receive training dollars through CCBC this year include: Ellwood City Medical Center, Brentwood Bank, Ardex, BASF, Cellones, Versatex Building Products, Veka, Aero Tech Designs, Ellwood City Forge, Nova Chemicals, Bolland Machine, Sipple Steel, Berner International Corporation, Minuteman Press, McDaniel Advance Ceramic Technologies, Cumberland Contura, Beemac Driver Management, Almatix, American International Relocation Solutions, and Ritchey Metals Company, Inc.

TEAM Consortium

Brian Gatto, TEAM's new Membership and Database Management Assistant began on June 3rd.

TEAM's Website vendor, Five Star Development, was hired in June. Meetings are currently being held through June to obtain stakeholder input on the website.

The next TEAM Consortium Quarterly Meeting will be held at WVU in Morgantown, WV on June 26th.

School of Aviation Sciences

On the Aviation side, meetings have been taking place with flight schools to discuss the new flight account process—i.e., the flight schools will host the students flight accounts, and the PA discount will be distributed based on student flight activity reported to us from the flight schools. New students are being instructed to open their flight accounts with the flight schools. In the next two weeks calls will be made to continuing students to discuss their flight accounts and instruct them to open their flight accounts with the flight schools. In July, Dean Higgs plans to meet with any/all continuing students (and parents) to discuss the flight account/PA discount changes.

School of Business, Arts, Science, and Technology

Cengage and Course Scheduling

The Deans of BAST have been working with the CCBC Cengage team and faculty to prepare for the launch of Cengage Unlimited in the fall semester. Approximately 80% of the scheduled course sections in BAST will be covered. Work is underway with faculty to overhaul and finalize the spring 2020 schedule.

Community College of Beaver County

Report to the Board of Trustees

June 2019

Vice President for Student Affairs and Enrollment

Ms. Jan Kaminski

Jan Kaminski, the Vice President of Student Affairs and Enrollment, will be a featured presenter at student athlete orientation for all men and women's teams beginning the 19-20 Academic Year. She will review the College's student code of conduct, including disciplinary measures and sanctions, as well as the NJCAA student-athlete eligibility handbook and by-laws. Emphasis will be on high standards and expectations of ethical behavior on and off the court in all interactions with students, faculty, staff, and the public. Moreover, there will be a Do's and Don'ts discussion that will include topics that are "off limits" for athletes to joke about inside and outside the classroom – in areas such as the library, titan café, student service center, auditoriums, events centers and so on. Some of the topics of jokes that will be prohibited include, threats of violence, including sexual violence, threats with weapons, threats with bombs, or any other threatening or aggressive behaviors toward others.

Counseling

Behavioral Health Update

Amanda Bitkowski reported on the number of students who have sought out counseling since she started her position late August 2018. Amanda has seen 18 students for personal counseling throughout the past school year; often those students meet once a week for appointments. In the fall, the counseling department had an intern from Geneva College who saw 9 students for personal counseling. Six early intervention reports were linked to mental health last school year. Amanda has met with 10 students to connect them to community resources and supports. Amanda met with 13 different faculty members last school year to consult about students of concern. Lastly, Amanda responds to students in mental health crisis on a weekly basis, at times daily.

Amanda has built community partnerships to better serve students at CCBC. The primary contact for crisis support is Beaver County Crisis. The Back on Track partnership also continues to be a community support/referral system for students. Amanda also has collaborated with the Renfrew Center for an eating disorder awareness event on campus. In the fall, the counseling department intern ran a Pause Group aimed at helping students with self-care, which Amanda oversaw.

Amanda has also focused on revamping documentation in the counseling department. Amanda worked with legal and Jan Kaminski to develop an intake, informed consent, suicide assessment checklist, and safety plan for the counseling department. Amanda and Jan also rewrote the Threat to Self-Policy for CCBC students/faculty/staff. Amanda has collaborated with the IT department to have confidential documentation and coding. Fact Sheets were created in collaboration with Colin Sisk to better educate faculty and staff on assisting students in crisis or students who may have experienced sexual assault.

Visual Schedule Builder Update

Amanda Bitkowski discussed benefits of the visual schedule. The schedule builder will decrease printing, help with time management skills, and increase student autonomy. The schedule builder will be used with returning students only at this time. New students would need placement score interpretation and course suggestions, thus they will not register on their own the first semester.

The visual schedule builder will list course descriptions, pre-requisites, and multiple schedule options. The visual schedule builder will allow students to block off unavailable times due to work, childcare, etc. Amanda presented an example of a first year nursing student, and the options that populated from the course selections. Once the students select the courses they feel will work best, they will be able to input and register for those courses on MyCCBC.

Student Life

Honors Scholarship and Program Overview

For the 2019-2020 Academic Year, the Academic Excellence and Presidential Scholarship program has evolved into the Honors Scholarship program. For this year’s efforts, substantial changes were made to the scholarship process, casting a wider net for eligibility and providing opportunity for students who have demonstrated a commitment to service and leadership during their secondary school careers. Utilizing an arbitrary class ranking percentage did not allow for the College to be able to engage students who may have high academic ability, but were just on the outside of that class ranking threshold (either in larger or smaller districts). With service to the institution or community being a long-standing requirement of the scholarship, and some students not being renewed because they did not finish that element, it was argued and agreed to that having some understanding of a prospective student’s willingness to serve would be a helpful element of the process. The adjustments are highlighted by a comprehensive application process, that were subjected to an evaluation rubric and multiple, blind reviews where reviewers did not know the identities of the applicants before reading the materials.

	2018-2019 Scholarship	2019-2020 Scholarship
Application Required?	No	Yes
Elements of Application Evaluated?	None (N/A)	Core: HS GPA (20%), HS Class Rank (20%), Letter of Recommendation (20%), Essay (20%, scored with separate rubric), Service and Leadership (20%). Supplemental Elements: College Credits Earned in High School and AP Courses/Credits Earned. All elements scored against pre-established sliding scale.
Value of Scholarship	Full Tuition (Excluding Flight Fees)	Last-Dollar Scholarship, Awarded After All Other Gift Aid
Status Guaranteed?	Guaranteed to top 10% of Graduating Class of Each Beaver County High School	No Guarantee Based on Class Ranking
Renewal Requirements?	3.0 GPA and 15 hours of service earned each semester	3.0 GPA, 12 hours of service and one personal/professional development experience each semester

The Honors Program had developed a standard of 3.2 for application and consideration (beyond the scholarship component). It was adjusted to 3.0 to be consistent across the scholarship application and the program application (students can apply to be part of the program without being a scholarship winner), and to entice student applications for both the scholarship and program. However, no points are earned on the scholarship application for the GPA section if a student has lower than a 3.2 GPA.

For the 2019-2020 Honors Fellows class (the new moniker for Student Scholars), 35 Eligible Students applied, representing 10 of the 14 school districts in the county (including Midland, represented by Lincoln Park Performing Arts Charter School). The 17 Honors Fellows selected represent 9 of the county's school districts. They average a 4.14 GPA and average ranking of the 91st percentile (just inside of the top 10%) in their respective graduating classes.

The Honors Program will now require a student to complete one personal/professional development experience each semester, and require their participation in mentoring opportunities with college staff, as well as providing the opportunity for them to serve as mentors to other students as they excel in the program. Curricular offerings will provide applied and enhanced learning opportunities, and co-curricular workshops, trips and events will focus on themes that enhance their professional skills, expose them to opportunities beyond CCBC, and will deepen their self-concept and how they engage in the community.

Community College of Beaver County

Report to the Board of Trustees

June 2019

Executive Director for Planning, Assessment, and Improvement

Ms. Sara Leigh

Presentations

The Executive Director extends apologies for her absence on Tuesday, June 18. Ms. Leigh will be in North Carolina to present CCBC's New Strategic Plan at the Higher Education Data Sharing Consortium Annual Conference. CCBC also received notification on June 10th that Ms. Leigh's proposal to present at the Middle States Commission on Higher Education Annual Conference in December was accepted. Sincere appreciation is extended to the Board of Trustees and the Executive Cabinet for support in creating a transformative and comprehensive strategic plan.

Assessment

Outcomes Assessment

2018-19 assessment results are approximately 80% complete, as of June 10, 2019. Follow-ups will be sent within the week, and meetings will be scheduled at the end of June.

'Great Colleges to Work For' Survey

CCBC was notified June 10th that the College was not selected for recognition by the "Great Colleges to Work For" program. Results will be available at the end of July.

Accreditation & Compliance

AIU

The Annual Institution Update for MSCHE is now on its "normal" schedule. CCBC submitted for 2018 in November, but future submissions take place in May/June. CCBC submitted on time; however, several institutions are currently in dispute with Middle States regarding one of the required financial indicators. The AIU formula for CFI does not allow colleges to include non-operating revenue, such as state and county funds, which is in direct contradiction of traditionally accepted accounting practices, and is resulting in a negative financial indicator for many institutions. So far, MSCHE has been resistant to "fixing" this indicator. However, during the last conference call with PACCC IR Directors, there was discussion about bringing a petition to the Council of Presidents.

Data Management

Institutional Research/Power BI

OPAI is in the process of restructuring, as one of two team members were laid off. Plans are to transition the office away from generating specific datasets with targeted SQL queries, which was the laid-off assistant's primary function, and towards creating larger, more multi-functional datasets that can be used to satisfy multiple data needs simultaneously.

Power BI

Intention is to have Power BI play a huge role in this transition. The Executive Director attended a workshop hosted by Middle States at the end of May, which provided training on creating dashboards with Power BI. It's become very apparent following the growing pains of set-up and troubleshooting, the end result will be datasets and visuals that would be useful to a wide variety of audiences across campus. For example: With minimal effort, filters could be added to a graph of retention data over time that would allow the end user to look at a specific category of students. And, with the click of a few buttons, this data could be updated within a matter of seconds. The potential of this program is staggering.

**Community College of Beaver County
June 2019 EEO Applicant Data and Referral Source**

Position	Gender	Race	Referral	Totals
Adjunct Faculty Pool	F	Caucasian	CCBC Employee	
	F	Caucasian	CCBC Employee	
	F	Caucasian	CCBC Employee	6 Female - Caucasian
	F	Caucasian	CCBC Employee	1 Male - Black or African American
	F	Caucasian	CCBC Employee	
	F	Caucasian	CCBC Website	5 - CCBC Employee
	M	Black or African American	CCBC Website	2 - CCBC Website
Systems Administrator				
	M	Caucasian	CCBC Internal Job Posting	1 Male - Caucasian
				1 - CCBC Internal Job Posting
Act 120 Instructor Part-Time				
	M	Caucasian	CCBC Employee	1 Male - Caucasian
				1 - CCBC Employee
Full-Time Faculty Data Analytics				
	M	Caucasian	CCBC Website	1 Male - Caucasian
				1 - CCBC Website
Special Assistant to the President				
	F	Caucasian	Other Website	1 Female - Caucasian
				1 - Other Website

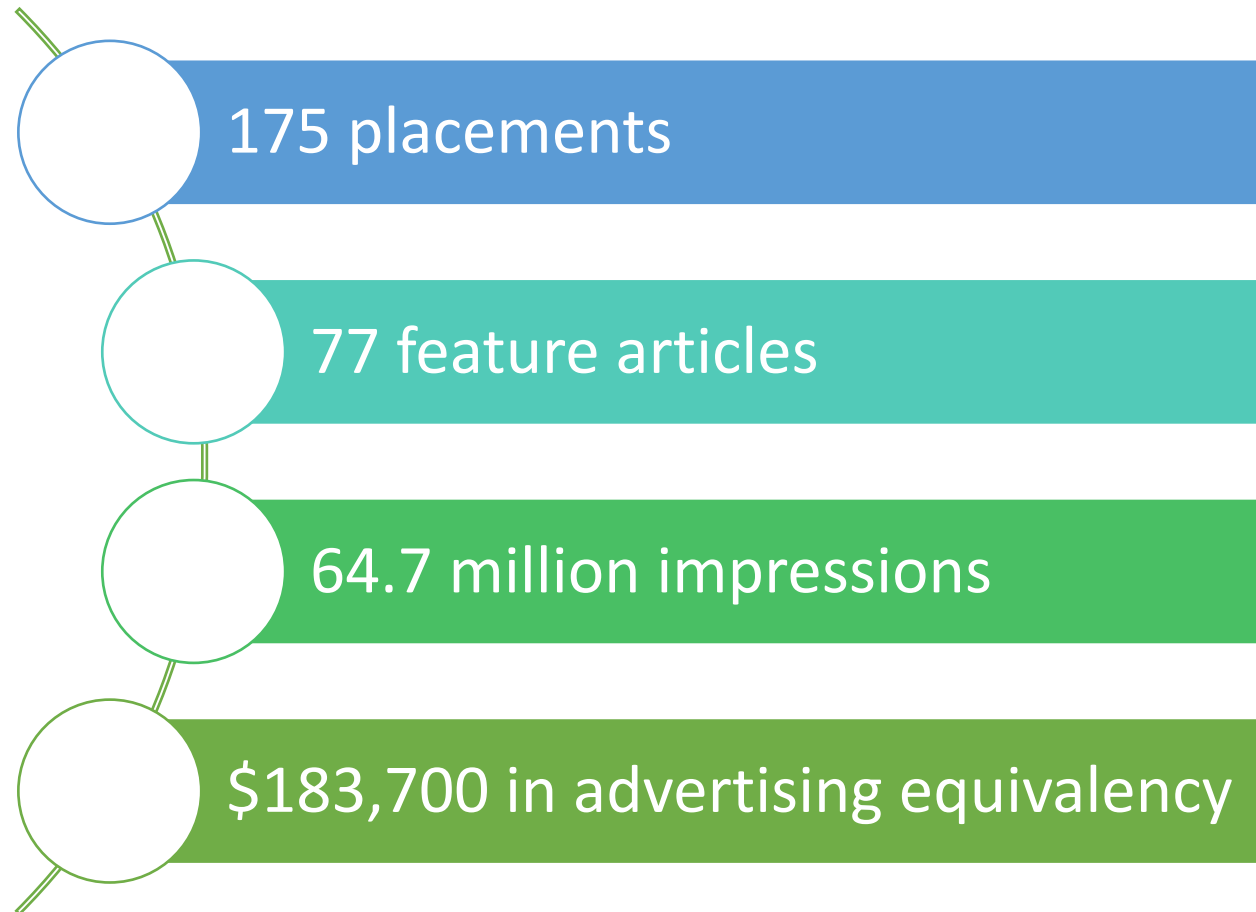
CCBC May 2019 Earned Media Coverage



- **19 placements**
 - 15 feature articles
- **4.7 million impressions**
- **\$23,500 in advertising equivalency**



CCBC 2018-2019** Earned Media Coverage



***Report does not include June 2019*

Notable Placements



Community College of Beaver County gets American Airlines grant

CCBC RECEIVES \$1 MILLION TO CONTINUE DRIVING TRISTATE ENERGY AND ADVANCED MANUFACTURING CONSORTIUM

Waynesburg U. nursing partnership with CCBC called a 'win-win'

Ask the Experts: Cybersecurity

CCBC/BC3's Flight Degree Seeks To Help Pilot Shortage

Community College of Beaver County Appoints First African-American President



CCBC gets another \$1 million grant for process technology program

Pittsburgh Post-Gazette

Community College of Beaver County - Media Coverage Tracker

Date	Outlet	Journalist	Circulation	UMPV	Adv. Eq.	Brief vs Feat	Notes	Link
05/01/19	Beaver County Times	Scott Tady	20,431	190,767	250	Mention	Local county history of food	https://www.timesonline.com/entertainmentlife/20190501/get-out-this-weekend-17-beaver-county-sites-feature-history-of-food
05/01/19	Pittsburgh Tribune Review		106,000	20,000	3,500	Mention	WQED Jobs Expo	https://triblive.com/local/pittsburgh-allegheeny/wqed-holds-future-jobs-expo/
05/02/19	Beaver County Times		20,431	190,767	250	Feature	PTECH groundbreaking	https://www.timesonline.com/news/20190502/ccbcs-shell-center-for-process-technology-education-really-good-thing-says-gov-wolf
05/02/19	PCN	Brian McCarty				Feature	PTECH groundbreaking	no link
05/03/19	Beaver County Times		20,431	190,767	250	Feature	PTECH groundbreaking	https://www.timesonline.com/news/20190502/ccbcs-shell-center-for-process-technology-education-really-good-thing-says-gov-wolf
05/03/19	Pennsylvania Business Report					Feature	PTECH groundbreaking	https://pennbizreport.com/news/12961-gov-wolf-attends-groundbreaking-for-process-tech-education-center-at-community-college-of-beaver-county/
05/07/19	CBS-TV		250,000	1,000,000	\$5,000	Feature	Career Workshop for military	
05/07/19	KDKA 1020 AM		300,000	0	\$750	Feature	PTECH groundbreaking	https://kdkaradio.radio.com/articles/shell-chemicals-hire-80-operators-summer
05/07/19	KDKA 1020 AM		300,000	0	\$750	Feature	Career Workshop for military	
05/12/19	KDKA TV Sunday Business Page	Jon Delano/ Aviva Radboi	25,000	50,000	\$5,000	Feature	PTECH groundbreaking	https://pittsburgh.cbslocal.com/video/4083504-sunday-business-page-ccbcs-helping-hand-in-shells-cracker-plant-5-12-2019/
05/18/19	Beaver County Times		20,431	190,767	250	Mention	Alumni article	https://www.timesonline.com/entertainmentlife/20190519/life-comes-full-circle-international-business-program-affords-center-man-opportunity-to-honor-italian-heritage
05/22/19	Beaver County Times		20,431	190,767	250	Feature	Subsidy from county	https://www.timesonline.com/news/20190522/ccbc-subsidy-might-be-paid-on-time
05/22/19	Butler Eagle		22,400	144,000	\$1,000	Feature	Aviation partnership w Bc3	https://home.butlereagle.com/clickshare/authenticateUserSubscription.do?CSProduct=butlereagle&CSAuthReq=1559569644:37369994:0476273&CSTargetURL=http://www.butlereagle.com/apps/pbcs.dll/login
05/22/19	Butler Radio Network					Feature	Aviation partnership w Bc3	http://butlerradio.com/bc3-partners-with-ccbcs-on-aviation-academy/
05/22/19	WTAJ www.wearecentralpa.com					Mention	PA CC new programs	https://www.wearecentralpa.com/news/pa-community-colleges-expand-with-70-new-programs/2018939401
05/23/19	Beaver County Times		20,431	190,767	250	Feature	New STEM programs (PA CC new pr	https://www.timesonline.com/news/20190523/ccbc-to-offer-nine-new-stem-programs
05/24/19	Butler Radio Network					Feature	Aviation partnership w Bc3	http://butlerradio.com/ccbc-bc3s-flight-degree-seeks-to-help-pilot-shortage/
05/24/19	WBVP Radio		3,409	0	\$250	Feature	Aviation partnership w Bc3	https://beavercountyradio.com/news/ccbc-teams-up-with-bc3-for-new-aviation-academy-based-out-of-butler/
05/25/19	CBS-TV		250,000	1,000,000	\$5,000	Feature	Aviation partnership w Bc3	https://pittsburgh.cbslocal.com/2019/05/24/high-flight-academy-training-program/
			1,379,395	3,358,602	22,750			
			4,737,997 = Total Circulation + UMPV					

BC3 Partners With CCBC On Aviation Academy

Posted By: Kayla Molczan on: May 22, 2019 In: News



High Flight Academy is located at the Pittsburgh-Butler Regional Airport in Penn Township. Photo: Butler Radio Network

Beginning this fall, Butler County students who have an interest in aviation will be able to take classes without leaving the county.

“This is an exciting day for Beaver and Butler counties as we announce the Community College of Beaver County Aviation Academy at High Flight in partnership with Butler County Community College,” CCBC Dean Lauren Susan said during a special program at the Pittsburgh-Butler Regional Airport on Wednesday.

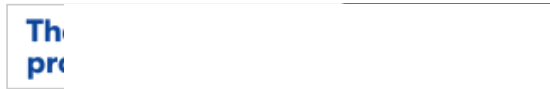
The Community College of Beaver County and BC3 are joining together to establish an aviation academy for high school juniors and seniors.

High school students will be able to split their time between their high school and High Flight Academy (which is located at the Pittsburgh-Butler Regional Airport in Penn Township) and earn credits towards becoming a professional pilot, air traffic controller or drone operator.

Mars High School Junior Alex Ola is currently enrolled in the program.

“I’ve known that I’ve wanted to be an airplane pilot since I was eight years old,” Ola said Wednesday. “I realized that I could take college-level classes in high school- learn a lot of important things- and work towards a career, while still getting high school credits. I’ll earn my degree in about half the time as a regular four-year college program.”

Representatives from the Federal Aviation Administration presented High Flight Academy on Wednesday with a Part 141 Flight School certification, which enables the school to instruct and prepare students for their private pilot certificate and instrument flight rating.



The Times

CCBC subsidy might be paid on time

By Daveen Rae Kurutz

Posted May 22, 2019 at 12:49 PM

Updated May 22, 2019 at 2:08 PM

BEAVER — The Community College of Beaver County might be getting its money a bit earlier than expected.

The county commissioners planned to delay a portion of the college's \$4.3 million subsidy for 2019-20 to 2020 to help balance this year's county budget. However, finances aren't as tight as officials had feared in December.

Leslie Tennant, spokeswoman for the college, said CCBC continues to communicate regularly with the commissioners.

"Recently, a discussion did take place regarding reconsideration of the timing of our appropriation payment," Tennant said.

Commissioners Chairman Daniel Camp said that once the county's audits are completed, the commissioners will revisit the payment timing with financial consultant Corey Trautman. The commissioners said they anticipate that it's "likely" the payment will be made during 2019.

About \$1 million of the college's subsidy was slated to be paid in 2020 to avoid a tax increase for this year.

The community college runs on a different fiscal year from the county. CCBC's fiscal year runs July through June, while the county runs on a calendar year.

County officials typically have the audits for the prior year completed by the end of June.

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News

CCBC Teams Up With BC3...

CCBC Teams Up With BC3 For New Aviation Academy Based Out Of Butler

MAY 23, 2019 / BEAVER COUNTY RADIO



Butler, Pa

Story and photographs by Mark Peterson

CCBC held held a press conference yesterday to announce the fact that CCBC and Butler County Community College have now formed a partnership together with High Flight Academy, a private flight school based out of Butler. The Aviation Academy at both community colleges will allow the opportunity for students to take classes at the Butler County campus and airport as well as the Beaver County campus and airport...

Dr. Nicolas Neupauer, President of Butler County Community College and Dr. Roger Davis from Community College Of Beaver County were both present for the occasion...



Dr. Nicolas Neupauer, President of Butler County Community College and Dr. Roger Davis from Community College Of Beaver County

Dr. Davis offered a comment on the new partnership:



Bob Feree, owner of High Flight Academy, accepted the officiated Federal Aviation Administration certification as part of 141 flight school from Wendy Grimm, a flight service representative from the FAA who was also one of the speakers...



Bob Feree, owner of High Flight Academy



Wendy Grimm, Flight Service Representative from the FAA

Ike Kelly, manager of the Pittsburgh Butler Regional Airport and Alex Ola, a Mars area high school Junior currently enrolled in CCBC's High School Aviation Academy, also spoke at the event held in hangar C-8 on this beautiful Wednesday Morning in Butler County. Ola will now be able to take some of his classes at the Butler Airport and at Butler County Community College through High Flight Academy, now that the partnership with CCBC is in place. He previously had to drive to Beaver County for his classes and flight training work...



Ike Kelly, manager of the Pittsburgh Butler Regional Airport



Alex Ola, a Mars Area High School Junior

Kim Geyer, Butler County Commissioner, was on hand and offered her remarks...



Kim Geyer, Butler County Commissioner

Joyce Cirelli, Dean of High School Academies and Dual Enrollment at the Community College Of Beaver County, served as the master of ceremonies for Wednesday's press conference...



Joyce Cirelli, Dean of High School Academies and Dual Enrollment at the Community College Of Beaver County

Fabio Roberto, a director and teacher at High Flight Academy, talked about the types of programs that will now be offered...



Roberto also explained a little bit more about the differences between the high school aviation and college age student aviation academies, and how they will both be served at both campuses and at both airports;



A large crowd of media types, local officials, college educators and airport personnel attended the event, and all were given aviator style sun glasses and then posed for a picture to commemorate the occasion...



The press conference was held at the Pittsburgh-Butler Regional Airport .

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News

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The Times

CCBC to offer nine new STEM programs

By Daveen Rae Kurutz

Posted May 23, 2019 at 3:56 PM

Updated May 23, 2019 at 4:01 PM

The initiative is part of a statewide move by community colleges to introduce 64 new programs for next school year.

CENTER TWP. — Students at the Community College of Beaver County have more options this fall, ranging from meteorology to construction management.

The Center Township-based college announced nine new programs to debut during the 2019-20 school year. The majority of CCBC's new programs are STEM based, focused on science, technology, engineering and math.

The college will begin offering degrees in chemistry, computer science, meteorology, mathematics, physics and sociology. A certificate in construction technology and management also will be added. The school's dual-enrollment program will add two more high-school academies: the Mascaro Construction high school academy and the STEM high school academy, coding track.

"CCBC is proud to continue to provide new and innovative courses and curriculum," said Shelly Moore, Acting Provost for CCBC. "Ensuring that we're meeting the STEM needs of tomorrow's workforce and leaders is a top priority."

The move is part of an initiative across the state to add 65 new programs to Pennsylvania's 14 community colleges. The process requires schools to look at the local labor market and determine what high-priority occupations are in demand and of interest to students.

"As the largest provider of higher education in Pennsylvania, our community colleges are critical to the commonwealth's continued workforce development and career readiness," said Elizabeth A. Bolden, president and CEO of the Pennsylvania Commission for Community Colleges. "By regularly evaluating

local needs and partnering with growing business to create new programs, our colleges are building pathways to in-demand careers that offer family-sustaining wages.”

A community college in one neighboring county has also added programs. The Community College of Allegheny County plans to add certificate programs in barbering, plastics manufacturing technology and supervision and leadership. No programs from Butler County Community College were included in the initiative.

The Times

CCBC's Shell Center for Process Technology Education 'really a good thing,' says Gov. Wolf

By J.D. Prose

Posted May 2, 2019 at 6:08 PM

CENTER TWP. — With construction humming along on Shell Chemicals' ethane cracker plant a few miles away, the groundbreaking for a facility to train students for industry careers took place on the Community College of Beaver County campus Thursday.

"This is really a good thing for all of us," Gov. Tom Wolf said at the ceremony for the Shell Center for Process Technology Education. "This is a big deal for Pennsylvania."

Along with Wolf, about 100 people, including state legislators and county commissioners, gathered under a tent for the event on the Center Township campus.

Wolf said CCBC's program should be a model for the rest of the state in its workforce development efforts. "We need to do more of this kind of stuff," he said.

The \$4.5 million project is the second phase for CCBC's process technology program, which was created five years ago to prepare workers for jobs in the petrochemical and manufacturing industries.

Shell's gift of \$1 million was announced in early 2018. It will help fund a building expansion quadrupling the current facilities and that will eventually offer enhanced simulation equipment for students.

CCBC President Roger Davis also noted the other partnerships that have assisted the program, including \$1 million each from the Allegheny Foundation and the Richard King Mellon Foundation, a \$2 million grant from the Pennsylvania Department of Education and more than \$500,000 of private investment.

“Our process technology program has helped facilitate historic investment here at CCBC that is ensuring our students and our region have access to state-of-the-art educational facilities and technology,” Davis said.

Six graduates of the program were recognized during the event. David Agnello of Wampum thanked everyone involved in the program, especially his instructors who shared their knowledge and experience with students.

“Thank you from the bottom of my heart, and everyone else for making this happen,” said Agnello, wearing a white Shell hardhat and blue coveralls.

Jeff Krafve, the cracker plant’s general manager, praised the graduates of CCBC’s four-semester program. “The vitality and spirit these graduates bring to our team is uplifting,” he said.

Krafve also said the program’s expansion is a result of collaborating on a single vision. “It creates career pathways that weren’t there before,” he said.

CCBC/BC3's Flight Degree Seeks To Help Pilot Shortage

Posted By: Kayla Molczan on: May 24, 2019 In: Featured News



Fabio Ruberto, director of operations at High Flight Academy, located at the Pittsburgh-Butler Regional Airport in Butler, is shown inside a Cessna 172 on April 24, 2019. The Community College of Beaver County, Butler County Community College and flight trainer High Flight Academy have created the CCBC Aviation Academy at High Flight in partnership with BC3, which debuts this fall at the Pittsburgh-Butler Regional Airport for Butler County high school juniors and seniors.

BC3's newest venture into aviation will seek to help the country's- and the world's- current pilot shortage.

Boeing forecasts hundreds of thousands of new commercial and business pilots will be needed in the next 20 years.

"We will need a pilot trained every 15 minutes to walk into a cockpit and fly a plane," Community College of Beaver County President Roger Davis said in a ceremony announcing the program on Wednesday.

CCBC and BC3 are joining as partners with flight trainer High Flight Academy to instruct and prepare aviation students for their private pilot certificate and instrument flight rating. CCBC has had an aviation academy since the late 60s and is the only program in the United States to offer high school students the opportunity to explore careers in piloting, air traffic control and unmanned aerial vehicles such as drones.

BC3 President Nick Neupauer says he's happy to jump onboard with the program.

"This is what education in the 21st century looks like," Neupauer said. "Why duplicate services when you have two institutions that have the ability to collaborate?"

Beginning this fall, Butler County high school juniors and seniors will be able to take classes at the Pittsburgh-Butler Regional Airport in Penn Township and receive credits towards an aviation degree. Read more here.

FREE COUP

Gov. Wolf attends groundbreaking for process tech education center at Community College of Beaver County

BY KEVIN RANDOLPH (/ABOUT/EDITORIAL-TEAM/#KEVINRANDOLPH) | MAY 6, 2019 | LOCAL
([HTTPS://PENNBIZREPORT.COM/POLICY/LOCAL/](https://pennbizreport.com/policy/local/))

Gov. Tom Wolf recently attended the Phase II groundbreaking ceremony for the Shell Center for Process Technology Education at the Community College of Beaver County (CCBC) where he congratulated the college on its efforts to provide training and vowed to build the strongest workforce in the nation.



“When you have a project like the Shell Ethylene Cracker Plant that has the potential to create more than 100,000 direct and indirect jobs, you need to find ways to train the workforce, and collaborative efforts like this between education providers and employers are one of the best ways to do that,” Gov. Wolf said.

Last year, CCBC received a \$1 million gift from Shell and a \$1 million grant from the Richard King Mellon Foundation to help fund the Phase II addition to the center. The Pennsylvania Department of Education provided a matching \$2 million grant to support the construction for which the recent groundbreaking ceremony took place.

The college's four-semester associate in applied science program in process technology trains students to process technicians. These professionals set up, operate, monitor and control advanced manufacturing facilities and processes. The program prepares students for careers in chemical, petrochemical, nuclear power and steel manufacturing.

← AmeriHealth Caritas presented with workplace diversity award (<https://pennbizreport.com/news/12957-amerihealth-caritas-presented-with-workplace-diversity-award/>)

Site Selection Names LVEDC One of Top 20 Economic Development Corporations in United States → (<https://pennbizreport.com/news/12965-site-selection-names-lvedc-one-of-top-20-economic-development-corporations-in-united-states/>)

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Replenishing The Skies: Local Aviation School Offering Incentives For Young Pilots

By Jon Delano May 24, 2019 at 6:49 pm

Filed Under: Butler County Community College, Community College Of Beaver County, High Flight Academy, Jon Delano, Local TV, Pittsburgh News



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BUTLER (KDKA) – One-in-three Americans is traveling this holiday weekend, and nearly 7 million Americans will be flying.

But there’s a looming crisis in the air.

“There’s a tremendous shortage worldwide of pilots,” says Fabio Ruberto.

TOP ARTICLES 1/5

KDKA CBS Pittsburgh

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Ruberto is director of operations for the High Flight Academy in Butler which trains aircraft pilots.

“The pilots that we have in the system now are retiring. They’re aging out,” Ruberto told KDKA money editor Jon Delano on Friday. “So there’s a tremendous need worldwide for commercial pilots both for the airlines and cargo.”

Enter the Community College of Beaver County (CCBS) and its counterpart, Butler County Community College (BC3), which together announced a new flight training program in partnership with High Flight Academy at the old Butler County Airport, tapping into an existing program at CCBC.

“They have for years had a high school aviation academy for high school level students, and the idea was to bring that into Butler County working in conjunction with Butler County Community College.”

High school students, juniors and seniors, who are thinking of becoming pilots can get a head start.

Beginning this fall, high school students can get two years of training in basic aviation.

The advantage of that is after two years, they get one year’s worth of credit in either one of the two community colleges.

“They will be taught by the colleges’ instructors as well as our instructors, so we will provide the flight training instruction and the college will provide the ground school, the basics in aviation, so things like aerodynamics, and understanding all of the different control services of an aircraft, weather patterns, basic flight training and flight skills,” explained Ruberto.

Of course, it will take time to get a commercial pilot’s license, but the reward is real.

“You can start in high five figure, low six figure income your first year.”

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Phone: 866-391-1020

Shell Chemicals To Hire 80 Operators This Summer

Start anywhere between \$40,000 and \$67,000



LARRY RICHERT AND JOHN SHUMWAY

MAY 08, 2019 - 11:19 AM



istock / Getty Images Plus



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Phone: 866-391-1020

They are looking for operators, engineers and maintenance workers.

80 operator positions were posted as of last week.

“They are involved in the setup, monitoring and safe-efficient operations of a plant. They are working in the plant and could also be working in a control room, controlling operations,” said John Goberish, Dean at the School of Workforce Development and Continuing Education at CCBC, during an interview with KDKA Radio on Wednesday morning.

“In the past, when the steel mills were booming, you could probably go from college in to a job like that. Today, you really need that technical training.”

An operator could be working with pharmaceutical wastewater, in a petrochemical plant, or a food and beverage facility.

Graduates coming out of an associate’s degree program can start anywhere between \$40,000 and \$67,000.

“With a little bit of experience, you’re probably looking to make an average of \$70,000,” Goberish explains.

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Phone: 866-391-1020

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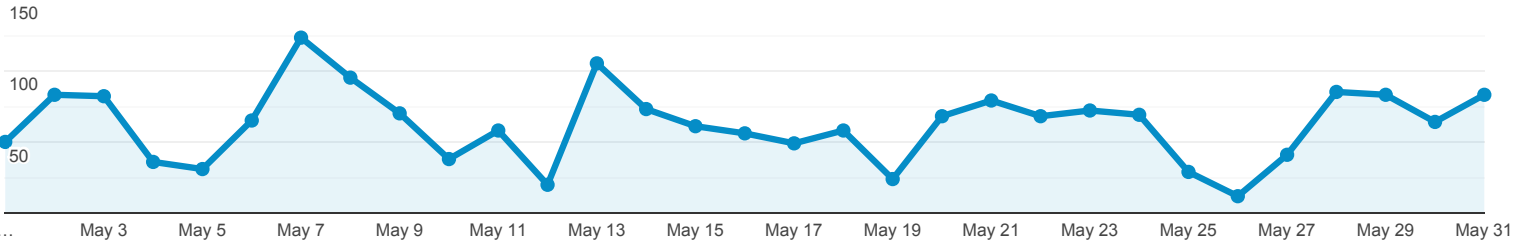
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Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	1,930 % of Total: 2.88% (66,973)	1,708 % of Total: 3.21% (53,221)	00:01:31 Avg for View: 00:01:46 (-13.67%)	439 % of Total: 1.68% (26,172)	64.92% Avg for View: 59.11% (9.83%)	35.75% Avg for View: 39.08% (-8.51%)	\$0.00 % of Total: 0.00% (\$0.00)
1. /News/PTECGroundbreaking	267 (13.83%)	249 (14.58%)	00:01:53	31 (7.06%)	77.42%	34.46%	\$0.00 (0.00%)
2. /News	209 (10.83%)	162 (9.48%)	00:00:30	9 (2.05%)	22.22%	16.27%	\$0.00 (0.00%)
3. /News/Spring2019_Honors	193 (10.00%)	169 (9.89%)	00:02:47	15 (3.42%)	80.00%	43.01%	\$0.00 (0.00%)
4. /News/CCBC_BC3	107 (5.54%)	88 (5.15%)	00:02:07	9 (2.05%)	66.67%	30.84%	\$0.00 (0.00%)
5. /News/ScienceAward2019	80 (4.15%)	75 (4.39%)	00:01:49	14 (3.19%)	50.00%	27.50%	\$0.00 (0.00%)
6. /News/2019_AIIPA	76 (3.94%)	69 (4.04%)	00:01:00	4 (0.91%)	50.00%	25.00%	\$0.00 (0.00%)
7. /News/STEMcamps	50 (2.59%)	41 (2.40%)	00:00:59	29 (6.61%)	34.48%	38.00%	\$0.00 (0.00%)
8. /newsarchive	48 (2.49%)	38 (2.22%)	00:01:18	3 (0.68%)	66.67%	22.92%	\$0.00 (0.00%)
9. /News/RogerWDavis	41 (2.12%)	39 (2.28%)	00:01:45	9 (2.05%)	66.67%	36.59%	\$0.00 (0.00%)
10. /News/CareerExpo	36 (1.87%)	31 (1.81%)	00:02:48	9 (2.05%)	55.56%	38.89%	\$0.00 (0.00%)

Rows 1 - 10 of 194

Community College of Beaver County Board of Trustees

Regular Meeting

Tuesday, May 21, 2019

A regular, public board meeting was held pursuant to notice on Tuesday, May 21, 2019, in the Community Education Center Boardroom at CCBC.

Vice Chair Pamela Johnson called the meeting to order at 6:02 p.m., and Mr. John Kochanowski called the roll.

ROLL CALL

Present

Brian Gelb
Pamela Johnson
John Kochanowski
Edward Palombo
Frederick Retsch
Stephen Robinson
Zachery Saunders

Absent

Robert Postupac
Genetha Woods-Short

College Representatives Present

Roger W. Davis, Interim President
Kolton Codner, Associate Vice President for Presidential Initiatives
Leanne Condron, Assistant to the President and Board of Trustees/Office Manager
Jan Kaminski, Vice President for Student Affairs and Enrollment
Sara Leigh, Executive Director of Planning, Assessment and Improvement
Sally Mercer, Vice President for Human Resources
Shelly Moore, Acting Provost
Glenn Natali, Vice President of Finance, Operations, and Information Technology
Leslie Tennant, Executive Director of Public Relations and Marketing

Others Present

Richard F. Start, College Solicitor
Nicholas Allego, CCBC Student

Executive Session

The Board of Trustees conducted an Executive Session at 5:30 p.m. to discuss personnel and legal matters. Action will not be taken during the meeting.

Recognition of Press, Guests and Public Comment

Public comment was recognized from CCBC Student Nicholas Allego who expressed concerns about the impact that Cengage Unlimited will have on students.

Report of the President

Dr. Davis provided the Report of the President.

Report of the Executive Committee

The minutes from the Thursday, May 9, 2019 Executive Committee meeting were included in the agenda packet.

Mr. Robinson moved to approve the fiscal year 2019-20 budget. Mr. Retsch seconded the motion and it carried on a unanimous roll call vote.

Report of the Board, Employee and Community Development Committee

The minutes from the Wednesday, May 15, 2019 Board, Employee and Community Development Committee meeting were included in the agenda packet.

On behalf of the Board, Employee and Community Development Committee, Mr. Kochanowski presented the recommended slate of officers for 2019-20. Action will be taken at the June 18, 2019 Regular meeting. The recommended slate follows:

- Chair: Ms. Pamela Johnson
- Vice-Chair: Dr. Zachery Saunders
- Secretary: Mr. John Kochanowski
- Treasurer: Mr. Stephen Robinson

Ms. Tennant reported on Public Relations and Marketing.

Ms. Mercer reported on Human Resources.

Mr. Codner reported on Advancement, Sponsored Programs and Presidential Initiatives

Equal Employment Opportunity (EEO) Report

Ms. Mercer presented the May EEO Report.

March Media Tracker Report

Ms. Tennant presented the April Media Tracker Report.

Consent Agenda

Mr. Palombo moved to approve the following consent agenda items:

- 11.1 Meeting Minutes – April 16, 2019 Regular Meeting**
- 11.2 Approval to reduce the amount of legal liability insurance for the airport premises through ACE Property and Casualty Insurance Company from \$10M to \$5M.**

- 11.3 Approval of payment in the amount of \$20,308.87 to MS Consultants, Inc. for services related to the Process Technology Center Renovation. The services are within project scope and budget.
- 11.4 Ratification to approve Newman Plumbing as the plumbing contractor for Phase II of the Process Technology Center Renovation.
- 11.5 Ratification to approve a three-year contract with Direct Energy Business Marketing, LLC to supply gas to the Main Campus at a lower rate of \$3.250/Dth, effective July 1, 2019 to June 30, 2022.
- 11.6 Ratification to approve a three-year contract with Dominion Energy Solutions to supply gas to the Aviation Sciences Center at a lower rate of \$2.89/Dth, effective June 1, 2019 through May 31, 2022.
- 11.7 Approval to increase the College's accounts receivable reserve in the amount of \$36,294.
- 11.8 Approval for the selection of Five Star as the vendor to provide design and development services for the TEAM Consortium website. The project will be funded through a POWER grant from the Appalachian Regional Commission.

Mr. Robinson seconded the motion and it carried on a unanimous roll call vote.

Summer Retreat

A poll will be sent to all trustees via email to determine a date for the next Board of Trustees Retreat.

Adjournment

The Board adjourned at 6:36 p.m. on a motion from Mr. Gelb and a second from Dr. Retsch.

The next regular, public meeting will be held on Tuesday, June 18, 2019 at 6:00 p.m. in the Community Education Center Boardroom.

Chair

Secretary

Date

Respectfully Submitted,
Leanne Condron, Development Associate and Assistant to the President

COMMERCIAL INSURANCE PROPOSAL

For

Community College of Beaver County

By



**First National
Insurance Agency, LLC**

12 Federal Street
Pittsburgh, PA 15212

Presented by: Roger Janes

2019 - 2020

TABLE OF CONTENTS

Table of Contents	2
Service Team	3
Named Insureds	4
Locations.....	5
Policy Forms and Endorsements.....	6
Property.....	7
General Liability	11
General Liability	13
Crime	15
Equipment Floater.....	24
Commercial Auto.....	27
Electronic Data Processing	30
Umbrella	39
Workers Compensation.....	41

SERVICE TEAM

Roger Janes	Client Advisor
Cell Phone	814-573-8774
Email	JanesR@fnb-corp.com

Darcee Deeter	Commercial Account Manager
Phone	814-724-0304
Email	DeeterD@fnb-corp.com

NAMED INSUREDS

Insured	Interest
Community College of Beaver County and Community College of Beaver County Foundation	First Named Insured

PREMIUM SUMMARY

Coverage	LM Expiring Premium	LM Renewal Premium	Utica Renewal Premium	Wright Renewal Premium	CM Regent Renewal Premium
Property	\$ 34,221	\$37,919	\$ 43,192	\$29,080	\$49,018
Equipment Breakdown	Incl w/ prop	Incl w/ prop	Incl w/ prop	\$ 3,654	\$4,913
General Liability	\$ 46,679	\$51,363	\$40,041	\$ 28,323	\$23,784
School Leaders Liability	Incl w/ GL	Incl w/ GL	Incl w/ GL	\$25,150	\$12,081
Business Automobile	\$ 11,912	\$ 7,731	\$ 5,188	\$ 7,003	\$4,774
Crime	\$ 1,816	\$ 1,816	\$2,435	\$ 772	\$630
Inland Marine	\$5,264	\$ 5,406	\$5,537	\$2,051	Incl w/ prop
Excess Liability	\$ 21,035	\$23,940	\$15,982	\$14,285	\$7,864
Terrorism	\$ 4,039	Incl	Incl	Incl	Incl
Total Package	\$124,966	\$128,175	\$ 112,375	\$ 110,318	\$103,064
Workers Compensation - Brickstreet	\$ 72,484	\$68,273	\$68,273	\$68,273	\$68,273
Cyber Swett	\$ 7,484	\$ 7,474	\$7,474	\$7,474	\$7,474
Non-Owned Aircraft Liability Aviation Ins Managers -	\$28,125	\$29,531	\$29,531	\$29,531	\$29,531
Total Premium	\$ 233,059	\$233,453	\$217,653	\$215,596	\$ 208,342

LOCATIONS

Loc	Bldg	Address
1	1	1 Campus Drive, Monaca PA 15061
2	1	125 Cessna Drive, Beaver Falls, PA 15010
3	1	15 Piper Street, Beaver Falls, PA 15010

PROPERTY

Issuing Company **The Netherlands Insurance Co / CM Regent**
Policy Number **CBP8788633**
Policy Term **7/1/2019 to 7/1/2020**

Named Insureds

Insured	Interest
Community College of Beaver County and Community College of Beaver County Foundation	First Named Insured

Coverages

Loc	Bldg	Subject	Amount	Val	Coinsurance	Cause of Loss	Deductible
1	1	1 Campus Drive, Monaca, PA 15061 Student Union Building					
		Business Personal Property	\$1,068,000	R	100%	Special	\$5,000
		Building	\$7,486,000	R	100%	Special	\$5,000
1	2	1 Campus Drive, Monaca, PA 15061 Administration Building					
		Building	\$2,745,000	R	100%	Special	\$5,000
		Business Personal Property	\$383,000	R	100%	Special	\$5,000
1	3	1 Campus Drive, Monaca, PA 15061 Applied Arts Building					
		Building	\$3,360,000	R	100%	Special	\$5,000
		Business Personal Property	\$413,000	R	100%	Special	\$5,000
1	4	1 Campus Drive, Monaca, PA 15061 Applied Science Building					
		Building	\$7,168,000	R	100%	Special	\$5,000
		Business Personal Property	\$888,000	R	100%	Special	\$5,000
1	5	1 Campus Drive, Monaca, PA 15061 Technologies Building					
		Building	\$1,499,000	R	100%	Special	\$5,000
		Business Personal Property	\$155,000	R	100%	Special	\$5,000

1	6	1 Campus Drive, Monaca, PA 15061 Applied Health Building					
		Building	\$8,423,000	R	100%	Special	\$5,000
		Business Personal Property	\$2,311,000	R	100%	Special	\$5,000
1	7	1 Campus Drive, Monaca, PA 15061 - Dome					
		Building	\$13,839,000	R	100%	Special	\$5,000
		Business Personal Property	\$379,000	R	100%	Special	\$5,000
1	8	1 Campus Drive, Monaca, PA 15061 Annex					
		Building	\$99,000	R	100%	Special	\$5,000
		Business Personal Property	\$27,000	R	100%	Special	\$5,000
1	9	1 Campus Drive, Monaca, PA 15061 Library Resource Center					
		Building	\$10,133,000	R	100%	Special	\$5,000
		Business Personal Property	\$3,385,000	R	100%	Special	\$5,000
1	10	1 Campus Drive, Monaca, PA 15061 Dugout #1					
		Building	\$10,000	R	100%	Special	\$5,000
1	11	1 Campus Drive, Monaca, PA 15061 Dugout #2					
		Building	\$10,000	R	100%	Special	\$5,000
1	12	1 Campus Drive, Monaca, PA 15061 Office Maintenance Building					
		Building	\$1,157,000	R	100%	Special	\$5,000
		Business Personal Property	\$158,000	R	100%	Special	\$5,000
1	13	1 Campus Drive, Monaca, PA 15061 Fiber Optic Cables on campus					
		Building	\$142,592	R	100%	Special	\$5,000
1	14	1 Campus Drive, Monaca, PA 15061 Salt Shed					
		Building	\$18,000	R	100%	Special	\$5,000
2	1	125 Cessna Drive, Beaver Falls, PA 15010 Aviation Sciences Center					
		Building	\$5,396,000	R	100%	Special	\$5,000
3	1	15 Piper Street, Beaver Falls, PA Airport Control Tower					
		Business Personal Property	\$500,000	R	100%	Special	\$5,000

*Valuation Definitions		
(A) Actual Cash Value	(G) Guaranteed Replacement Cost	(R) Replacement Cost
(B) Business Income Changes	(I) Invoice Cost	(S) Stated Amount
(C) Agreed Amount (Waived Coinsurance) and Replacement Cost	(L) Actual Loss Sustained	(T) Total Insured Value
(D) Reproduction	(M) Market Value	(U) Full Value Replacement Cost
(E) Agreed Amount (Waived Coinsurance)	(O) Other	(V) Agreed Value
(F) Functional Replacement Cost	(P) Selling Price	(X) Extended Value Replacement Cost

Additional Interests

Name and Address	Interest
Bank Capital Services LLC DBA FNB Commercial Leasing Contact Center PO Box 4248 Bellevue, WA 98009	Loss Payee
National City Commercial Capital Co. LLC 995 Dalton Ave Cincinnati, OH 45203	Loss Payee
National City Bank 20 Stanwix St Pittsburgh, PA 15222	Loss Payee
DLL Finance PO Box 3000 Johnston, IA 50131	Loss Payee - Loc 3, Bldg 1

Additional Coverages / CM Regent

Description	Limit	Deductible
Blanket limit	\$71,152,592	\$5,000
Statement of Value Limit	\$71,152,592	\$ 5,000
Inland Marine	+ 542,475	
EDP	+ <u>927,066</u>	
Blanket Limit	\$ 72,622,133	
Ordinance or Law	Incl/ \$5,000,000	\$5,000/ \$2500
Earthquake - * Ded 10% Prop Damage	\$3,000,000/ \$100,000,000	*/ \$50,000
Equip Breakdown	\$71,152,592/ \$150,000,000	\$ 5,000
Flood	\$1,000,000 / \$3,000,000	\$50,000/ \$25,000

GENERAL LIABILITY

Issuing Company **The Netherlands Insurance Co / CM Regent**
Policy Number **CBP8788633**
Policy Term **7/1/2019 to 7/1/2020**

Named Insureds

Insured	Interest
Community College of Beaver County & Community College of Beaver County Foundation	First Named Insured

Coverages / CM Regent

Description	Limit
General Aggregate	\$2,000,000
Products / Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$500,000
Medical Expense (Any One Person)	\$15,000
Employee Benefits (Claims Made) - \$1,000 ded / \$0 ded No retroactive date	\$1,000,000 / \$3,000,000
Sexual Misconduct & Molestation Liability each loss / Aggregate / \$2,500 ded./ \$0 ded	\$1,000,000 / \$ 1,000,000
Innocent Part Defense	\$300,000
School Leaders errors & omissions Liability each wrongful act / Aggregate / \$50,000 ded / No retroactive date	\$1,000,000/ \$ 1,000,000
Law Enforcement Liability - \$2500 ded / \$0	\$1,000,000/ \$1,000,000
Non Monetary Relief Defense	\$100,000

Data Compromise Coverage

Description	Limit	Deductible
Response Expense Limit Annual Aggregate	\$100,000	\$2,500
Defense and Liability Limit – Aggregate	\$ 100,000	\$2,500
Attack & Extortion – Aggregate	\$ 100,000	\$10,000
Network Security – Aggregate	\$ 100,000	\$10,000

CM Regent Differences

Description	Limit	Deductible
Law Enforcement	\$1,000,000	\$0
Employee Benefits Liability	\$1,000,000/ \$3,000,000	\$0
Sexual Abuse or Molestation	\$1,000,000/ \$1,000,000	\$0
Violent Incident Protection Coverage - aggregate	\$250,000 / \$250,000	\$2,500
Violent Incident Protection – Medical Expense	\$25,000 each person	\$0
Violent Incident Protection – Accidental Death & Dismemberment	\$50,000	\$0

Optional VIP limits

Violent Incident Protection Coverage – with medical expense and AD&D	\$500,000	Annual AP \$3,874
Violent Incident Protection Coverage – with medical expense and AD&D	\$1,000,000	Annual AP \$6,020

**** HIGHER VIP LIMITS CANNOT BE BOUND WITHOUT A COMPLETED AND APPROVED APPLICATION****

CM Regent School Leaders

Description	Limit	Deductible
Monetary Limit of Liability	\$1,000,000/ \$1,000,000	
Monetary Self-Insured Retention		\$50,000
Supplemental Payments Limit	\$2,000,000/\$2,000,000	
Non Monetary Limit of Liability	\$100,000/ \$250,000	
Non Monetary Self Insured Retention		\$ 50,000

NON-OWNED AVIATION LIABILITY

Issuing Company Westchester Fire Insurance Company
Policy Number AAC N16737574 003
Policy Term 7/1/2019 to 7/1/2020

Coverage Detail

	Limits
Non-Ownership Bodily Injury & Property Damage	\$10,000,000 Each Occurrence
Negligent Instruction Legal Liability	\$1,000,000 each occurrence
Aircraft Medical Expense	\$5,000 Each Passenger / \$125,000 (excluding Crew)
Non-owned Aircraft Physical Damage	\$ 100,000/ Ded \$1,000 each & every loss

TRIA coverage is included.

CYBER LIABILITY

Issuing Company ACE American Insurance Company
Policy Number G27092263006
Policy Term 7/1/2019 to 7/1/2020

Named Insureds

Insured	Interest
Community College of Beaver County and Community College of Beaver County Foundation	First Named Insured

Coverages

Description	Limit	Deductible
Cyber Incident Response Fund	Inside limit	\$10,000
Cyber Incident Response Team	\$500,000 / \$500,000	\$10,000
Non Panel Response Provider	\$100,000 / \$100,000	\$10,000
Business Interruption Loss and Extra Expense	\$500,000 / \$500,000	\$10,000 / 8 hours
Digital Data Recovery	\$500,000/ \$500,000	\$10,000
Network Extortion	\$1,000,000 / \$1,000,000	\$10,000
Cyber Privacy & Network Security	\$1,000,000 / \$1,000,000	\$10,000
Payment Card loss	\$100,000 / \$100,000	\$10,000
Regulatory Proceeding	\$1,000,000 / \$1,000,000	\$10,000
Electronic, Social and Printed Media	\$1,000,000/ \$1,000,000	\$10,000
Retroactive Date: Full prior Acts		
Pending or Prior Proceedings Date: 7/1/13		

Issuing Company **The Netherlands Insurance Co/
CM Regent**
Policy Number **CBP8788633**
Policy Term **7/1/2019 to 7/1/2019**

Named Insureds

Insured	Interest
Community College Of Beaver County and Community College of Beaver County Foundation	First Named Insured

Coverages / CM Regent options

Loc	Bldg	Description	Limit	Deductible
1	1	1 Campus Drive, Monaca, PA		
		Employee Dishonesty	\$1,000,000/ \$1,000,000	\$500
		Forgery or Alteration	\$100,000 / \$1,000,000	\$500
		Robbery and Safe Burglary		
		Inside Custodian	\$65,000	\$500
		Inside Safe	\$65,000	
		Outside Messenger	\$65,000	
		Theft of Money & Securities Inside Premises/ Outside Premises	\$100,000 / \$100,000	\$500
		Computer Fraud	\$1,000,000/ \$1,000,000	\$500/ \$500
		Funds Transfer Fraud	\$1,000,000/ \$1,000,000	\$1,000/ \$500
		Faithful Performance for Govt Employees	\$1,000,000	\$500
		Fraudulent Impersonation	\$100,000	\$500
		Credit, Debit, Charge Card Forgery	\$1,000,000	\$500

*Fraudulent Impersonation: increased limits options:

\$250,000 = add'l annual \$87

\$500,000 = add'l annual \$112.

EQUIPMENT FLOATER

Issuing Company **The Netherlands Insurance Co / CM Regent**
Policy Number **CBP8788633**
Policy Term **7/1/2019 to 7/1/2020**

Named Insureds

Insured	Interest
Community College Of Beaver County and Community College of Beaver County Foundation	First Named Insured

Scheduled Equipment

Item	Year	Manufacturer	Model	Description	ID/Serial Number	Insurance Amount
1		Ford	1220	FORD TRACTOR	AC4137	\$13,925
2		Lincoln		LINCOLN WELDER	A1048220	\$1,533
3		Ford	GT	Tractor	T701227	\$10,194
4		Caterpillar	416E	Backhoe		\$64,574
5		Lazer	LXS25K D605	ZXS Diesel Zer		\$9,940
6		Lazer	#LXS25K D605	ZXS Diesel Zer		\$9,940
7		Chariot	#CSX24	Auto Scrubber	1000162093	\$9,280
8		Chariot	#CSX24	Auto Scrubber		\$9,280
9		Avenger	#3210D	Riding Auto		\$10,829
10		Toyota	#7FGU32	Forklift		\$26,601
11	2009	John Deere	X748	Tractor	MOX748A040633	\$18,530
12	2016	Redbird	MCX	Flight Simulator	MCX100079	\$117,724
13	2016	Clubcar	CA1500	utility vehicle	TR1639680192	\$19,000
14	2017	Clubcar	CA1500	utility vehicle	RF1703800760	\$16,051
15	2017	Clubcar	CA1500	utility vehicle	RF1703800757	\$16,051

Item	Year	Manufacturer	Model	Description	ID/Serial Number	Insurance Amount
16		31 handguns \$450 ea 13 rifles \$697.95 ea 10 shotguns \$600 ea		Firearms		\$29,023
Total Scheduled Equipment						\$ 353,452 / incl in Blanket limit

Additional Interests

Name and Address	Interest
DLL Finance P O Box 3000 Johnston, IA 50131	Loss Payee - Item 13
DLL Finance P O Box 3000 Johnston, IA 50131	Loss Payee - Item 14
DLL Finance P O Box 3000 Johnston, IA 50131	Loss Payee - Item 15

Remarks

Deductibles
Scheduled Firearms \$500 Maintenance Equip \$500 2016 Flight Simulator Redbird \$1,000

COMMERCIAL AUTO

Issuing Company **The Netherlands Insurance Co / CM Regent**
Policy Number **BA8788833**
Policy Term **7/1/2019 to 7/1/2020**

Named Insureds

Insured	Interest
Community College of Beaver County and Community College of Beaver County Foundation	First Named Insured

Coverages

Description	Symbol	Limit
Combined Single Limit	1, 8, 9	\$1,000,000
First Party Benefits	5	\$100,000
Uninsured Motorists - Each Accident	2	\$1,000,000
Underinsured Motorists - Combined Single Limit	2	\$1,000,000
Comprehensive	7	Included
Collision	7	Included
Hired / Borrowed Auto Liability	1, 8	Included
Non-owned Auto Liability	1, 9	Included

*Symbol Definition

(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified On Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject To Compulsory U.M. Law	(9) Non-Owned Autos
Other		

Vehicle Schedule

Vehicle			ST	Comp. Ded.	Coll. Ded.
1	2007 Chevy Silverado	1GCEK14037Z526032	PA	\$500	\$1,000
2	2008 Ford F350 Dump	1FDWF37RX8EC53075	PA	\$500	\$1,000
3	2009 Ford F250 XL	1FTSF21R99EB12327	PA	\$500	\$1,000
4	2005 Ford Crown Vic	2FAFP71W95X110030	PA	\$500	\$1,000
5	2006 Ford Crown Vic	2FAFP71W66X126946	PA	\$500	\$1,000
6	2000 Ford Crown Vic	2FAFP71W0XX205613	PA	\$500	\$1,000

Driver List

Name	Date of Birth	License Number
Robert Dudash	On File	On File
Brian Williams	On File	On File
Scott Basinger	On File	On File
Alexander Lasky, Jr.	On File	On File
Ronald N Frynkewicz	On File	On File
Brenden Sutter	On File	On File
William J Petures	On File	On File
Richard Gray	On File	On File
Michael Banovsky	On File	On File
Michael O'Brien	On File	On File
Christopher Callaghan	On File	On File
Eric Hermick	On File	On File
Roger Young	On File	On File
Patrick J Cogan	On File	On File

ELECTRONIC DATA PROCESSING

Issuing Company **The Netherlands Insurance Co / CM Regent**
Policy Number **CBP8788633**
Policy Term **7/1/2019 to 7/1/2020**

Named Insureds

Insured	Interest
Community College of Beaver County & Community College of Beaver County Foundation	First Named Insured

Loc	Bldg	Subject	Amount	Val	Coins	Deductible
1	1	1 Campus Drive, Monaca, PA 15061				
		Computer Hardware Owned - incl in Blanket Limit	\$927,066	R		\$500
		Property in Transit	\$100,000			\$500
		Unnamed Locations	\$100,000			\$500
		Data & Media (Software)	\$10,000			\$500
		Extra Expense	\$5,000			\$500

*Valuation Definitions		
(A) Actual Cash Value	(G) Guaranteed Replacement Cost	(R) Replacement Cost
(B) Business Income Changes	(I) Invoice Cost	(S) Stated Amount
(C) Agreed Amount (Waived Coinsurance) and Replacement Cost	(L) Actual Loss Sustained	(T) Total Insured Value
(D) Reproduction	(M) Market Value	(U) Full Value Replacement Cost
(E) Agreed Amount (Waived Coinsurance)	(O) Other	(V) Agreed Value
(F) Functional Replacement Cost	(P) Selling Price	(X) Extended Value Replacement Cost

Additional Interests

Name and Address	Interest
Bank Capital Services LLC DBA 1853 HWY 315 Pittston, PA 18640	Loss Payee
FNB Commercial Leasing PO Box 4248 Bellevue, WA 98009	Loss Payee

UMBRELLA

Issuing Company Peerless Insurance Co /
CM Regent
Policy Number CU8789433
Policy Term 7/1/2019 to 7/1/2020

Named Insureds

Insured	Interest
Community College of Beaver County and Community College of Beaver County Foundation	First Named Insured

Coverages

Description	Limit
General Aggregate	\$11,000,000
Products / Completed Operations	\$11,000,000
Each Occurrence	\$11,000,000
Self-Insured Retention (SIR)	\$0

Underlying Coverages

Description	Carrier / Policy #	Policy Period	Limit
Automobile Liability Combined Single Limit	TBD	7/1/19 to 7/1/20	\$1,000,000
General Liability Each Occurrence General Aggregate Product & Completed Ops Agg Personal & Advertising Injury	TBD	7/1/19 to 7/1/20	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000
Employers Liability Each Accident Disease Each Employee Disease Policy Limit	TBD	7/1/19 to 7/1/20	\$1,000,000 \$1,000,000 \$1,000,000
Employee Benefits	TBD	7/1/19 to 7/1/20	\$1,000,000
Sexual Misconduct	TBD	7/1/19 to 7/1/20	\$1,000,000

Description	Carrier / Policy #	Policy Period	Limit
Workers Compensation	Brickstreet/ WCH4010316	7/1/19- 7/1/20	\$1,000,000 \$1,000,000 \$1,000,000
School Leaders Liability	TBD	7/1/19 to 7/1/20	\$1,000,000

WORKERS COMPENSATION

Issuing Company AlleghenyPoint Ins. Co.
Policy Number WCH4010316
Policy Term 7/1/2019 to 7/1/2020

Named Insureds

Insured	Interest
Community College of Beaver County and Community College of Beaver County	First Named Insured

+

Coverages

Description	Limit
Employers Liability: Each Accident	\$1,000,000
Employers Liability: Disease – Policy Limit	\$1,000,000
Employers Liability: Disease – Each Employee	\$1,000,000
Workers Compensation: Statutory Benefit	Included

Locations & Class Codes

Loc	St	Code	Description	Estimated Annual Payroll	Base Rate	Estimated Annual Premium
1	1 Campus Drive, Monaca, PA 15061-2588					
	PA	0965	College Of School	10,500,000	.66 (.79)	\$69,300

Premium Calculations

Description	Factor	Factored Premium
State of Pennsylvania		
Total Factored Premium		\$69,300
Increased Limits	0.01	\$970
Certified Safety Committee Credit	.95	-\$3,486
Experience or Merit Modification	.886 (0.91)	-\$8,011
Scheduled rating	1.12	\$7,471
CAT / Terrorism		\$ 5,670
Premium Discount		-\$5,118
Expense Constant		\$250
Taxes / Assessments		\$1,227
Total		\$ 68,273

DISCLAIMERS / DISCLOSURES

This proposal of insurance does not constitute a binding of insurance coverage.

The values, limits of insurance and other information contained in this proposal of insurance are based upon information you provided. Please carefully review it for accuracy and adequacy.

Coverage proposed may not be identical to, or as broad as, coverage in your expiring policy(s).

Higher limits of liability may be available. Please advise us if you desire proposals for higher limits of liability.

If you believe there is: property not protected by this proposal; uncovered business operations; inadequate limits of insurance for real or business property, business income; or any other exposures or limits of insurance not addressed by this proposal of insurance, please advise us so we can discuss protecting your uninsured financial interests.

If any of your exposures to loss change after coverage is bound, and during the policy term, (e.g. new operations, hiring employees in other states, acquiring property, etc.) please let us know so that proper coverage(s) can be discussed.

Proposed coverage(s) may exclude risks of Mold, Fungus, Yeast, Mildew, Microbe or Bacteria. Refer to the actual policy forms for specific terms and conditions relating to these exposures to loss. Protection against these risks of loss may be available and we would be happy to discuss this possibility with you.

Proposed coverage(s) may exclude risks of Construction Defect, Silica, EIFS and Subsidence for Residential Construction. Please refer to actual policy forms for specific terms and conditions relating to these exposures to loss. Protection against these risks of loss may be available, and we would be happy to discuss this possibility with you.

Proposed coverage(s) may exclude risks of War, Military Action or Terrorism. Please refer to actual policy forms for specific terms and conditions relating to these exposures to loss. Protection against these risks of loss may be available, and we would be happy to discuss this possibility with you.

Asbestos Liability and Pollution Liability risks of loss are excluded from coverage provided in this proposal.

All coverage summaries are for proposal purposes only and are not a legal contract.

Always refer to your actual policies for the specific terms, conditions, limitations and exclusions that will govern in the event of a loss.

Specimen copies of the proposed policy forms are available for review.

**COMMUNITY COLLEGE OF BEAVER COUNTY
BLANKET PURCHASE ORDER
2019-2020 FISCAL YEAR**

VENDOR NAME	2018-2019	2019-2020	Description
PLANE RENTALS			
ACES	\$ 270,000.00	\$ -	Aircraft Rentals
Airquest	\$ 200,000.00	\$ -	Aircraft Rentals
High Flight	\$ 200,000.00	\$ -	Aircraft Rentals
Moore Aviation Inc	\$ 1,500,000.00	\$ -	Aircraft Rentals
Pittsburgh Flight Training Center	\$ 200,000.00	\$ -	Aircraft Rentals
Theiss Aviation	\$ 30,000.00	\$ -	UAV
Ravotti	\$ 200,000.00	\$ -	Aircraft Rentals
SUBTOTAL	\$ 2,600,000.00	\$ -	
INSTRUCTIONAL TECHNOLOGY			
JourneyEd	\$ 20,000.00	\$ 20,000.00	Adobe Creative Cloud & Vmware
Kinber	\$ 25,000.00	\$ 30,000.00	Advantage Service Bundle & Managed Router
Kongsberg Gallium LTD	\$ 28,500.00	\$ 28,500.00	Annual Maintenance
First National Bank	\$ 120,000.00	\$ 120,000.00	Computer Lease Payment
Xerox	\$ 200,000.00	\$ 169,380.00	Copier Lease
Sunesys	\$ 24,000.00	\$ 24,720.00	Fiber Lease
Microsoft Campus Agreement	\$ 36,000.00	\$ 40,000.00	Microsoft Campus Agreement
Blackboard Collaborate & LMS	\$ 83,000.00	\$ 83,000.00	On line Course System
E B S C O	\$ 35,500.00	\$ 36,850.00	On Line Library Databases
Gatlin	\$ 40,000.00	\$ 40,000.00	On-line instruction
College Board	\$ 25,000.00	\$ 27,000.00	Power fails
First National Bank	\$ 30,923.35	\$ 30,923.35	Redbird Simulator Payment
Service Express	\$ 22,100.00	\$ 22,332.00	Server maintenance
Jenzabar	\$ 168,684.00	\$ 145,000.00	Software Maintenance & Consulting
ProCare	\$ 30,664.00	\$ 27,000.00	Switches & IPT
Visual Schedule Builder	\$ 22,000.00	\$ 22,000.00	Visual Schedule Builder
SUBTOTAL	\$ 911,371.35	\$ 866,705.35	
LEGAL			
Damian Amato & Start, PC	\$ 55,000.00	\$ 60,000.00	Legal and Negotiation Services
SUBTOTAL	\$ 55,000.00	\$ 60,000.00	
UTILITIES			
Penn Power	\$ 44,000.00	\$ 39,000.00	Electricity at ASC
Duquesne Light Company	\$ 565,000.00	\$ 537,249.00	Electricity Main Campus
Peoples	\$ 36,000.00	\$ 30,047.00	Natural Gas
Direct Energy	\$ 25,000.00	\$ 34,000.00	Natural gas Main Campus
Windstream	\$ 24,000.00	\$ 37,000.00	Telephone
Center Twp Water & Sewage	\$ 20,000.00	\$ 20,000.00	Water & Sewage
SUBTOTAL	\$ 714,000.00	\$ 697,296.00	
EMPLOYEE BENEFITS			
ACSHIC	\$ 2,164,815.00	\$ 1,983,260.00	Health Benefits
Met Life	\$ 90,000.00	\$ 94,000.00	Long Term & Short Term Disability
Public School Employee Retirement System	\$ 280,000.00	\$ 280,000.00	Retirement Contributions-Employer Share
PA Unemployment Compensation Fund	\$ 75,000.00	\$ 75,000.00	Unemployment Compensation
SUBTOTAL	\$ 2,609,815.00	\$ 2,432,260.00	
FACILITIES MANAGEMENT			
Renick Brother/Reno Brothers	\$ 25,000.00	\$ 25,000.00	HVAC
U.S. Security Associates	\$ 119,309.00	\$ 113,609.00	Security
SUBTOTAL	\$ 144,309.00	\$ 138,609.00	
MARKETING/ADVERTISING			
Comma Girl, Inc	\$ -	\$ 30,000.00	Public Relations Consulting
RIF Digital	\$ 60,000.00	\$ 30,000.00	Web Development (final phase)
Lamar	\$ 30,000.00	\$ 25,000.00	Billboard Advertising
Glacier	\$ -	\$ 20,000.00	High School Advertising
Pandora	\$ 20,000.00	\$ 20,000.00	Digital radio advertising
Professional Graphics Communications Inc	\$ 40,000.00	\$ -	Direct Mail & Promo Items
Beaver County Times	\$ 20,000.00	\$ -	Newspaper advertising
WTAE	\$ -	\$ 20,000.00	Native Advertising
iHeartMedia	\$ -	\$ 26,000.00	Radio and Digital Advertising
Google	\$ -	\$ 20,000.00	Ad Words
PM Graphics	\$ 30,000.00	\$ -	Tabloid printing
Gatesman Agency	\$ 30,000.00	\$ -	Website Design
SUBTOTAL	\$ 230,000.00	\$ 191,000.00	
MISCELLANEOUS			
The Medical Center of Beaver (Heritage Valley Beaver)	\$ 200,000.00	\$ 200,000.00	Radiology Technology Faculty
Barnes and Noble	\$ 1,000,000.00	\$ 1,000,000.00	Student Bookstore Charges
SUBTOTAL	\$ 1,200,000.00	\$ 1,200,000.00	
GRAND TOTAL	\$ 8,464,495.35	\$ 5,585,870.35	

LEASE

This Lease Agreement is made and entered into between THE COMMUNITY COLLEGE OF BEAVER COUNTY (CCBC), referred to in this lease as “Landlord”, and PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC., referred to in this lease as “Tenant”.

In consideration of the mutual promises, conditions and other good and valuable consideration the parties hereto covenant and agree as follows:

ARTICLE 1: PREMISES

Landlord leases to Tenant, and Tenant leases from Landlord, certain space as set forth in a drawing attached hereto and marked as exhibit “A”, located on the first floor of the Health Sciences Center, on the campus of The Community College of Beaver County, comprising 1,187 square feet of space, plus an area that can be developed into a playground and on campus parking generally located at One Campus Drive, Monaca, PA 15061; as more particularly set forth in Exhibit “A” (Premises or Leased Premises), with the shaded office being excluded from the Leased Premises. Landlord will provide the fenced in area for the playground, but tenant shall have the right to install, at its expense, a higher fence, and playground equipment, which equipment tenant will remove at the end of the term or any extension therefore.

ARTICLE 2: TERM, EXTENSION AND HOLDOVER

Section 2.01: Term

The term of this lease shall be for an initial term of ten months, commencing on June 1, 2019 and ending on May 31, 2020. Subsequent one or three year terms will be determined once the tenant receives confirmation from their funding sources regarding the timing of future period funding. The tenant has the right to terminate the lease in future years, if any, if funding for the program being offered is not available to the Private Industry Council.

Section 2.02: Extension

Tenant may request each option to extend this lease by giving Landlord written notice of its intention to do so, with such notice being sent to the address provided in Section 15.02 of this lease and postmarked no later than ninety (90) days prior to the expiration of the then current lease term. Within forty-five (45) days after receipt of Tenant’s request to extend this lease for an additional yearly period, Landlord must respond to Tenant in writing as to whether it agrees to the lease extension.

Section 2.03: Holdover

If Tenant remains in possession of the Leased Premises after expiration of this lease or any extension hereof, Tenant's occupancy shall be month-to-month tenancy at the then current rental rate and under all of the terms, conditions and provisions set forth herein including amendments if any.

ARTICLE 3: RENT

Tenant will pay to Landlord the sum of \$1,194.42 per month, from the commencement of the term of this lease and continuing throughout first twelve months of the term, in advance on the first day of each month. The monthly rental shall be calculated by taking the amount of square footage of the lease times the base year amount of \$12.08 (twelve dollars and eight cents) per square foot. This will be known as the "basic rent." Rent for any fractional month at the beginning or end of the lease term shall be prorated on a per diem basis.

The basic rent amount includes the utilities of natural gas, water, sewerage and electricity, janitorial, parking, maintenance of premises, use of Landlord's Library, and the public wireless internet system. No charges shall be assessed to the tenant for maintenance of any common areas, including but not limited to snow and ice removal. Landlord shall maintain all mechanical, HVAC, electrical, water and sewerage systems.

The basic rent will be reviewed annually by both the Landlord and Tenant and adjusted for increases or decreases in operational costs for utilities and/or labor. Basic rent for each additional one (1) or three (3) year term shall be agreed to by both parties in writing no later than forty-five (45) days prior to the expiration of that term. In the event that the parties cannot agree on the amount of basic rent for additional term(s) then in that event this Lease shall terminate.

To increase the basic rent, Landlord must send written notice to Tennant no later than ninety (90) days prior to the end of each consecutive twelve (12) month period of the term. Tenant can request documentation supporting the justification of additional basic rent charges. Failure of Landlord to demand payment of additional rent to cover increased operating costs shall not constitute a waiver of Landlord's right to claim such additional rent in the future, but no assessment of additional rent under this Section shall be made prior to the end of any twelve (12) month period or be made retroactively. In the event Tenant elects to use Landlord's instructional facilities beyond the area covered by this lease, use will be permitted on a space available basis at the prevailing rental rate customarily charged by the Landlord for said use.

ARTICLE 4: USE OF PREMISES

Tenant will use the Leased Premises only for the purpose of activities related to the operation of a Head Start Program.

This Lease includes the right of Tenant to use the Common Building Facilities in common with Landlord and other tenants of the building, if any. "Common Building Facilities" shall mean all of the facilities in or around the Building designed and intended for use by Tenant in common with Landlord and others using the Building, including corridors, elevators, fire stairs, aisles, walkways, restrooms, service areas, lobbies, landscaped areas and all other common areas intended for such use.

ARTICLE 5: BUILD-OUT AND ALTERNATIONS

Section 5.01: Build-out

All leasehold build-out expenses including, but not limited to electrical, HVAC and technology as well as securing all required building permits or approvals shall be the responsibility of the Tenant. All leasehold improvements and designs shall be approved by the Landlord, which approval shall not be unreasonably withheld.

Section 5.02: Alterations

With written approval by Landlord and at Tenant's cost, Tenant shall have the right to make such alternations and modifications to the Leased Premises as Tenant may deem desirable.

ARTICLE 6: MECHANIC'S LIENS

Tenant will not permit any mechanic's lien to be filed against the Tenant's leasehold interest in the Leased Premises. If any mechanic's liens are so filed, Landlord shall notify Tenant which shall, within sixty (60) days thereof, pay and satisfy and such lien. If Tenant fails to pay and satisfy such liens within sixty (60) days, Landlord, at its election, may pay and satisfy the same and the amount thereof shall be due and payable by Tenant at once as additional rent.

ARTICLE 7: SIGNAGE

Landlord shall permit Tenant, at Tenant's expense and as allowed by local zoning ordinances, to erect and install a sign with the design approval of the Landlord on or immediately adjacent to the present CCBC signage located at the intersection of Brodhead Road and Campus Drive as well as the CCBC signage located at the intersection of Campus Drive and Popular Drive. Landlord shall also permit Tenant, at Tenant's expense, to install signage approved by the

Landlord on the Building. The aforesaid design and location of Tenants signage is subject to the approval of the Landlord.

ARTICLE 8: PARKING

Landlord shall provide on campus parking to tenant, its employees and invitees on the grounds of the Campus.

ARTICLE 9: MAINTENANCE OF LEASED PREMISES

Section 9.01: Landlord's obligation

Landlord shall provide janitorial service, maintain, repair and replace, as necessary, and keep in good order, safe and clean condition (1) plumbing, sprinkler, HVAC and electrical and mechanical lines and equipment associated therewith, utility and trunk lines, tanks and transformers, elevators, broken or damages glass and damage by vandals, including those providing service to the Leased Premises; (2) interior and exterior structure of the Building, including the roof, exterior walls, bearing walls, support beams, floor slabs, foundation, support columns; (3) improvements to the land, including shrubbery, landscaping and fencing, if any; and (4) the Common Building Facilities located within and outside the Building, including the common entrances, corridors, interior and exterior doors and windows, stairways, restroom facilities and access ways. Landlord will comply with all federal, state, and local laws, rules, orders, statues, ordinances and regulations (collectively the "laws") at any time issued or enforced by any lawful authority, applicable to the Tenant's use of the Leased Premises

At any time whether voluntarily or pursuant to governmental requirements, Landlord may, at its cost, make repairs and improvements in or to the Building or any part thereof, including the Leased Premises. Landlord shall avoid interference with Tenant's use and enjoyment of the Leased Premises or Building. In the event such repairs and improvements interfere with Tenant's use and enjoyment of the Leased Premises or building, Landlord shall, upon notice by Tenant, undertake reasonable measures to abate such interference. In no event shall rent or other monetary obligations hereunder of Tenant be suspended, reduced, abated or otherwise affected unless such repairs or improvements cause the Leased Premises to be un-tenantable in whole or part. Upon that event, Tenant's rent obligation will be prorated.

Section 9.02: Tenant's Obligations

Tenant shall maintain and repair and otherwise keep in good order, the Leased Premises. Tenant agrees to take good care of the Leased Premises, including all alterations, additions, and improvements thereto, and the Common Building Facilities. Tenant agrees to repair all damage to the Leased Premises or Common Building Facilities resulting from the negligent or willful acts or omissions of Tenant, its employees, agents, contractors, or invitees. Tenant will comply with all federal, state, and local laws, rules, orders, statues, ordinances and regulations

(collectively the “laws”) at any time issued or enforced by any lawful authority, applicable to the Tenant’s use of the Leased Premises.

Section 9.03: Condition at Surrender

Upon termination of this lease, Tenant shall surrender the Leased Premises in the same condition as existed at the commencement of the term, except for normal wear and tear and damage caused by the elements, casualty, or any other cause for which Tenant might not be liable. Any damage to the Leased Premises resulting from the removal of Tenant’s equipment, trade fixtures, furniture or furnishings shall be repaired by Tenant at Tenant’s expense.

ARTICLE 10: TAXES

Landlord shall pay all real estate taxes, assessments, and any other charges, if any, that may be levied, assessed or charged against the building.

ARTICLE 11: DAMAGE OR DESTRUCTION

If the Building shall be damaged by fire, the elements, or other casualty, but is not thereby rendered un-tenantable in whole or in part, Landlord shall, with reasonable dispatch, cause such damage to be repaired, and Tenant’s rent shall not be abated. If by reason of such occurrence, the Leased Premises shall be rendered un-tenantable only in part, Landlord shall, with reasonable dispatch, cause the damage to be repaired, and the rent shall be abated proportionately as to the portion of the Leased Premises rendered un-tenantable for such time as the Leased Premises remains un-tenantable. If by reason of such occurrence, the Building shall be rendered wholly un-tenantable, Landlord shall, with reasonable dispatch, cause such damage to be repaired, and the rent shall be abated in whole until the Building is restored, unless within sixty (60) days after such occurrence either party may give the other written notice that it has elected to terminate the Lease, in which event this Lease and the tenancy hereby created shall cease and Tenant’s rent obligation abate as of the day of such occurrence.

If Tenant or Tenant’s students, employees or visitors damage the Leasehold Premises, Tenant shall be responsible for repairing such damages except to the extent covered by Landlord’s insurance.

ARTICLE 12: INSURANCE

Section 12.01: Landlord’s Insurance

Landlord shall carry (through the purchase of insurance policies or a self-insurance plan) the commercial general liability insurance on the building with minimum limits for bodily injury or

death and property damage of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate.

Section 12.02: Tenant's Insurance

Tenant shall maintain during such times as Tenant occupies the Premises, Commercial General Liability Insurance on the Premises with minimum bodily injury of death and property damage of One Million Dollars(\$1,000,000) per occurrence and Two Million dollars (\$2,000,000) general aggregate and Workers Compensation Insurance in statutory limits for all employees.

ARTICLE 13: DEFAULT

Section 13.01: Default by Tenant

The occurrence of any one or more of the following events shall constitute a breach of this Lease by Tenant:

- a) failure by Tenant to make any payment of rent or any other payment required to be made by Tenant hereunder, as and when due, where such failure shall continue for a period of ten (10) days after receipt of written notice thereof to Tenant from Landlord;
- b) failure by Tenant to observe or perform any of the covenants, conditions or provisions for this Lease where such failure shall continue for a period of thirty (30) days after receipt of written notice from Landlord; provided however, that if the nature of the Tenant's default is such that cannot be cured solely by payment of money and that more than thirty (30) days may be reasonably required for such cure, Tenant shall not be deemed to be in default if Tenant shall commence such cure within such thirty (30) day period and shall thereafter diligently prosecute such cure to completion: and,

Section 13.02: Default of Landlord

The failure of Landlord to observe or perform any of the covenants, conditions or provisions of this Lease where such failure shall continue for a period of thirty (30) days after receipt of written notice thereof from Tenant; provided however, that if the nature of the Landlord's default is such that more than thirty (30) days maybe reasonably required for such cure, Landlord shall not be deemed to be in default if Landlord shall commence such cure within such thirty (30) day period and shall thereafter diligently prosecute such cure to completion.

Section 13.03: Waiver of Default

The waiver by either party of any default, violation or breach of any of the terms, provision, or covenants contained in this lease, or the failure of either party to take timely action in connection with any default, violation or breach of this Lease shall not be deemed or construed to constitute a waiver of any other violation or breach of any of the terms, provisions, and covenants of the lease.

ARTICLE 14: REMEDIES

Section 14.01: Landlord's Remedies

In the event of any material breach of this Lease by Tenant, Landlord, in addition to other rights or remedies it may have, shall have the right to terminate this Lease upon thirty (30) days written notice to tenant, and thereafter, the right to re-enter upon and take possession of the property and Landlord may remove all persons and property from the Leased Premises. All property removed from the Premises shall be stored in any other reasonably secure place in the Building. In addition to taking possession of the leasehold premises upon material breach of this lease by the tenant, the landlord may accelerate the remaining payments due under this lease and/or any extension period if exercised thereunder, and the tenant shall be liable to the landlord for the total sum of the remainder of the aforesaid accelerated payments. It is understood that these accelerated payments shall not constitute a penalty or forfeiture or liquidated damages. Rather, these accelerated payments shall merely constitute payment in advance of the rent for the remainder of the term.

Section 14.02: Tenant's Remedies

In the event of any material breach of this Lease by Landlord, Tenant, in addition to other rights or remedies it may have, Tenant, at tenant's sole option, may withhold rental payment and/or perform such obligations of Landlord and invoice Landlord for all reasonable costs of expenses incurred in performing such obligations.

Section 14.03: Attorney's Fees

If, as a result of a breach of this agreement by either party, the other party employs an attorney or attorneys to enforce its rights under this lease, then the breaching or defaulting party agrees to pay the other party the reasonable attorneys' fees and costs incurred to enforce the lease.

ARTICLE 15: LANDLORD'S AUTHORITY AND QUIET ENJOYMENT

Landlord covenants and represents that it has full and complete authority to enter into this Lease under all terms, conditions and provisions set forth herein, and so long as Tenant keeps and performs each and every term, provision and condition herein contained on the part of

Tenant, Tenant shall peacefully and quietly enjoy the Leased Premises without hindrance by Landlord or by any other person claiming by, through or under Landlord.

ARTICLE 16: NOTICES

All notices to be given under this agreement shall be sent U.S. Registered Mail, return receipt requested to the following addresses:

TO LANDLORD:

Community College of Beaver County
ATTN: Roger Davis
1 Campus Drive
Monaca, PA 15061

TO TENANT:

Private Industry Council
ATTN: Tim Yurcisin
219 Donohoe Rd.
Greensburg, PA 15601

Any notices shall be deemed to have been given on the date set forth on the Registry Receipt given to the sender at the time of mailing.

Either party may change the address to which notices are to be sent by giving the other party notice of the new address in the manner provided in this section.

ARTICLE 17: AGREEMENT BINDING

This agreement shall be binding on, and inure to the benefit of, the parties to the agreement and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this agreement. Nothing in this lease shall be construed to authorize the tenant to assign its right, title, interests or obligations under this lease as such assignment is specifically prohibited unless authorized in writing, in advance, by the landlord. This prohibition is not penal in nature, rather, it is in recognition of the fact that the leased premises are located in the landlord's Student Services Center and the landlord reserves the right to choose tenants that the landlord deems compatible with landlord's vision and business purposes.

ARTICLE 18: HOLD HARMLESS

Landlord shall not be liable to Tenant or to Tenant's agents, employees, customers or invitees for any damage to person or property caused by any act, omission or neglect of Tenant, its agents or employees, and Tenant agrees to indemnify and hold Landlord harmless from all liability and claims for any such damage.

Tenant shall not be liable to Landlord or to Landlord's agents, employees, customers or invitees for any damage to person or property caused by any act, omission or neglect of Landlord, its

agents or employees, and Landlord agrees to indemnify and hold Tenant harmless from all liability and claims for such damage.

ARTICLE 19: CHOICE OF LAW AND RULE OF CONSTRUCTION

This agreement shall be construed under and in accordance with the laws of the State of Pennsylvania. Should any provisions of this Lease require judicial interpretations, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms of any such provision shall be more strictly construed against one party or the other by reason of the rule of construction that a document is to be construed most stickily against the party who itself or through its agent prepared the same, it being agreed that the agents of all parties hereto have participated in the preparation of this Lease. The parties agree that any/all legal or equitable actions that may be filed and litigated as a result of the within lease shall be filed and litigated in the Court of Common Pleas of Beaver County, Pennsylvania.

ARTICLE 20: PARAGRAPH CAPTIONS

The captions of articles and sections contained herein are for convenience only and do not limit or amplify the terms and conditions of this Lease.

ARTICLE 21: ENTIRE AGREEMENT

Landlord and Tenant agree that this document represents the entire agreement and there are no oral or written agreements or representations between Landlord and Tenant regarding the Premises except as expressly set forth herein. No amendment or modification of this Lease will be binding upon Landlord or Tenant unless in writing and signed by each party. Tenant acknowledges that it has not entered into this Lease in reliance upon any representation, warranty or agreement except as expressly set forth in this Lease.

ARTICLE 22: PARTIAL INVALIDITY

If any provision of this Lease is held to any extent invalid or unenforceable, the remainder of this Lease will not be affected and will remain in full force and effect.

ARTICLE 23: COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be signed by its duly authorized representative.

PRIVATE INDUSTRY COUNCIL

**COMMUNITY COLLEGE OF
BEAVER COUNTY**

Tim Yurcisin
President

Dr. Roger Davis
President

Date

Date

**Automated Payroll and HR Information System Vendor Comparison
Executive Committee June 6, 2019**

Evaluation Committee unanimously recommends Ceridian's Dayforce Software Solution

	Ceridian - Dayforce	ADP - Workforce Now
Implementation Fee	\$47,240.00	\$21,400.00
Yearly Licensing	\$81,900.00 Yearly	\$181,406.00 Yearly
Payroll + Tax Processing	X	X
Time + Attendance	X	X
Applicant Mgt. + On-Board + Benefits Mgt.	X	X
Performance Mgt. + Succession	X Part of License	
Customer Support + Training	X Tickets, Online	X Tickets, Online, In-Person
Implementation Team Size	X 10-15 People	X 10 + Call Center
Quality of Presentations	X	
References	X	
Employee Self Service	X	X
Self Service Reporting	X	X
Add-ins Included?	X Fee for DocuSign \$2,500 (estimate)	X DocuSign Included
Technology Intergration	X API, Single Sign-On,	X Partner with Kronos, Jenzabar Fee Included
Technology Innovation	X Voice Activated App, Mobile App	X Mobile App
Note: Ceridian stood out with comments on customer service during reference calls.		

CERIDIAN

Dayforce Response for Comprehensive Payroll And Application Tracking Solution

Prepared for: Community College of Beaver County
Submitted to: Tawnya Worst
tawnya.worst@ccbc.edu



For more information, please contact
Ben Ernst
Commercial Sales Representative
Ben.Ernst@ceridian.com
+1 (847) 384-4812

CERIDIAN

This proposal includes information that may not be duplicated, used, or disclosed outside Community College of Beaver County (CCBC), in whole or in part, for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offer or as a result of or in connection with the submission of such information, CCBC will have the right to duplicate, use, or disclose the information to the extent provided in the resulting contract. This restriction does not limit the right of CCBC to use information contained within this proposal if it is obtained from another source without restriction. The information subject to this restriction is contained on all sheets.

Ceridian has responded to the RFP issued by CCBC based upon the requirements provided by your organization to date. As the needs of CCBC and the solutions offered by Ceridian evolve, Ceridian may recommend changes to the proposed solution to ensure we are delivering the best value possible to your company.

Contents

EXECUTIVE SUMMARY	3
A. BUSINESS ORGANIZATION.....	5
B. PROPOSED SERVICES, RETURN ON INVESTMENT, AND COST OF PROPOSED SERVICES	6
A. Area of Service: Time and Attendance.....	8
B. Area of Service: Process Payroll.....	14
C. Area of Service: Tax Deposits, Quarterly & Annual Payroll Tax Reports, W-2 filing.	17
D. Area of Service: Reporting and Data Download.....	18
E. Area of Service: Employee Records and Interface.....	20
F. Area of Service: Human Resources.....	24
G. General for Areas of Service.....	27
A. STATEMENT OF QUALIFICATIONS AND EXPERIENCE	31
B. STAFFING.....	34
C. SAMPLE REPORTS, DATA SETS and TECHNOLOGY.....	37
D. RESPONSE SERVICE.....	44
E. CLIENTS/REFERENCES.....	45

EXECUTIVE SUMMARY

Ceridian is very excited to respond to CCBC's Request for Information for Human Capital Management for its membership. Our best-in-class Dayforce (Dayforce) functionality minimizes costs by simplifying businesses processes and improving efficiency.

Ceridian has been transforming Human Capital Management since 1932. We are a leader in the HRIS industry and have extensive experience solving organizations' business challenges. We help organizations save time and money, while increasing employee engagement and productivity.

Our award-winning Dayforce solution provides one employee record, one user experience, and one rule engine for Payroll & Tax, Benefits, Human Resources, Talent Management, Workforce Management, Document Management, and Analytics. By eliminating the need for data synchronization between these modules, our clients realize unprecedented improvements to their HR processes by reducing administrative overhead and increasing productivity. Delivered using the Software as a Service (SaaS) business model, Dayforce eliminates costly hardware, customization, and maintenance expenses – reducing total cost of ownership.

Key advantages of our proposed solution include:

- **Single Application** – By providing a single application for all your human capital management needs, Dayforce resolves the challenges caused by setting up and maintaining interfaces between multiple, disparate applications. With one employee record and one rule engine, all transactions made anywhere within the application flow seamlessly across all functional areas in real time, eliminating the need for duplicate data entry, manual workarounds, and batch processes. By providing a single user experience, your users realize reduced training time, quicker user adoption, and a faster ROI.
- **Compliance Automation** – Dayforce fully supports all tax calculations and filing requirements for all jurisdictions across the U.S. and Canada. This includes full support for multi-jurisdictional taxes and Pennsylvania Act 32. The application also includes the ability to automate complex gross pay rules, including FLSA overtime, holiday pay, report-in pay, California meal penalties, and an unlimited number of shift differentials and premium scenarios. Ceridian's Compliance department is comprised of dedicated professionals that are responsible for monitoring legislative and regulatory changes that can impact Ceridian's HR/Payroll solutions. Ceridian thrives to assist customers with being compliant in all areas of Human Capital Management. Our team provides a variety of communication avenues for you to leverage to stay abreast of select legislative changes that may affect their organization, providing your administrators with information they can use to update areas of Dayforce relevant to your specific workforce.
- **Speed** – Dayforce's pay calculation engine is up to 50 times faster than competing solutions, with a performance standard of 10 milliseconds per check. With real-time fix and preview administrators can view the impact of payroll adjustments instantly, without generating separate reports.
- **Accuracy** – Dayforce enables your administrators to configure an unlimited number of custom audit reports that can be viewed live in the application prior to committing payroll. Combined with real-time warning and validation messages, Dayforce will enable you to pay employees correctly the first time – without the need to perform off-cycle pay runs or print manual checks. By improving payroll accuracy, Dayforce reduces the costs associated with over-payment, while also minimizing turnover costs caused by under-payment.

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- **Self-Service Access** – Employees can manage personal details, benefit enrollments, direct deposit options and payroll tax information using intuitive, online self-service functionality. By enabling employees to update their own information, Dayforce reduces administrative overhead expenses and improves productivity. Additionally, online access to earning statements and year-end tax forms reduces the recurring costs associated with printing and distributing physical documents each pay.
- **Configurability** – By providing the flexibility to quickly and easily configure the solution to meet the organization’s needs, without having to rely on vendor support or customization, Dayforce minimizes total cost of ownership and makes it easy to stay current with the latest product upgrades.

We are confident that the Dayforce solution’s rich and innovative functionality will meet and exceed your requirements enabling your organization to improve profitability. We look forward to the opportunity to demonstrate the capabilities of our solution in person and to form a lasting partnership.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ben Ernst', with a stylized flourish extending to the right.

Ben Ernst
Commercial Sales Representative

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A. BUSINESS ORGANIZATION

Office address, phone, email address.

Ceridian HCM, Inc. is located at 3311 E. Old Shakopee Road, Minneapolis, Minnesota, 55425.

Telephone number: 1-800-729-7655

Fax number: 952-853-7272

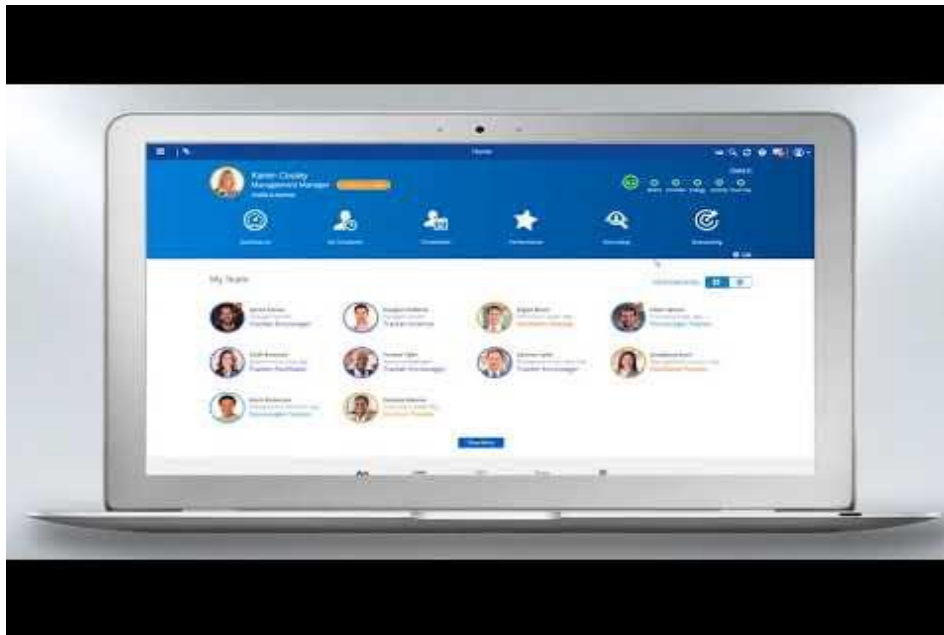
<http://www.ceridian.com>

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B. PROPOSED SERVICES, RETURN ON INVESTMENT, AND COST OF PROPOSED SERVICES

Ceridian is a global human capital management software company. Dayforce, our flagship cloud HCM platform, provides human resources, payroll, benefits, workforce management, and talent management functionality. As a single application for HCM, Dayforce provides organisations with access to real-time data and results across all domains of HCM. With **one employee record, one user experience and no interfaces**, you can find and hire the right people, process pay, manage benefits enrollment, maintain HR records, and schedule staff with work-life balance while monitoring compliance throughout the employee lifecycle.

Watch this video and to learn more please also review the attached **“Dayforce Product Overview”**



At the end of this document we have provided the **“Pricing Proposal”** that highlights all cost of service and pricing information as well as modules included in the subscription fee.

By providing all of these modules as part of a single application, Dayforce offers an unparalleled user experience for all types of employees across your organization. Our award-winning user interface results in greater user adoption, quicker go-lives, simplified business processes, and a more rapid ROI.

Ceridian’s solution has for over 3,700 implemented clients, with over 3 million employees using our technology. With member services and program delivery held paramount, these organisations rely on Ceridian to help their teams provide the best possible experience while operating in a manner that is both compliant and cost-effective. Ceridian’s cloud-based human capital technology, Dayforce, can help you design your workforce for maximum effectiveness and efficiency.

Through the Consultative Engagement Process utilized by Ceridian’s Account Management team, clients have realized individualized savings based upon their specific solutions deployed.

When using a total outsourcing solution, cost savings will depend on the final solution, current processes and current staffing. Ceridian can help you understand their current costs and will show where we can establish savings.

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Often, the most significant savings are found outside the bottom line. For example, the functions outsourced to Ceridian coupled with the process efficiency and time savings will result in potential redeployment of client resources into areas more critical to the company's objectives. The benefits attained by focusing on the company's core competencies are often immeasurable.

Here's what our customers have to say about our solution:



[Why Do Our Customers Recommend Ceridian's Dayforce HCM?](#)



[Why do our Customers LOVE Ceridian?](#)

A. Area of Service: Time and Attendance.

1. **Provide an electronic time and attendance module that will allow the daily posting of time by each employee and the certification of correctness by a member of the supervisory chain of command.**

Yes. Dayforce provides best-in-class time and attendance functionality. Uniquely, since Dayforce provides a single application for time and attendance and payroll, no interfaces are required to calculate net pay.

Dayforce's time and attendance functionality will provide your users with the online tools they need to:

- Eliminate manual and duplicate entry of employee timecards
- Manage exceptions and quickly correct timecard errors
- Automate the calculation of complex gross pay rules, including FLSA Overtime, holiday pay, and shift premiums.
- Online Time & Attendance access through Manager and Employee Self Service to enter hours worked, manual overtime, PTO, vacation/sick leave requests

For more information please review the attached ***"Dayforce Product Overview"*** as well as ***"Dayforce Time & Attendance - Product Sheet"***

2. **Provide an interface for employees in remote locations to enter time directly. May include but not limited to application for smart phone, online computer interface, time clock submission or any alternate technology methods that may be available, with emphasis on ability to report from locations with no internet access and/or poor cell phone reception.**

Dayforce is accessible 24/7. Since Dayforce is a web-based application, it can be accessed anywhere via the internet, including on mobile and tablet devices. However, when offline, clocks still accept and store punches and will transmit them to Dayforce once a connection is reestablished.

Employees have a number of options for recording their time within Dayforce. All Dayforce time collection options provide validation of all punches against legislative and internal compliance rules in real time. For example, employees can be prevented from punching in on days they are not scheduled to work or from punching in outside of configured grace periods for shift start and shift end.

Additionally, the clock can be configured to validate against meal break length, preventing employees from returning to work after taking a shorter than mandated break in states such as California.

Dayforce Touch

Dayforce Touch is an intuitive, graphical user experience for capturing employee time and attendance data. Combined with built-in self-service functionality, our tablet-based device provides a compelling alternative to traditional punch clocks.

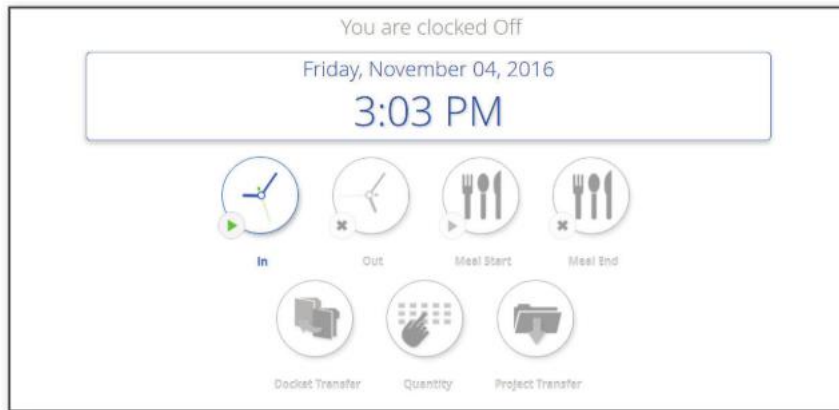


Dayforce Touch provides flexible options for capturing employee time data including PIN, biometric finger scanner, bar code, RFID, magnetic stripe, proximity card and photo-documented punch methods.

Dayforce Touch provides employees and supervisors with easy access to a rich set of self-service functionalities at the clock, including the ability to view schedules, authorize timecards, manage availability, or request time away from work.

My Time Clock

This feature can be embedded directly within Dayforce employee self-service for employees that clock in and out for work — typically used for employees assigned to a workstation in an office setting. Using My Time Clock, employees can punch in and out, start/end meals, and perform common transfer functions such as location, position, project and docket.



The My Time Clock view can be configured to be the first screen employees see when they sign in to the Dayforce application saving employees time looking for where to punch in. Additionally, IP filtering can be used to ensure that employees only are able to clock in and out when they are at their work location, while allowing for the use of other self-service features such as viewing their schedule or requesting time off from any location.

Web Clock

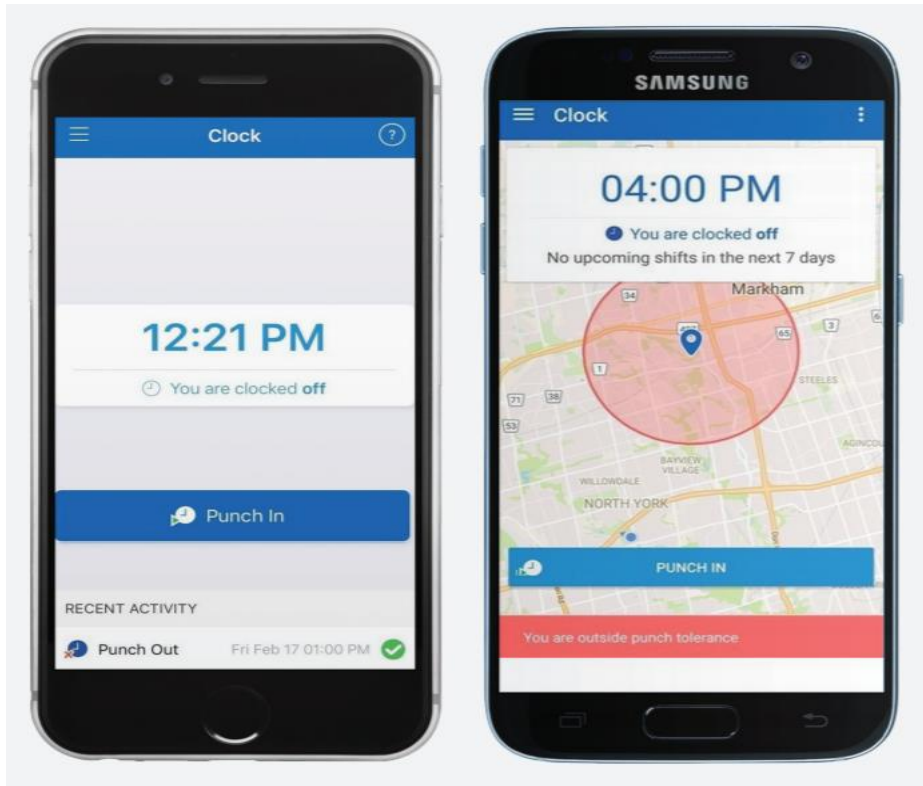
An additional option for employees that clock in and out is the Web Clock. This clock offers the same functionality available within My Time Clock, and does not require the employee to sign in to the Dayforce application. The Web Clock is typically used for employees that clock in and out for work on a shared kiosk.



Dayforce Mobile App

The Dayforce Mobile application enables employees to easily record time on the go, directly from their mobile device. Employees can punch in and out, view recent punches and perform work transfers in the mobile application without having to access a shared computer, kiosk, or physical clock. By enabling clocking actions to be rapidly performed directly from mobile and tablet devices, employees can spend more time being productive on job related tasks. It facilitate accurate and compliant time tracking using Geo-fencing technology to help prevent employees from punching in and out when they are outside of a defined work location area.

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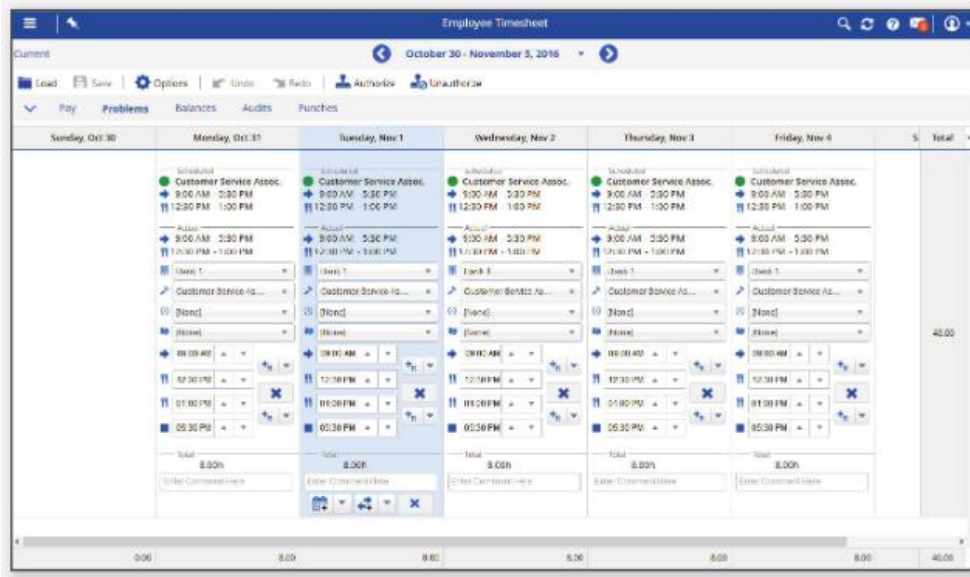
My Timesheet

Dayforce also provides time capture options for those employees that self-report worked time. The My Timesheet feature allows employees to type in the duration of time worked on each position, project and/or docket, throughout any given week using a simple, intuitive user-interface.

Date	Daily Total	Pay Code	Hours	Position	Project
Sunday	0.00				
Monday	8.00	Work	3.50	Customer Service Assoc.	
		Meal	0.50	Customer Service Assoc.	
		Work	4.00	Customer Service Assoc.	
Tuesday	8.00	Work	3.50	Customer Service Assoc.	
		Meal	0.50	Customer Service Assoc.	
		Work	4.00	Customer Service Assoc.	
Wednesday	8.00	Work	3.50	Customer Service Assoc.	
		Meal	0.50	Customer Service Assoc.	
		Work	4.00	Customer Service Assoc.	

Employee Timesheet

The Employee Timesheet feature is used for employees that must specify the actual time for shift start/end and meal start/end. By default, the application automatically will use the employee's scheduled shift times when recording the shift. The employee can then enter any deviations from the schedule as necessary. In addition, the new Favorite Sets pane gives managers and employees the ability to store and apply a common set of labor metric entries per employee quickly and easily.



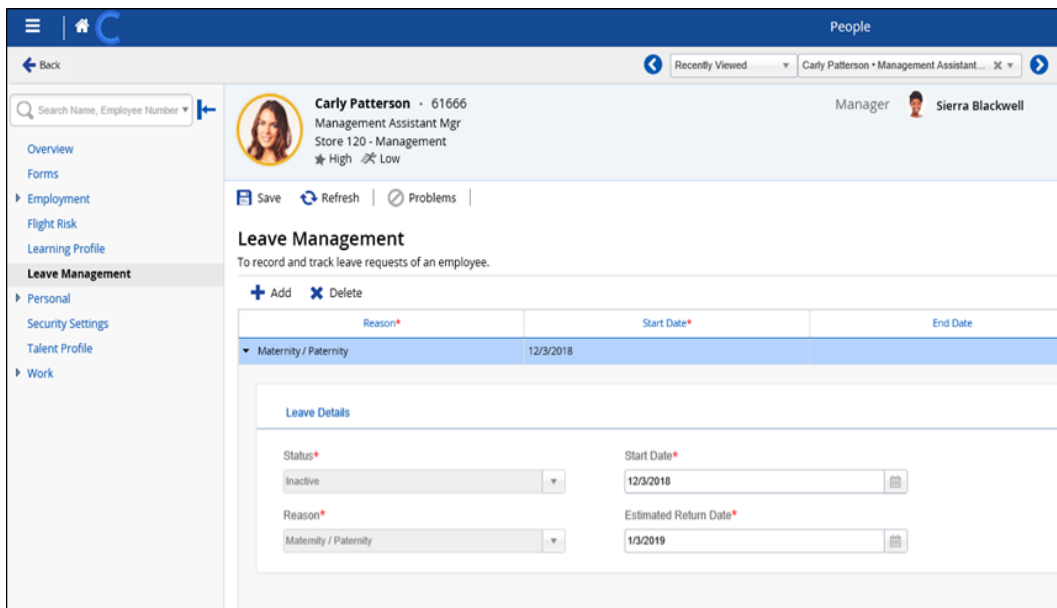
3. Provide ability for second review of remote time entry through either report or online window prior to payroll processing for payment.

Yes. Dayforce has an Employee Punch report template which displays a summary of employee punches and worked time, including details such as who punched in and out for work and at what time, and any exceptions associated with these punches.

Furthermore, this topic can be reported on via the ad hoc report builder in My Reports. It contains information about employee punches, including start and end punches, total hours, hours paid, and exception information.

4. Provide automated leave management system for approval, payroll reporting, and record keeping.

Dayforce Leave Management allows managers and administrators to record and track employee leaves of absence from within the employee profile.



Managers and administrators can add new leave of absence requests or update existing leave of absence requests for an employee directly from the Leave Management section of the employee profile, or by completing the Request Leave of Absence form, and the Return to Work form when the employee is ready to return. Dayforce also offers standard Leave of Absence reports.

Request Leave of Absence

Request Leave of Absence

Carly Patterson
Status: Inactive Employee Number: 61666

Leave of Absence Information
Use this form when requesting a planned leave. Enter the status, reason, and dates of the leave of absence. Fields marked with an asterisk are required values.

Status* **Start Date***

Reason* **Estimated Return Date***

Supporting Documents
Please attach additional details if desired.

There is no valid document type for this user.

Comment
 Add comment to the employee's file.

B. Area of Service: Process Payroll.

- 1. Process bi-weekly payroll for entire employee base, to include direct deposit and paper checks and/or any combination of both payment methods. Direct deposit must have capability to list a minimum of 6 banking transfers per employee with the ability to designate specific banking entities for end of month payroll and specific banking entities for mid-month draw payroll.**

Yes; Dayforce supports weekly, bi-weekly, semi-monthly, and monthly payroll processing, with no limitation to the number of payrolls.

Dayforce supports direct deposit, printed checks, or pay cards as payment methods. There is no limit to the number of direct deposit accounts within Dayforce. Dayforce provides employees the ability to add/update deposit accounts directly within Dayforce self-service. Employees can also specify deposit amounts as percentages of net pay and/or specific dollar amounts. Employees will have access to the pay statements including check images and direct deposit advice images through the application and through the mobile app.

- 2. New banking instructions from employees shall be pre-noted with employee's banking institution prior to initiating new banking instructions to test validity of employee's banking information.**

Yes, Dayforce validates banking information, prompting users when invalid details have been recorded

- 3. Provide ability to include and track taxable benefits.**

Yes, Dayforce supports the calculation of all classes of earnings and deductions, including taxable benefits.

- 4. Process retro check payment amounts, final checks or special pay runs such as, but not limited to election workers payroll that do not occur in conjunction with the standard payroll time schedule. Process to occur in a timely manner and to be paid by paper check regardless of employee's regular preference of payment method.**

Dayforce provides extensive capabilities for processing retroactive adjustments to employees pay. In addition to calculating the complete gross to net pay impact of retro pay for simple adjustments, such as the addition of a shift or an edit to a punch. Dayforce supports complex use cases for retroactive payments, such as changes that affect an employee's average rate for the Fair Labor Standards Act overtime calculations; the functionality even extends to indirect pay affecting changes, such as retroactive adjustments to an employee's rate or to the configured pay rules. Full retroactive salary calculation support for mid-pay period changes is also standard functionality.

When a user enters a retroactive adjustment, the resulting impact is paid out as part of the current pay period by default. Dayforce automatically generates a supplemental earning statement detailing the retroactive pay adjustment period by period.

- 5. Provide notice of deposit directly to employees for direct deposit payments.**

The Personal Information Change Alert notifies users when the personal information of an employee changes. The application sends an email to subscribed users when changes are made to an employee's name, address, marital status, birth date, SSN, phone number, email address, or direct deposit information, either through My HR or when an Employee Personal Information Change Request is approved.

These notification messages are sent to the affected employee, and any users that are subscribed to the alert.

6. Under this service agreement will your firm, please address each in your proposal response:

I. Develop Payroll policies and ensure adherence in processing?

Yes. Within Dayforce, each employee is assigned to a payroll policy. A payroll policy contains a number of rules and qualifiers that control which types of earnings and deduction codes should be applied for a particular group of employees with shared characteristics.

II. Provide payroll expertise & best practices?

Our implementation teams will share best practices throughout implementation and you will have a direct connection to other users through our XOXO hub program.

III. Import time data into payroll module?

Payroll, time, and attendance are the same application within Dayforce. There are no interfaces connecting multiple applications. As such, all data flows seamlessly between functional modules.

In addition, Dayforce can integrate with any third party time and attendance provider, so long as that system can emit and accept files in an XML or CSV format.

Our Integration methods are further detailed in the attached **“Dayforce Product Overview”**

IV. Create I Audit payroll data file?

Yes. Dayforce provides administrators with configurable audit reports that help them identify and resolve issues before committing pay. By providing these audit reports live in the application and by enabling clients to easily configure their own audit reports, Dayforce helps administrators quickly identify and resolve the specific types of issues they are looking for, and ensure that employees are paid correctly. Users can download these reports, or they can view the information live in the application by selecting the desired report. As issues are resolved or adjustments are made, the information contained within the reports is updated in real-time to reflect the impact of those changes.

V. Check I payroll reconciliation?

Yes. Dayforce fully supports check reconciliation.

VI. Conduct payment & Reconciliation of INVOLUNTARY deductions ie garnishments, liens, etc.

Yes. Distribution of garnishments, levies and lien payments is part of the standard process within Dayforce. Dayforce automatically calculates garnishments and wage attachments based on State and Federal calculation rulings, and offers out-of-the-box support for all jurisdictions across Canada and the United States. The functionality includes the automation of the priority order of garnishments in cases where employees must pay multiple garnishments in multiple states.

The application not only calculates garnishments in accordance with state and federal regulation, but also manages the rules surrounding the priority of payments and remaining disposable income. The system calculated priority order can also be overridden as needed.

VII. Administer payroll calendar including special runs?

With Dayforce, pay calendars are generated automatically based on the configuration of pay groups; each pay group defines the pay frequency, duration of pay periods, approve and commit offsets, the combination of this configuration determines the pay calendar. If necessary, you can define custom pay calendars in the application.

Dayforce allows clients to run off cycle pay runs at no additional cost within the application. Payroll administrators can create as many off-cycle pay runs as required, specifying details on the run type, name, and pay date. Once created, payroll administrators record adjustments, quick entries, preview, and commit just like a normal pay run.

VIII. Administer employer level maintenance: Accumulators, Deductions, Banking info

Yes. This is fully supported by Dayforce.

IX. Administer off-cycle manual check requests, calculations and processing?

Yes, Dayforce provides the ability to create manual checks and calculates gross-to-net immediately allowing for real-time results instead of waiting for a processing engine or mainframe to calculate the final taxes with the next payroll run.

Dayforce enables administrators to record the details of manual checks and pay employees using whichever payment method they desire. Once the details of the manual checks have been recorded, the application will automatically withhold any employer taxes required. Dayforce supports manual check printing for one off payments (ie additional checks or on demand checks).

X. Process I Administer Garnishments?

Yes. Dayforce provides industry-leading capabilities for processing and payment of garnishments. Dayforce automates the net pay calculation, the sequencing of deductions per state or provincial rules, and it enables attached image of the court order with the security tied to authorizations to be able to view it. The functionality includes the automation of the priority order of garnishments in cases where employees must pay multiple garnishments. The system-calculated priority order also can be overridden as needed.

Wage attachments/garnishments are applied to employees in the Garnishments screen within an employee's HR record. There are a number of configurable parameters that determine the details of wage attachments. These parameters are specific to the country in which the employee resides.

XI. Create GL Interface File?

Yes. Dayforce can accommodate multiple general ledgers accounts and can interface to any accounting system as long as the system can accept a file. All general ledger integration is created with your input.

The Dayforce Implementation Team will work with you to understand your chart of accounts, posting levels and file format. Exports of payroll data into your accounting system can be scheduled to run automatically as frequently as required.

Once the general ledger configuration has been completed, the application provides an intuitive user interface to enable you to fully manage any GL coding changes and output without the need for Dayforce support.

XII. Do tracer investigation and agency response to inquirers?

Yes, this is fully supported. All checks are insured and response to client or employee requests would be handled by Ceridian.

C. Area of Service: Tax Deposits, Quarterly & Annual Payroll Tax Reports, W-2 filing.

1. All federal, state, and local tax deposit to be made in a timely manner consistent with applicable state and federal law and reporting requirements.

Yes. Ceridian's Tax Service frees you from the burden and worry of payroll tax filing by providing outsourcing for Tax Deposit, Filing and Reconciliation to more than 7,000 federal, state and local tax jurisdictions. These services are included in our standard contract. Optional services requiring additional fees include: Advice of Debit, Advice of Tax Payment, Tax Professional Services, Accelerated W-2 Filing, Tax Credit Services.

2. Completion and filing of federal and state quarterly payroll tax reports in a timely manner consistent with state and federal law and reporting requirements. Ability to not report certain predefined employee populations that are exempt from inclusion such as but not limited to elected officials and election workers.

Yes. Dayforce fully supports all tax calculations and filing requirements for all jurisdictions across the US and Canada. This includes full support for multi-jurisdictional taxes and Pennsylvania Act 32. Tax tables are automatically updated with effective dating as legislation changes, ensuring that you stay compliant over time. The application also includes the ability to automate complex gross pay rules, including FLSA overtime, holiday pay, report-in pay, California meal penalties, and an unlimited number of shift differentials and premium scenarios.

3. Completion and filing of W-2 forms, including employee mailings for distribution of employee copies.

Yes, workflow enabled forms to employees to complete come standard with Dayforce. Dayforce provides employees with access to printable, online versions of their W-2 tax forms. Employees can access this via self-service in the application at any time.

D. Area of Service: Reporting and Data Download.

1. Provide general ledger journal entry to record payroll batches into accounting software via excel.

Dayforce can accommodate multiple general ledgers and can interface to any accounting system as long as the system can accept a file. All general ledger integration is created with your input.

The Dayforce Implementation Team will work with you to understand your chart of accounts, posting levels and file format. Exports of payroll data into your accounting system can be scheduled to run automatically as frequently as required.

Once the general ledger configuration has been completed, the application provides an intuitive user interface to enable you to fully manage any GL coding changes and output without the need for Dayforce support.

Dayforce supports exporting GL data in the format you require. Ceridian has extensive experience integrating Dayforce with a wide variety of third party vendors, including for general ledger data, and has a standard interface with many third-party providers while also being able to easily create interfaces to new vendors as required.

2. Journal entry to be in detail (not summary) showing employee last name, first name initial in line item description and then general ledger account.

Yes. This is fully supported by Dayforce.

3. Provide report or ability to self-create report for monthly leave accrual balances by department, supervisor and/or employee.

Yes. Dayforce offers robust, real-time reporting capabilities in addition to embedded analytics that are available throughout the application. Since Dayforce offers a single application for all Human Capital Management Modules, you can easily get access to the data you need without having to go to multiple systems or reporting databases.

Standard Reports

Dayforce offers a vast catalog of context sensitive standard reports. Each of Dayforce's standard reports contain a set of parameters that allow the user to determine what information should be included in the report, how the report should be organized and the file format in which the report should be downloaded. All reports in the system can be generated as a PDF or XLS file. All the standard reports can be generated on demand, with no impact to the performance of the application, and take approximately 30 to 60 seconds to generate—including payroll production reports. All reports generate in the background. Users can continue to use the application with no impact to performance as the report is created. Once the report is completed, the user is notified with an onscreen alert.

Report Designer

In addition to standard reports, Dayforce includes a Report Designer that enables end-users to easily create custom reports as required. This allows you to create and edit ad hoc reports, organize your custom reports, and create report schedules to generate reports on a schedule. In order to make it easy for all users to create reports—regardless of their level of technical expertise, Dayforce provides pre-defined queries grouped into topics. Each topic is designed to meet a specific functional reporting requirement, and includes a set of fields that span across one or more database tables.

Report Scheduling

All reports within Dayforce can be scheduled and distributed to selected users. Our reporting capabilities are also detailed in the attached ***“Dayforce Product Overview”***

- 4. Provide report or ability to self-create report for monthly Overtime and/or Out of Class pay by department, supervisor and/or employee.**

Yes. Please refer to the Question 3 above.

- 5. Provide report or ability to self-create report for monthly deductions such as, but not limited to rent/utility reimbursement, deferred income accounts, and union fees by deduction type, by department, supervisor and/or employee. List additional cost, if any to produce a downloadable excel file.**

Yes. Please refer to the Question 3 above.

- 6. Provide report or ability to self-create report for health insurance, dental insurance, and life insurance by insurance provider, by billing categories, by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly provider bills. List additional cost, if any to produce a downloadable excel file.**

Yes. Please refer to the Question 3 above.

- 7. Provide report or ability to self-create report for monthly PSERS contributions by contribution component by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly PSERS invoices. List additional cost, if any to produce a downloadable excel file.**

Yes. Please refer to the Question 3 above.

- 8. Provide transmission of PSERS data file. This to be quoted as an optional addition to price quote if there is a separate fee for this service.**

Dayforce's import and export capabilities will enable you to import/export relevant data to and from third party systems. Our Integration methods are further detailed in the attached ***“Dayforce Product Overview”***

- 9. TIAA-CREF file submissions.**

Yes. Please refer to the above.

- 10. Unemployment file and payment submissions.**

Yes. We have all the standard FUTA / SUTA reports and payments

- 11. Provide FSLA, FMLA, OFLA and other reporting as required per applicable government agency. II. Provide report or ability to self-create report for the purposes of budgeting and running alternate cost scenarios for salary and benefits by department, employee and/or general ledger account.**

Yes. Please refer to the Question 3 above.

- 12. List additional cost, if any, to produce a downloadable excel file.**

All reports in the system can be generated as a PDF or XLS file at no additional cost.

- 13. Provide report or ability to self-create report for the purposes of grant and/or project reporting of loaded staffing cost as well as annual staff statements of total salary and benefits remuneration.**

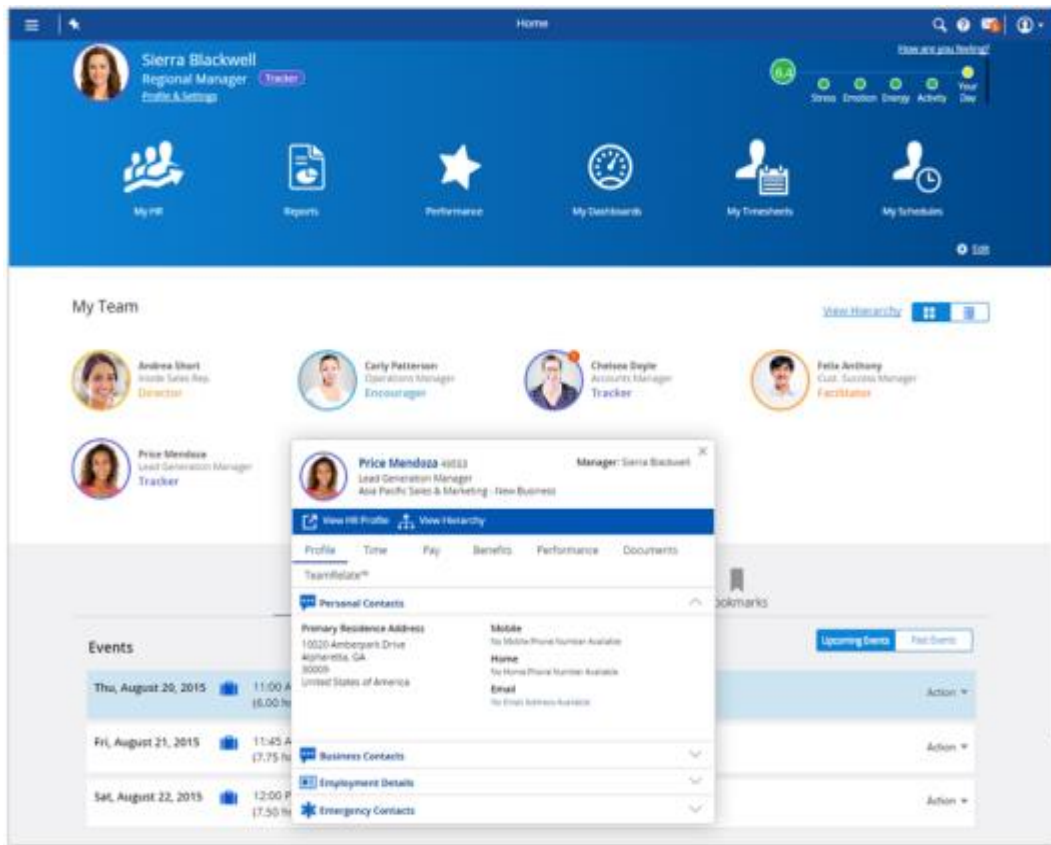
Yes. Please refer to the Question 3 above.

E. Area of Service: Employee Records and Interface.

1. **Provide online access, upload ability and/or other methodology for a single employee record set- up and maintenance. Record changes could include but are not limited to pay rate changes, position changes, union changes, address changes, benefit eligibility/election changes.**

Yes, Dayforce provides electronic Employee records. As a single application, Dayforce provides for the upload and storing of all employee related documents throughout all modules. Employees, managers and administrators can upload documents pertaining to benefits, training, payroll, and performance. All of these documents can all be stored securely in Dayforce and the single security structure already set up for all of the other modules of Dayforce controls the visibility and access authorizations of the documents providing you the comfort of ensuring the Privacy Act and other laws pertaining to PII (Personally Identifiable Information) are able to be adhered to.

Additionally, HR policies or other CCBC forms that require employee sign-off can be deployed in Dayforce through employee self-service and attached to a workflow for tracking and reporting purposes. The employee's detailed HR record provides managers with an at-a-glance view of an employee's entire employment profile. This includes summary information for demographics, Pending Actions (workflows), TeamRelate, Time & Attendance, Payroll, Benefits, Performance, and Documents:



Dayforce maintains an unlimited history of changes to HR records. HR administrators, managers, and other users with appropriate access can at any time review the history of an employee's record to see what was changed (pay rate, work assignment, employment status, including the mentioned), when it was changed, and by whom.

2. Ability to distribute payroll and fringe costs to multiple general ledger cost center accounts.

Dayforce can accommodate multiple general ledgers and can interface to any accounting system as long as the system can accept a file. All general ledger integration is created with your input.

There is no limit to the number of cost centres pay can be allocated to; Ceridian's implementation will work with you to understand the allocation you uses and will work with you to understand your chart of accounts, posting levels and file format. Exports of payroll data into your accounting system can be scheduled to run automatically as frequently as required.

Once the general ledger configuration has been completed, the application provides an intuitive user interface to enable you to fully manage any GL coding changes and output without the need for Dayforce support.

3. Ability to assign pay and benefit elections to employees by category wherever possible to facilitate global updating including but not limited to multiple college-specific staffing groups (departments, supervisors, unions, PTE %s, insurance plans, etc.), salary steps and ranges and special pay options.

Yes. This is fully supported by Dayforce.

4. Provide security levels that will facilitate internal controls such as but not limited to discrete staff have user rights to update employee records vs upload hours vs approve payroll disbursement vs sole HR access to non-payroll records.

Dayforce uses role-based security to determine the level of access and functionality a user has within the system. During implementation, we'll create a series of roles that represent various groups in your employee population that should be granted access to a common set of features within the system. Then, we assign the appropriate features and authorizations to each role; a feature grants access to a specific screen, tab, page, field, or button in the application. Authorizations control the create, read, update, and delete privileges for different types of data in the application.

The role-based security can be easily maintained from within the application without the intervention of Ceridian support. Your system administrators will be trained during implementation on how to set up roles and modify existing ones.

5. Provide processes and security levels that facilitate efficient use of college resources by reducing data entry burden on Finance and/or HR staff by allowing employees to directly update their records including but not limited to data such as contact information, W4 deductions, and qualifyYing event changes for insurance plan elections.

Yes, as mentioned above Dayforce uses role-based security to determine the level of access and functionality a user has within the system. Employees can modify and manage any piece of personal or profession information that the organization allows for using self-service.

6. Ability to track former employees who remain on college health insurance plans either through COBRA or as retirees through ORS 243.303.

Yes. This is fully supported by Dayforce.

7. Employee records should retain/maintain history of employee over time.

Dayforce maintains all relevant personal and professional employee data in the employee HR record, and automatically creates and maintains history. In addition, all records within Dayforce are effective dated.

Examples include:

- Employee HR records
- Earnings History
- Deductions History
- Tax History
- Wage Attachment/Garnishment History.

8. Track donated sick time for donors and recipients based on college policy.

Yes. This is fully supported by Dayforce.

9. Track comp/vacation time buy downs based on college policy.

Yes. This is fully supported by Dayforce.

10. Provide verification of employment responses to requests made from employees' lenders.

Ceridian partners with Equifax to provide employment verification services and HireRight for other screening requirements.

11. Provide duplicate copies or access for online self-service to employees to produce copies of past pay check stubs and prior year W-2's.

Dayforce enables employees to manage personal details, benefit enrollments, direct deposit options, and payroll tax information using intuitive, online self-service functionality. Dayforce provides employees with the ability to view online earning statements and W-2's. By enabling employees to update their own information, you will be able to reduce administrative overhead expenses and improve productivity. Additionally, online access to earning statements and year-end tax forms will reduce the recurring costs associated with printing and distributing physical documents each pay. Dayforce's message center allows employees to effectively contact other employees by sending and receiving messages and notifications without the use of corporate email addresses.

12. Provide process automation wherever possible including, but not limited to, annual COLA increases, pay scale update process, annual employee step increase process, annual open enrollment selections, collective bargaining contract provisions.

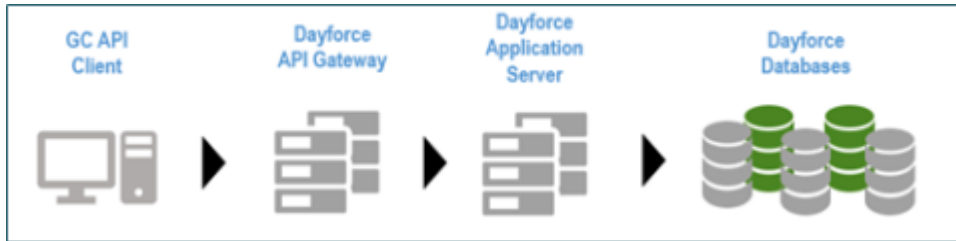
All data movements and changes can be automated on unique workflows. Using "CRUD" methodology of create, read, update, and delete you can manipulate anything related to the employee's profile on a wide scale.

13. Does your system support web services directly to a carrier website or link directly to a carrier or manual download of EOI? Does your system support upload capabilities and/or interfaces directly to carrier?

With Dayforce's Web Services functionality, the application provides APIs with which customers and partners can build integrations from Dayforce into third-party applications.

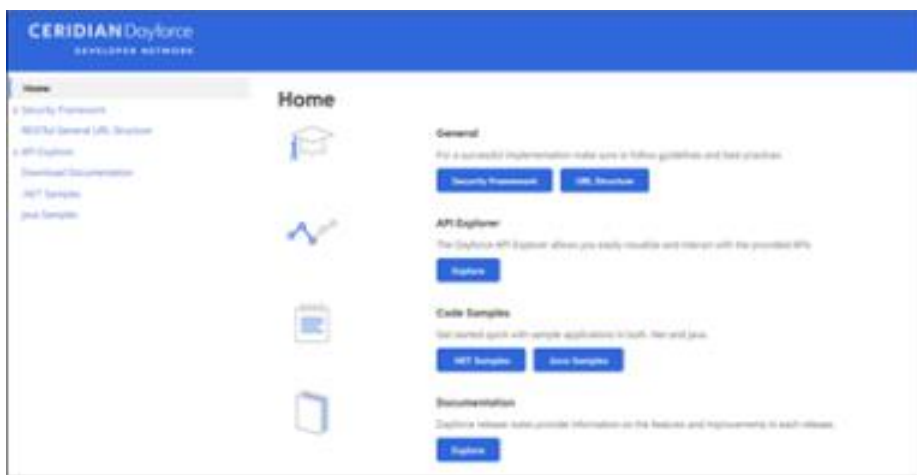
Dayforce Web Services enable access from third-party applications using consumable APIs. Web Services currently provide the ability to retrieve and action pending workflow transactions; RESTful operations allowing clients to query for employee HR detail; RESTful POST / PATCH operations allowing clients to insert and update employee HR detail; RESTful operations allowing clients to retrieve employee documents; Indeed.com integration allowing candidates to apply to Dayforce job postings within Indeed.com.

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With respect to Web Services, we continue to work on the Dayforce Developer Network, which will include a RESTful API Explorer and Schema Explorer, provide further functions to retrieve employee schedules, time away from work, and availability operations, provide partner integrations, token-based authentication, and develop an Event Sourcing framework so that event notifications can push to third-party applications over the API.

<https://developers.dayforce.com/Special-Pages/Welcome-Page.aspx>



F. Area of Service: Human Resources

1. Application management- including application, initial scoring, selection process steps, communication with candidates.

Dayforce Recruiting includes robust functionality for your recruiters and hiring managers, while providing a simplified and streamlined application process for candidates. With Dayforce Recruiting, you will have the tools they need to, Identify staffing needs, create job requisitions, find and hire best-fit candidates.

Combined with Dayforce's other modules, Dayforce Recruiting provides you with a single application for all your human capital management needs throughout the entire employee lifecycle – from the moment they fill out their application, to their first day on the job, until the day they retire.

Overview functionality provides both recruiters and hiring managers with summary analytics to provide insight into the status of their job requisitions. Users can open any job requisition to review candidate profiles, and if authorized, perform a number of actions such as initiate a background check, contact one or more candidates, and decline or hire a candidate.

Dayforce allows scores to be assigned to candidates on their answers they provided during the configurable application questionnaire, which helps recruiters better assess job fit. As part of the job application process, candidates provide their preferred method of communication. Any time an action is taken on a candidate, such as a change in status, the application will automatically send a message to the candidate. The message sent can be configured by the you based on the status the candidate.

Additionally, recruiters can select any candidate or group of candidates to contact directly with a personalized message. When selected, the application will automatically open an email window in the user's email system of choice.

The Talent Community provides recruiters with a user-friendly screen for searching for any current or past applicants using a variety of filtering options. Results are listed in order of best match, enabling recruiters to easily identify potential candidates for open job requisitions:

Dayforce provides a Candidate Portal that can easily be embedded within your career's page. Styling is completely configurable, allowing you to easily incorporate your organization's branding.

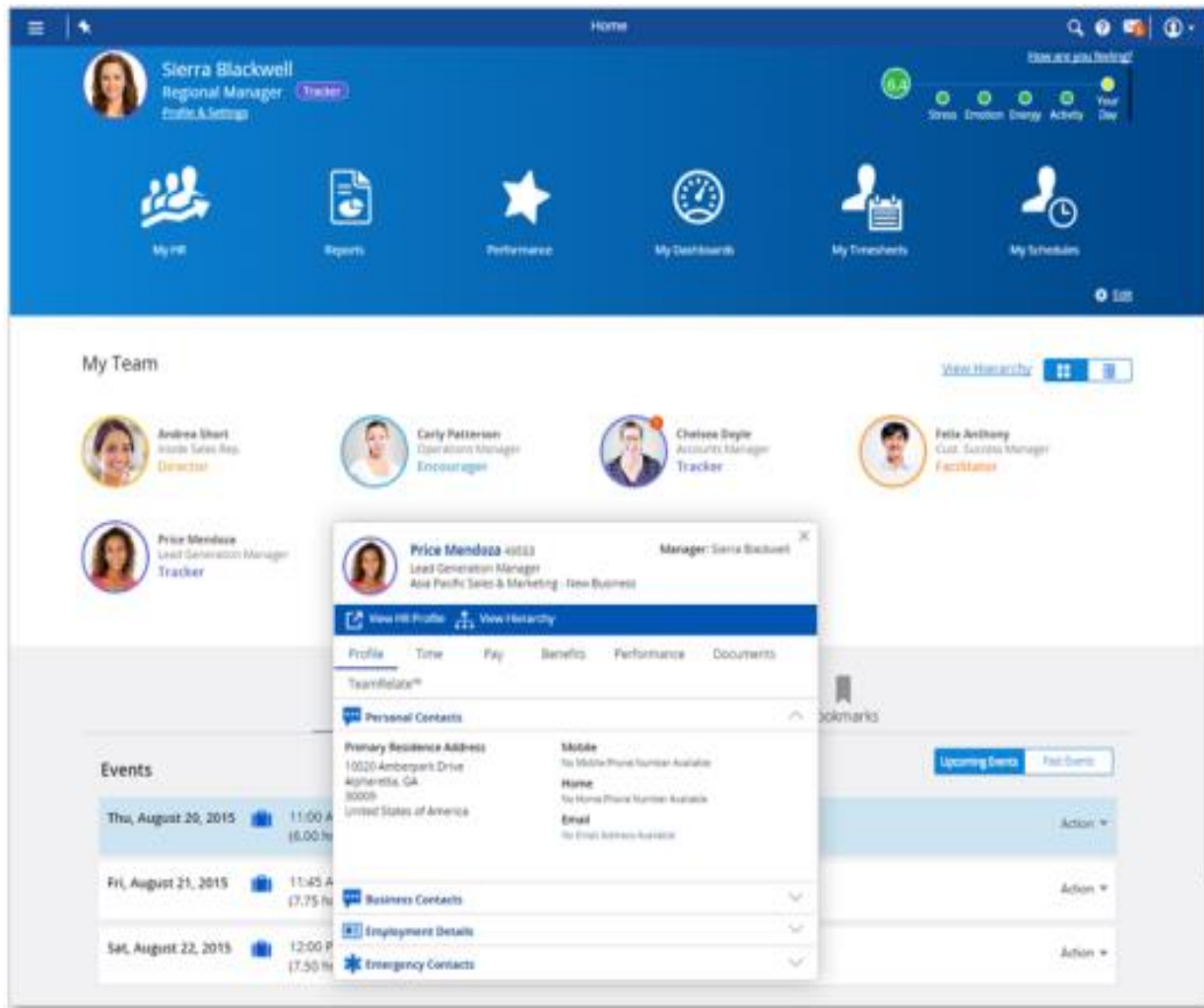
For more information please review the attached ***“Dayforce Product Overview”***

2. Employee evaluations - data upload or web-based forms; process tracking; electronic acknowledge, review and authorize ability.

Yes, Dayforce provides electronic Employee records. As a single application, Dayforce provides for the upload and storing of all employee related documents throughout all modules. Employees, managers and administrators can upload documents pertaining to benefits, training, payroll, and performance. All of these documents can all be stored securely in Dayforce and the single security structure already set up for all of the other modules of Dayforce controls the visibility and access authorizations of the documents providing you the comfort of ensuring the Privacy Act and other laws pertaining to PII (Personally Identifiable Information) are able to be adhered to.

Additionally, HR policies or other CCBC forms that require employee sign-off can be deployed in Dayforce through employee self-service and attached to a workflow for tracking and reporting purposes. The employee's detailed HR record provides managers with an at-a-glance view of an employee's entire employment profile. This includes summary information for demographics, Pending Actions (workflows), TeamRelate, Time & Attendance, Payroll, Benefits, Performance, and Documents:

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3. Disciplinary processes - data upload or web-based forms; process tracking; electronic acknowledge, review and authorize ability.

Yes, Dayforce provides HR administrators, managers, or other users with access to record disciplinary actions taken as part of any HR incident; the details of the incident and the action taken, verbal warning, written warning and so on, is stored on the employee's record.

4. Separation- data upload or web-based forms; process tracking; electronic acknowledge, review and authorize ability; layoff tracking.

Yes. Please refer to the Question 2 above.

5. Training and employee event tracking - data upload or web-based forms; process tracking; electronic acknowledge, review and authorize ability.

Yes, Dayforce tracks training, certifications, skills, licenses along with expiration dates. Training certificates and documents can be stored within Dayforce on the employee HR record for easy retrieval and updating. Training skills can also be utilized in the scheduling process ensuring that employees are only scheduled for jobs and positions that they are qualified to perform.

Dayforce also provides several alerts to notify employees, managers and administrators of skills and certifications that are either approaching expiration or have expired.

6. Emergency contact information; automated emergency response notification system.

Yes, employees can modify and manage any piece of personal or profession information that the organization allows for.

7. Union data including seniority reports.

Yes. This is fully supported by Dayforce.

8. EEO status, including automated reports.

Yes. This is fully supported by Dayforce.

9. Extensive report capacity including but not limited to DOB/age list, home mailing labels, anniversary lists, union seniority lists, pay/hour reports by employee, department, union, job history reports, organizational reports related to all hires.

Yes. This is fully supported by Dayforce. Our reporting capabilities are detailed in the attached ***“Dayforce Product Overview”***

10. Provide and/or design other specialized HR reports for recurring needs or special project purposes.

Our reporting capabilities are detailed in the attached ***“Dayforce Product Overview”***

G. General for Areas of Service.

- 1. Data Security: provide information about your security standards given the sensitive nature of payroll data including tech specifications of any hosted data servers and software, web-based communications, electronic payments, data encryption, data storage, back-up systems for data and continuity of service for payroll processing, etc.**

Ceridian has a well-established global data security and privacy program that addresses all aspects of data protection. Our program is designed around the ISO 27001 series of standards, as well as the Generally Accepted Privacy Principles (GAPP) issued by the American Institute of certified Public Accountants (AICPA) and the Canadian Institute of Chartered Accountants (CICA) Privacy Task Force. The GAPP principles and criteria were developed talking into account international privacy regulatory requirements and best practices.

Ceridian completes an SSAE 18 SOC 1 Type II assessment twice per year. Ceridian also completes an SSAE 18 SOC 2 Type II assessment once per year.

Globally, Ceridian has undergone an enterprise-wide initiative in preparation for the enhanced data protection requirements under the General Data Protection Regulation (GDPR). The Ceridian GDPR Initiative involved a cross functional team spanning our technical, legal, compliance, finance, and business units to address the full life cycle of data protection requirements from collection through use, disclosure, storage, transfer, and secure deletion.

In addition, all data within our system is encrypted in motion and at rest, clients have individual databases with unique individual logons and passwords.

Customers based within the United States have their data hosted at the US data center, while Canadian based clients have their data hosted within the Canadian Data center. International customers will have their data hosted in one of our global data centers.

Adherence to privacy rules are followed based on the country in which the data resides in.

Hosting

Ceridian partners with NaviSite, a managed hosting services provider, for both a fully dedicated private cloud environment and services within Microsoft Azure and Amazon Web Services (AWS). NaviSite is a SSAE 18 SOC I Type II Certified hosting provider with 99.999% guaranteed uptime for a fully-managed virtual server environment. NaviSite applies the highest quality security standards to protect the infrastructure environment.

Navisite has been recognized as a Microsoft Azure Expert Managed Service Provider (MSP) following an in-depth audit. With this designation, Navisite joins a select group of Microsoft Azure MSPs with proven credentials in migrating and managing mission-critical enterprise workloads in Azure at scale.

Ceridian has benefitted from Navisite's abilities to manage multi-cloud environments. 'We chose Navisite as our partner for growth in the public cloud because of its capability and expertise with Microsoft Azure. The team's ability to understand the application stack from top to bottom is unique for a partner to provide' - Warren Perlman, Ceridian CIO.

The security of the infrastructure is comprised of: Redundant Cisco ASA 5585 Firewalls, AlertLogic IDP/IDS/SEIM, Trustwave Web defend WAF, Single Sign-On Support (SAML 2.0, ADFS 2.0, Oauth 2.0) Ping Federate 7.1.1.0, DUO Security for Dual Factor Authentication Integration, SumoLogic Active Log Monitoring.

NaviSite applies the highest quality security standards to protect the application's environment. Security features of NaviSite's world-class data center include:

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- Raised floor
- Power generation and backup
- Full data-grade HVAC system with N+1 redundancy
- Multiple backbone providers with diverse entry of fiber routes for smooth connectivity
- Fire protection with smoke and high temperature
- Regular system testing and servicing
- 24x7 Monitoring
- Customer IT infrastructure staffed 7x24x365
- Regular facilities monitoring for all critical electrical components, environmental systems and security
- Extensive array of technology agnostic monitoring tools to provide high availability

Encryption

All data is encrypted at rest and in motion using high bit encryption keys and Microsoft Transparent Data Encryption.

All communication with Dayforce is encrypted using 256-bit encryption even in older browsers which are limited 40-bit or 56-bit encryption capabilities.

Our solution ensures that from the moment the data is entered in the application on the user's PC it is encrypted all the way to our hosted systems. The encryption method we minimally use is HTTPS using TLS 1.2, RC4 with 256-bit encryption.

Ceridian also employs a number of systems and tools to protect the environment including firewalls, IDP, IDS, Web Application Firewalls.

Backup

Ceridian executes a complete/full back up on a nightly basis at 11PM ET and completes Transaction/log backups hourly. During the backup procedure all database files are backed up to local disk and stored onsite at NaviSite for 48 hours. The backup files are replicated to the Disaster Recovery site operated by NaviSite. Backups are monitored to ensure they have been completed and successful. A system-generated email is sent to Dayforce and NaviSite contacts notifying them of the status of the backups. If the backup is not successful or an error occurs the DBA will investigate the issue and re-run the backup if possible. Recovery procedures are satisfied via multiple data backfills per week. This is completed via recovery from both local and offsite backup stores.

eVault is an enterprise class backup solution. After the initial seed, EVault DeltaPro® backup technology finds and transmits only new or changed data blocks. EVault then dynamically builds virtual "synthetic full" backups. These delta backups work with adaptive compression, bandwidth throttling, and other WAN optimization backup technologies. Before storing our backup data, EVault backup technology identifies matching blocks across all files and eliminates duplicates. This back-end deduplication does not impact the backup window or performance; it can, however, reclaim 20 percent more storage space.

Disaster Recovery and Business Continuity

Dayforce's hardware infrastructure provides for server redundancy and disaster recovery on several levels to ensure that the application and data are continuously available to clients.

The disaster recovery plan will activate a synchronized copy of each server and its data in the secondary data center if a disaster occurs. The RPO and RTO offered by Ceridian are 4 and 24 hours respectively.

The production data center is a Tier 3 facility with diesel generators in place to protect the data center from long term electricity loss, with a contract for a priority diesel fill. The data center is further protected with an uninterruptible power supply (UPS) battery systems to regulate electrical spikes and short durations of electrical failures.

Data is replicated offsite from the data center using two mechanisms:

- Database instance information (including customer data) is replicated from the production to the disaster recovery location around the clock.
- Nightly database backup routines, in addition to monthly and yearly archives, are stored offsite from the production facility through vendor managed vaulting services.

All data maintained at the production data center, which is operated by our managed hosting partner, is fully redundant and employs virtualization, such that most failures can be seamlessly restored with no interruption of service. Ceridian HCM achieves this result using VMWare, vMotion and a backend high capacity SAN. In this configuration, we can automatically failover to new virtual machines in the event of a failure or for general maintenance.

Databases are run clustered to ensure maximum uptime and redundancy and backups are run in real time disk-disk after each daily incremental or full backup. All equipment is redundant from the network through to the physical and virtual servers.

To date we have not had an unplanned outage within the production data center.

2. Technical specifications: describe minimum and optimal technical specifications required for college devices, hardware, software and connectivity to implement proposed services.

Dayforce is offered as a SaaS application through the cloud. Our database servers are Windows 2016 Server and SQL 2016 Enterprise. As a SaaS application, you do not require any hardware to run the solution other than a PC. As a web-based application, Dayforce supports the following browser versions: IE 10+, Safari 9.x+, FF 38+, Edge and Chrome. With regards to software, there is a Silverlight plug-in required on a limited number of user screens as we complete the transition to HTML. Employee screens are complete and do not require the plug-in. Most manager and administrator setup screens are complete, the remainder will be complete by the end of 2018. The number of users who have access to the setup screens is typically 1 or 2 users.

For more information, please refer to the attached document "**Dayforce Client PC Requirements**"

3. Research payroll and HR issues on request.

You will be assigned a Customer Relationship Executive (CRE) who will be part of a multilevel Account Governance model. This individual will be responsible for any escalations, new requirements, or needs for coordination of activities related to current products and services. The CRE will also be your partner for strategic planning, thought leadership, consultation, new products and services, contracts, and business case development.

For day-to-day product questions, Ceridian's Support Pod and Support Portal will be available to you.

4. Describe how legislation activity is monitored that impacts administration and how your clients are kept informed of changes.

Ceridian takes responsibility for ensuring that Dayforce is up to date with all current tax and HR/Payroll compliance legislation with no action required from customers. In some cases, such as for your company-specific overtime rules, your administrators can make any required updates using the intuitive administrator self-service screens in Dayforce.

Ceridian provides a variety of communication avenues for customers to leverage and stay abreast of select legislative changes that may affect your organization, such as the Dayforce Release Notes, Ceridian newsletter, customer conferences, Insights, twitter and email blasts, providing you with information you can use to update areas of Dayforce relevant to your specific workforce needs.

Ceridian has developed the Dayforce Tax Engine to fully automate the calculation and administration of payroll taxes within Dayforce. As part of Ceridian's ongoing commitment to being the industry leader in payroll compliance, we streamlined the process for implementing legislative changes in tax and garnishments for 7300 jurisdictions that Dayforce supports across US and Canada. Dayforce provides the most up to date Tax Engine in the industry.

As we are made aware of changes to how taxes should be calculated, these changes are automatically applied within Dayforce once they have been tested by our Quality Assurance team. Changes are effective-dated and are implemented within the Dayforce application prior to the changes taking effect.

There are two release updates each year to Dayforce, which will include new functionality based on market demands and changes to legislation. Our Compliance department is comprised of dedicated professionals that are responsible for monitoring legislative and regulatory changes that can impact Ceridian's HR/Payroll solutions.

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A. STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Provide a brief explanation of why your firm is qualified to provide payroll processing and ancillary services to the College. Describe the experience of your firm in providing payroll processing and ancillary services for public and private sector clients.

Ceridian has worked on thousands of implementation projects for our different solutions over the years and we have successfully completed over 3,000 implementations of Dayforce since 2012. This includes organizations within the public and private sector.

Dayforce is designed to scale up or down for any sized organization across all industries. Our clients range in size from very large organizations with over 50,000 employees, to very small organizations with fewer than 50 employees. Our average customer has about 900 employees. Ceridian currently has 167 customers within the education sector.

Please see the following attached documents for our customer success stories:

“Customer Story - Saint Boniface University”

In addition, the following are a number of clients who have allowed Ceridian to use their logos. We would be happy to share additional client information and references later on in the vendor selection process.

Retail	Manufacturing	Hospitality	Services	Healthcare

Why Dayforce

Dayforce is the only solution to provide the breadth and depth of functionality described in this proposal in a single application, designed and built from the ground up with one employee record, one rules engine, and a single database leveraging modern technology in a true SaaS model.

This means Dayforce is the only solution with the architecture to support the same user experience and employee record for all HCM functions without requiring interfaces between modules, redundant data entry between different systems, outdated mainframe technology with batch processing, or different code bases on separate upgrade schedules supported by different teams.

In addition, Ceridian's service organization will provide you with highly experienced professionals to cover all aspects of optimizing your investment in an HCM SaaS solution – from change management, implementation, education, to ongoing support. Ceridian does not have to rely on any third-party vendors to deploy its solution and owns every aspect of the solution delivery. This arrangement better facilitates a cooperative partnership than solutions that are built, implemented, and supported by different organizations with different, and often competing, priorities.

What value does Dayforce provide?

In order for your investment in a new HCM solution to have the largest impact, you need to replace any outdated and disparate tools in your overall solution architecture with a single solution; not only do legacy solutions lack the key business functionality of a modern HCM suite, they rely too heavily on batch processes, even mainframe technology, and fragile interfaces between systems. Often these legacy systems leverage custom code or workarounds which are inefficient, a burden to maintain, and cumbersome to use.

Whereas the Dayforce solution is an agile, integrated solution which replaces the disparate tools in your HCM solution architecture with a single solution designed, built, implemented, and supported by Ceridian.

Dayforce adds value by simplifying and streamlining your HCM solution architecture, typically by reducing the number of interfaces required. The more applications you need for HCM, the more interfaces are required to send data from one area of HCM to another, or worse require administrators to rekey the information into multiple systems – recording a new pay rate in both the HRIS and then in the payroll system every time an employee gets a raise. This approach makes it difficult to get at a single version of the truth. It can introduce errors from the redundant data entry.

Most significantly, it introduces delays to payroll processing by requiring a rigid payroll close process; with different systems for pay and time, payroll administrators must wait for batch processes to complete or imports of time and gross pay data to come into the payroll application before they can begin working on any pay run.

With Dayforce, every aspect of HCM can live in one solution, with a single database. That means changes to an employee's record are reflected everywhere within the HCM solution at once. Promotions, job transfers, new pay rates, and many other important updates are made once and inform the timesheet, HR, and payroll, instantly and at the same time as all these functions read from the same database and the same employee record. This has the greatest impact on payroll, where Dayforce grants complete visibility into your entire payroll results at any time during the pay cycle.

Without waiting for batch processes to finish, operations and payroll administrators have more chances to review performance and payroll results – making it more likely to be proactive and catch mistakes in time to fix them; this means less retroactive adjustments that need to be paid or premium pay occurrences, saving costs and time while creating happier employees with accurate pay stubs and schedules.

We differentiate from our competitors by providing these HCM functions in a single application; where competitors offer solutions either presenting a “unified” user experience disguising the multiple applications and databases with integrations built to connect them or still run outdated mainframe and batch processing in the background, preventing their solutions from offering real-time payroll processing.

That difference means Dayforce can reduce your operating costs, improve the efficiency of your HCM functions, and obtain a faster ROI from your investment.

To summarize the Dayforce differentiators:

- **A Single Application for Human Capital Management** – Dayforce is the only HCM solution to combine payroll, time & attendance and benefits in a single application – the only true innovation in payroll technology in decades. A single application eliminates fragile interfaces, enabling real-time zero-to-net calculations. With Dayforce, organizations can save time, eliminate errors and improve accuracy.
- **An Organically Grown Solution** – Unlike portfolio companies who have acquired and OEM systems with multiple architectures, supported by different teams, Dayforce has been built from the ground up as a single HCM solution.
- **Real-time Payroll Processing** – Dayforce is the only solution with real-time payroll processing on the market today. It eliminates the traditional delays and redundant checks and balances required when time and pay are two different systems or applications.
- **Comprehensive Rules Library** – Dayforce comes with a rules library to cover all provincial, state, and local hour and wage laws. These rules are in production at over 3,700 other clients and complimented by a legal staff and proactive alerts for hour and wage law, tax, and other legislative changes.

Additionally, we believe the following information is important in supporting your decision:

- **Our Strength is Our People** – Ceridian is consistently recognized as one of the most engaged workplaces, and for the strength of our culture. We believe that when our employees are engaged they are able to produce amazing outcomes for our customers.
- **Unmatched Leadership in Compliance** – The regulatory landscape is changing rapidly, and far-reaching legislation touches every facet of the employee/employer relationship. Dayforce is consistently recognized for its ability to help employers overcome the most challenging compliance requirements, such as FLSA Overtime and Minor Compliance, the Affordable Care Act, Pennsylvania Act 32 and the San Francisco Worker's Bill of Rights.
- **More Value, Faster** – The average payback on the Dayforce application is 8 months while our industry average is over 20 months. Reasons for this include faster client go-lives, our single application architecture, few points of failure, less integration points and a scalable cloud delivery model.
- **Experience and Focus** – Ceridian has a team devoted to and focused on Dayforce with over three decades experience in designing, delivering, and bringing to market HCM and WFM solutions with proven execution.

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B. STAFFING.

Identify the specific personnel who will be assigned to provide services pursuant to this RFP. Would they be assigned a consistent and dedicated contact to help us best utilize and prioritize all of the subject matter experts and technology available to us? How would they support the college and what type of experience do they have?

- How many years of HR, Payroll, Benefits experience do they have?
- What type of certifications does he/she hold?
- How many accounts, on average, are they assigned?
- How often can we expect to see/hear from them? Do they come on-site?
- How is she/he held accountable for our strategic business and HCM objectives?
- Will he/she reach out to us with new information or would we have to initiate the contact?

For each of these persons, please provide a resume as an exhibit.

A successful Dayforce implementation relies on equal participation from CCBC and Ceridian. CCBC and Ceridian will build mirrored project teams with appropriate individuals who have the skills to achieve the desired results- deliver a fully compliant HCM solution on-time and on budget. At this point of time we can provide an outline of essential functions, experience, skills and requirements for the various project roles.

Ceridian Team Skill Descriptions

Ceridian Roles	Essential Skills and Requirements
Project Sponsor	<ul style="list-style-type: none">• Bachelor's degree or equivalent experience• Master's degree or post-graduate coursework an asset• 10 or more years of experience in HCM applications consulting preferred• Ability to forecast and deliver on targets on a quarterly basis• Ability to leverage analytical and technical skills to influence key strategic decisions• Ability to provide direction to multiple complex projects, customers and prospects at the same time and manage competing priorities• Excellent organization, communication and collaboration skills; ability to translate complex, multidimensional issues into business impacts and propose solutions that produce a win-win outcome• Promotes and ensures team adherence to implementation methodology, best practice guidelines and provide thought leadership to improve the practice

<p>Project Manager</p>	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience • PMI/PMP certification preferred • Between two and five years of experience in HCM applications consulting and/or project management • Problem Solving: Ability to resolve complex issues within defined parameters and procedures, and escalate proactively when appropriate • Autonomy: manages, tracks and communicates the progress of projects, and ensures the quality delivery of implementation services with minimal oversight • Decision Making: Plans and manages all aspects of customer-specific engagements with minimal oversight, including; documentation and signoff of business requirements, managing the execution of deliverables while controlling scope, executing change control, and ensuring timely resolution of issues and project roadblocks; makes decisions that affect the delivery of the engagement
<p>Implementation Consultant(s)</p>	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience • Master's degree or postgraduate coursework an asset • 12 or more years of experience in HCM applications consulting & 5+ years in Consultant role with Ceridian HCM. • Solid understanding of relational databases and SQL and asset • Deep Ceridian product knowledge, as demonstrated through multiple implementations • Problem Solving: Works on significant and unique issues where analysis of situation or data requires evaluation of several intangibles • Autonomy: Acts independently to determine objectives, methods and procedures on new and/or critical assignments • Decision Making: Exercises independent judgment in methods, techniques and evaluation criteria for obtaining results
<p>Learning Consultant</p>	<ul style="list-style-type: none"> • At least 5 years combined experience using, training, or implementing HCM or similar software solutions • Superior in-person and virtual communication and presentation skills • Ability to effectively communicate and demonstrate the day-in-the-life use of the product • Ability to effectively communicate and demonstrate key configuration processes and the resulting functionality incorporating real world use cases • Ability to determine learner specific needs and create tailored course content, including data preparation, required to deliver course

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Soon after signing a contract, you will be introduced to your Customer Relationship Executive (CRE) who will act as your Ceridian “concierge” and will facilitate a smooth and seamless navigation throughout your Ceridian experience.

The CRE assigned to your account will be your first point of contact for ongoing account management activities after go-live and will lead all of your calls and maintain a log of all open items, projects, change controls and business events. Examples include:

- Joining you through all the major milestones of the journey to help ensure that your Dayforce implementation objectives are being met
- After deployment, your CRE will help you meet new objectives as your company’s needs change and as Dayforce’s capabilities grow
- Proactively engage you at key milestones including events such as yearend, benefits enrolment, and new version releases
- Provide consultation and suggestions on getting the most out of the product through training and webinar recommendations
- Provide ongoing opportunities based on your preferences, including media, social media, speaking opportunities, HCM education, and recognition

Ceridian’s CREs have a strong Dayforce application knowledge and engage with the Specialist Team directly. The CRE will also maintain and present performance dashboards and lead quarterly business reviews with your business team.

C. SAMPLE REPORTS, DATA SETS and TECHNOLOGY

Provide samples of the kind of reports you would be preparing for the College and data sets available to same if selected to provide payroll processing and ancillary services. Describe format and availability options (web based, self-service, file format, etc.) for reports and data sets. Provide information on your data security as well as software and hardware requirements for the College.

Reporting

Dayforce offers robust, real-time reporting capabilities in addition to embedded analytics that are available throughout the application. Since Dayforce offers a single application for all Human Capital Management Modules, you can easily get access to the data you need without having to go to multiple systems or reporting databases.

Standard Reports

Dayforce offers a vast catalog of context sensitive standard reports. Each of Dayforce's standard reports contain a set of parameters that allow the user to determine what information should be included in the report, how the report should be organized and the file format in which the report should be downloaded. All reports in the system can be generated as a PDF or XLS file.

All the standard reports can be generated on demand, with no impact to the performance of the application, and take approximately 30 to 60 seconds to generate—including payroll production reports.

All reports generate in the background. Users can continue to use the application with no impact to performance as the report is created. Once the report is completed, the user is notified with an onscreen alert.

Report Designer

In addition to standard reports, Dayforce includes a Report Designer that enables end-users to easily create custom reports as required. This allows you to create and edit ad hoc reports, organize your custom reports, and create report schedules to generate reports on a schedule.

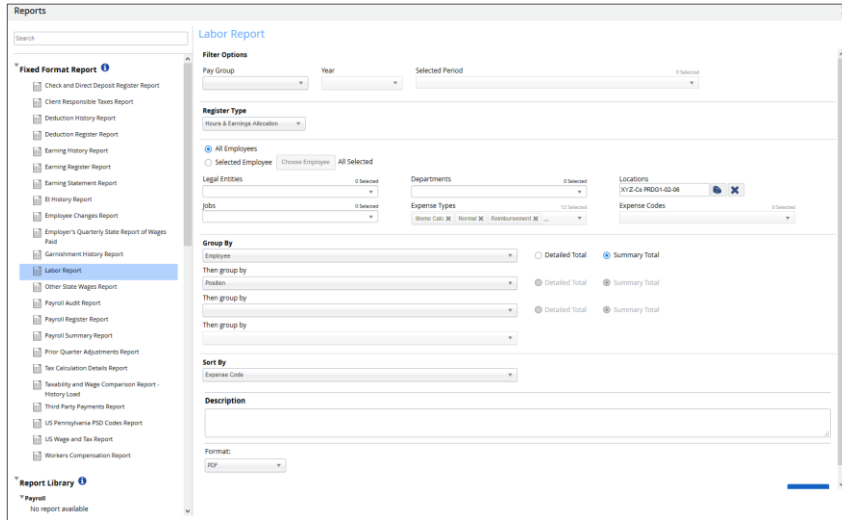
To make it easy for all users to create reports—regardless of their level of technical expertise, Dayforce provides pre-defined queries grouped into topics. Each topic is designed to meet a specific functional reporting requirement, and includes a set of fields that span across one or more database tables.

Report Scheduling

All reports within Dayforce can be scheduled and distributed to selected users.

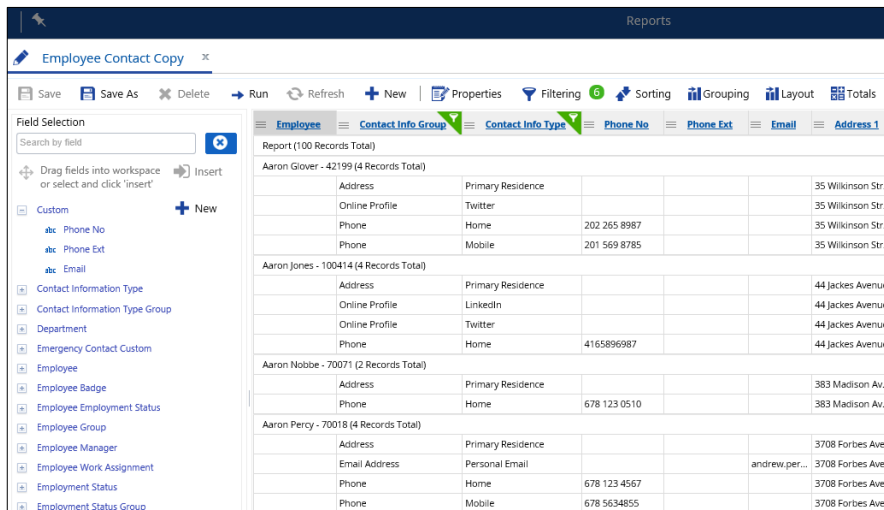
For more information, please refer to the attached **“Reporting Guide”**

Dayforce offers standard reports for all functional areas of the application and report templates that use various parameters to define the data, how the data will look and how it's generated.



In addition to standard reports and report templates, Dayforce includes a Report Designer that enables end-users to easily create custom reports as required. Dayforce provides pre-defined queries grouped into Topics. The Topics, designed to meet a specific functional reporting requirement, include a set of fields that span across one or more database tables. Once the user has selected which fields to include, they can take advantage of a wide variety of filter options like sorting, grouping, layouts and advanced totaling to control how data should display when the report runs.

This Report Designer has drag and drop capabilities and a live preview to assist you while designing reports. In the example below, you can easily edit the Employee Contact report by adding fields from the Field Selection panel on the left or leverage the tools at the top of the writer.



Lastly, the Dayforce Dashboards module provides representation of trends occurring within the organization. This will help your administrators combine workforce data to uncover trends, evaluate benchmarks and create meaningful presentations from charts and graphs. With more than 400 views curated by experts to make better decisions every day. Administrators will also be able to easily create their own views as desired.

Dashboards

As part of our single application for HCM, Dayforce Dashboards combines data from HR, Payroll, Benefits, Workforce Management, and Talent Management to provide meaningful representations of the most important HCM metrics and trends inside your organization.

Dayforce Dashboards will provide your organization with a powerful tool to:

- Analyze and understand organizational trends across all areas of Human Capital Management
- Easily access data with no technical background required
- Quickly export charts and graphs into meaningful presentations

Key features and benefits

Dashboards

- Hundreds of curated views available out-of-the-box combining data across all domains of Human Capital Management

Quick View

- Quickly perform queries using English language syntax to gain immediate visibility into your data

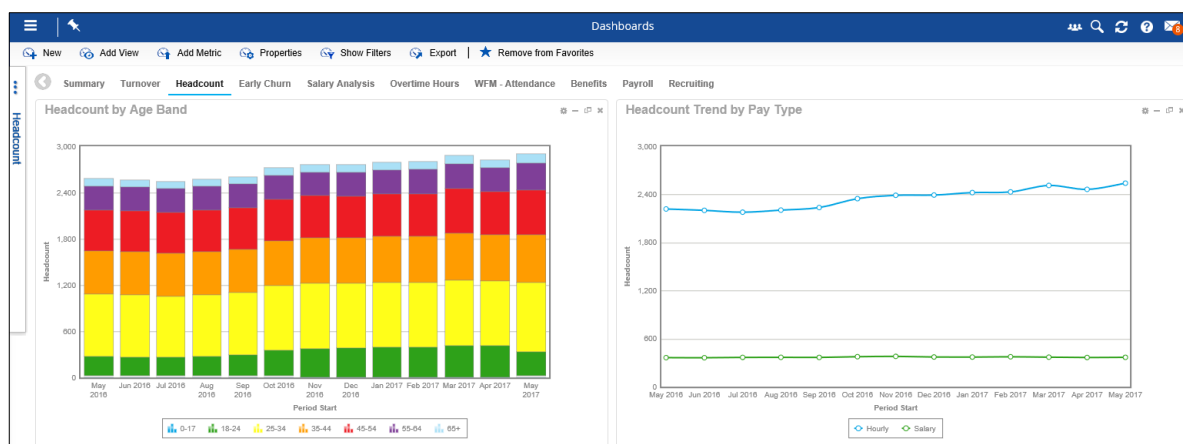
View Builder

- Build meaningful representations of your data using an intuitive report builder

PowerPoint export

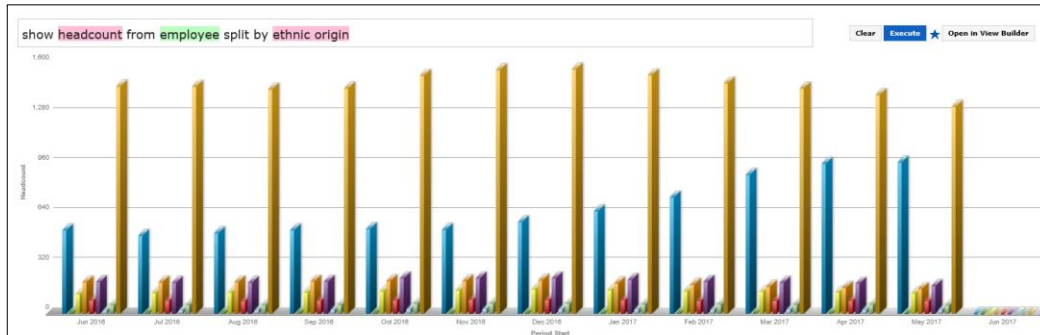
- Export any dashboard to a ready-to-present PowerPoint

Users can select from any dashboard to analyze underlying trends across the organization. Built on Dayforce's established security model, users only have access to data they are allowed to see:

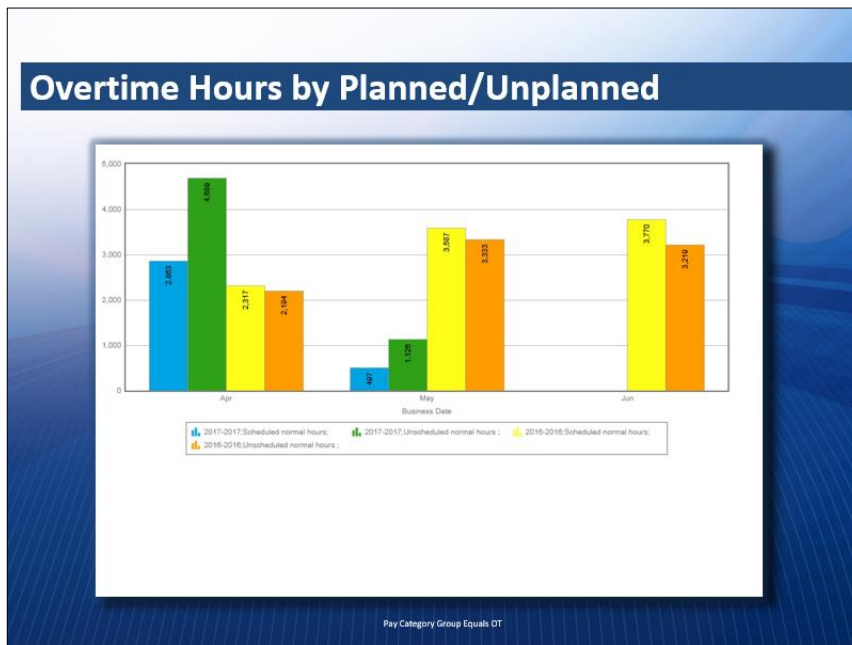


CERIDIAN

The Quick View screen allows you to rapidly build views using simple, English language syntax. For example, by typing “Show headcount from employee against ethnic origin”, you can quickly view current EEO diversity information for your organization:



Dayforce allows you to quickly export any dashboard into a ready-to-present PowerPoint. This feature is extremely useful for managers and executives who frequently need to present this information to their peers or at board meetings.



Predictive Analytics

Dayforce Predictive Analytics transforms big data into predictive outcomes. By examining key factors linked to flight risk, it provides actionable insights and enables customers to proactively respond to potential problems.

Key features and benefits

Retain your talent

- Predict employee flight risk and take action on risk indicators to prevent turnover.
- Identify high performing employees with flight risk and respond accordingly.

Discover why people leave

- Report on top reasons for voluntary turnover and, remediate quickly
- Discover turnover trends with reporting insights

Proactive not reactive

- Prevent turnover by addressing risk before it progresses
- Continuously improve retention instead of responding to it

Boost productivity and results

- Maintain operational continuity through sustained retention
- Increase cost savings by reducing frequency of employee turnover

Predicting employee flight risk

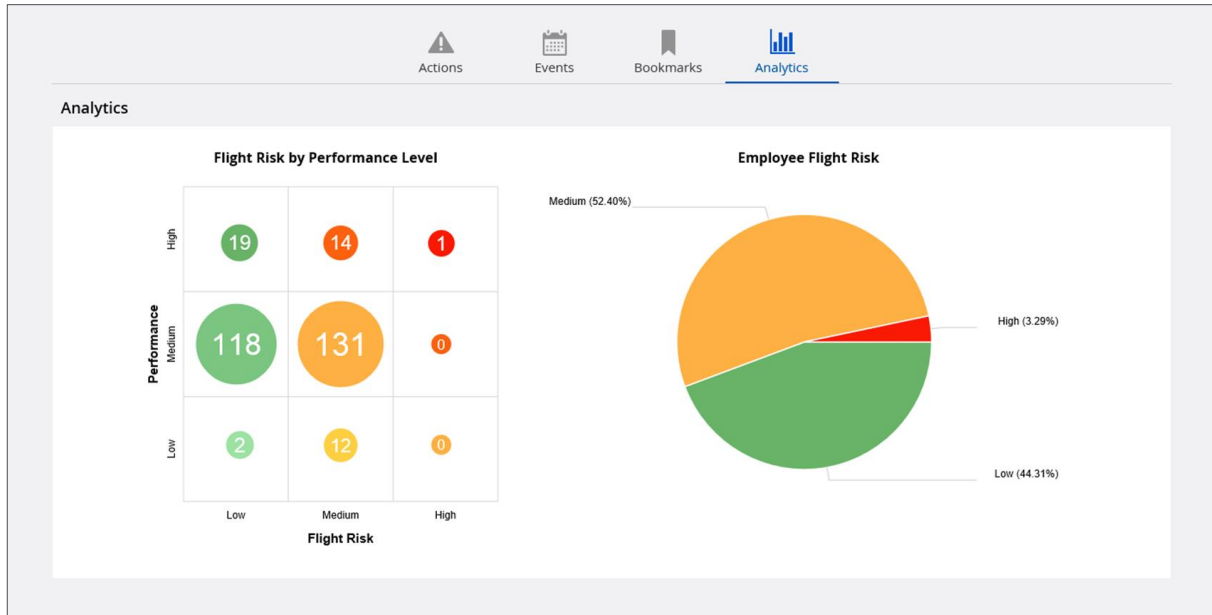
Employee retention is a top priority for every company. Retaining top talent is a key source for your competitive advantage in the market, which means you need to do whatever you can to reduce the risk of unwanted turnover.

Dayforce analyzes key datasets and applies machine learning to predict employee flight risk so you can take action. Each team member's forecasted data is grouped by employee performance, allowing managers to pay particular attention to those employees who are of greatest concern – high performers with high flight risk.

Dayforce also shows you the top reasons your people might leave so you can explore positive changes to policy and process.

Unlike other approaches to predictive analytics, Dayforce captures data in a single database giving you access to a wider range of analytics across its modules. With a more diverse set of data at your fingertips, from workforce management to payroll to benefits and beyond, Dayforce positions you to understand the primary drivers of voluntary turnover.

And, while other solutions update their risk data from week to week or month to month, Dayforce refreshes its flight risk analytics daily, providing you with more up-to-date information so you can have confidence in your actions.



Data Security

Ceridian has a well-established global data security and privacy program that addresses all aspects of data protection. Our program is designed around the ISO 27001 series of standards, as well as the Generally Accepted Privacy Principles (GAPP) issued by the American Institute of Certified Public Accountants (AICPA) and the Canadian Institute of Chartered Accountants (CICA) Privacy Task Force. The GAPP principles and criteria were developed taking into account international privacy regulatory requirements and best practices.

Ceridian completes an SSAE 18 SOC 1 Type II assessment twice per year. Ceridian also completes an SSAE 18 SOC 2 Type II assessment once per year.

Globally, Ceridian has undergone an enterprise-wide initiative in preparation for the enhanced data protection requirements under the General Data Protection Regulation (GDPR). The Ceridian GDPR Initiative involved a cross functional team spanning our technical, legal, compliance, finance, and business units to address the full life cycle of data protection requirements from collection through use, disclosure, storage, transfer, and secure deletion.

In addition, all data within our system is encrypted in motion and at rest, clients have individual databases with unique individual logons and passwords.

Customers based within the United States have their data hosted at the US data center, while Canadian based clients have their data hosted within the Canadian Data center. International customers will have their data hosted in one of our global data centers.

Adherence to privacy rules are followed based on the country in which the data resides in.

Software and Hardware Requirements

Dayforce is offered as a SaaS application through the cloud. Our database servers are Windows 2016 Server and SQL 2016 Enterprise. As a SaaS application, you do not require any hardware to run the solution other than a PC. As a web-based application, Dayforce supports the following browser versions: IE 10+, Safari 9.x+, FF 38+, Edge and Chrome. With regards to software, there is a Silverlight plug-in required on a limited number of user screens as we complete the transition to HTML. Employee screens are complete and do not require the plug-in. Most manager and administrator setup screens are complete, the remainder will be complete by the end of 2018. The number of users who have access to the setup screens is typically 1 or 2 users.

For more information please refer to the attached ***“Dayforce Client PC Requirements”***

D. RESPONSE SERVICE.

Explain how your firm will be able to provide the immediacy of response and personal quality of service needed for a small, general-purpose local government.

Our philosophy regarding quality assurance maintains that we continually evaluate available ways to enhance our levels of customer support and present our solutions at a reduced cost to our customers.

Ceridian is committed to continually improving service and reducing costs. We obtain customer feedback through post-implementation surveys as well as annual customer service surveys. We use a program called Net Promoter Score (NPS). We also use case management surveys through our customer relationship management tool via a random sampling of customers. In addition, we have a customer advisory board for each product group.

The major elements listed below are implemented under Ceridian's quality program. We will be happy to discuss further upon award of finalist status.

- Timeliness
- Accuracy
- Inquiry response time
- Customer service representative availability

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E. CLIENTS/REFERENCES.

Provide a list of clients for whom you have provided payroll and human resources services during the past three years. Include names and telephone numbers of at least three references with the types of services noted; ideally, the references are public sector organizations with at least one a member of the PSERS retirement system.

Our customer success program and commitment to our customers' confidentiality precludes us from providing contact details. However, at the appropriate time in the evaluation and decision process, we will gladly arrange reference calls.

In consideration of your need to gather insight regarding Ceridian's performance we suggest you go directly to what our customers are saying about us in third party online review sources that are not controlled by Ceridian. These are objective reviews confirmed by 3rd party organizations.

Ceridian is proud of the services we deliver and hope you review the customer feedback from these sites. Here are three online 3rd party review sites where you can read hundreds of detailed reviews:

- Trust Radius 8.2/10: <https://www.trustradius.com/products/ceridian-dayforce-hcm/reviews>
- 2Crowd 4.1/5 Stars: <https://www.g2crowd.com/products/dayforce/reviews>
- Software Advice 4.3/5 Stars: <http://www.softwareadvice.com/hr/dayforce-hcm-profile>

In addition to these review sites, Dayforce was recently recognized as the leading vendor solution in the latest HCM Category Report by Software Reviews. Dayforce received first place for 'Likeliness to Recommend' ahead of seven other HCM vendor solutions that were evaluated. Dayforce also placed first in several vendor capabilities categories, including Breadth of Features, Ease of Customization, Product Strategy and Rate of Improvement, and Usability and Intuitiveness. In addition, Dayforce placed first for several product feature categories, including Payroll Administration, Time and Attendance, Benefits Administration, Compensation Management, Talent Management, and others.

Click [here](#) to read the Software Reviews HCM Category Summary Report.

Finally, below are some examples of customers who are currently using Dayforce:



CERIDIAN

PRICING PROPOSAL
 April 11, 2019 Currency: USD

This confidential quotation has been prepared exclusively for Community College Beaver Cnty by Nacole Jones

Estimated Recurring Fees	Frequency	Product Type	Unit of Measure	Unit Price	Quantity	Price
Dayforce Subscription Fee*	Monthly	Subscription	Per Employee	\$22.75	300	\$6,825.00

Estimated Staging Fees	Frequency	Product Type	Unit of Measure	Unit Price	Quantity	Price
Dayforce Staging Fee	One Time	Staging	Each	\$2,560.00	4	\$10,240.00

Estimated Implementation and One-Time Fees	Frequency	Product Type	Unit of Measure	Unit Price	Quantity	Price
Dayforce Implementation Fee	One Time	Implementation	Each	\$37,000.01	1	\$37,000.01

Summary of Estimated Annual Totals	Total
Estimated Total Recurring Fees	\$81,900.00
Estimated Total One Time Fees	\$47,240.01

The Service Particulars applicable to this Pricing Proposal are found at <https://contracts.ceridian.com> under the following name(s):

- Dayforce-General Terms
- Dayforce-Payroll Terms
- Dayforce-Ancillary Services Terms

- *Included in the Dayforce Subscription Fee:
- Dayforce Core (Includes Core Elements and HR & Self Service)
 - Dayforce Payroll
 - Dayforce Benefits
 - Dayforce Time and Attendance
 - Dayforce Performance Management
 - Dayforce Recruiting
 - Dayforce ACA Management
 - Dayforce Employment/Salary Verification
 - Dayforce Education Package

The Dayforce Subscription Fee includes one (1) Federal, State, and Local Tax Filing ID
 Each additional Federal Tax Filing ID will be charged at a price of \$55.00
 Each additional State Tax Filing ID will be charged at a price of \$10.00
 Each additional Local Tax Filing ID will be charged at a price of \$10.00

Pricing set forth herein is based on acceptance of Ceridian's standard contract terms (including any applicable service level agreements). Any changes required to such terms may impact the pricing Ceridian is able to offer
 Prices shown herein are valid only if signed by Client within 30 days from the date above
 Prices are exclusive of all Taxes. Goods and/or materials, if any, shipped FOB Origination Point.

Campus ATM and Financial Services Proposal

During the month of April, the College issued an RFP for ATM and Financial Services for employees and students. The RFP committee comprised of Glenn Natali - Vice President of Finance, Operations, and Information Technology, Andrea Mumma - Controller, Janet Davidson – Director of Student Financial Services, Deanna Hregdovic – Financial Assistant, Diana Safran – Accounts Payable, James Milnes – Senior Help Desk Specialist, and Hunter Ho – Student and member of SGA. Several faculty members were contacted to serve on the committee. However, due to time constraints, they were unable to serve.

The College received bids from First National Bank (FNB) and New Alliance Federal Credit Union. On May 16, 2019, the RFP committee met with both financial institutions to review their proposals. After this meeting, the College verified all references provided and asked additional questions. On May 28, 2019, the RFP committee met to discuss all of the information provided by both financial institutions to make a recommendation to the Board of Trustees for approval. It is the RFP committee’s unanimous recommendation that the College partners with New Alliance Federal Credit Union.

Both institutions offer an ATM and the Financial Services requested in the RFP. The only difference between the two that played a major role in the RFP committee’s decision is that New Alliance Federal Credit Union is offering to place an onsite branch in the Student Services Center on the Main Campus. First National Bank offered an ATM with an interactive teller option. All costs associated with this branch will be funded through New Alliance Federal Credit Union. New Alliance Federal Credit Union will participate in campus events such as New Student Orientation and the employee benefit fair. If awarded the contract New Alliance Federal Credit Union anticipates the branch and ATM to be fully up and running by August 1, 2019.

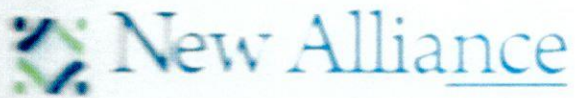
The following is a chart comparing the two financial institutions:

FNB vs New Alliance FCU

	FNB	New Alliance FCU
Monthly checking account fee	No	No
Free ATM transaction's at non bank machines (# of transactions allowed)	2	8
ATM fee at non bank machines (after free ATM transactions has been exhausted)	\$3.75	\$2.25
Scholarships	Yes	Yes
Internships	Yes	Yes
On site branch	No	Yes
Check Cashing fee for non memebers	No	No
On line tutorials	Yes	Yes
On line banking	Yes	Yes
Overdraft Fee	\$37.00	\$30.00
Interactive Teller ATM machine	Yes	No
Incentive to open account for Employees	\$150.00	Various*
Incentive to open account for Students	\$75.00	Various*

* Typically they will offer \$20.00 for opening a new account but they do have many options for incentives to open accounts

Working Together Changing Lives





Proposal for ATM and Financial Services

April 25, 2019

Statement of the Service

New Alliance Federal Credit Union is pleased to present this proposal for consideration by the Community College of Beaver County (the College).

New Alliance is committed to providing a full-service ATM and branch office on campus at the Community College of Beaver County. This includes all financial, staffing, planning and logistical resources necessary.

Management Summary

As a non-profit financial organization with deep roots in Beaver County, our mission is and always has been to support and strengthen our community through financial stewardship and education, ethical and compassionate business practices and a member/customer-first service attitude. We've been a part of the local community for more than eighty years. Our hearts, homes, families and friends are here and we have a vested interest in seeing Beaver County, its businesses and organizations, and everyone who lives, works, attends church and does business in this county thrive.

Partnering with the College would be so much more than just a business relationship for us. It would be a way for our two organizations to work together to change lives and help make dreams come true for the students, faculty and staff at the College.

Any financial organization can offer all the typical financial services most of us require. We can and will do that. We have lots of experience in meeting the financial needs of people of all ages and walks of life. But what New Alliance also offers is:

- A non-profit philosophy and perspective that enables us to return profits to our members/customers
- An intimate understanding of this county and its residents
- A heart for the community that is not rooted in public relations for our organization
- Caring staff who were born and raised here

New Alliance FCU will offer a full-service, on-campus branch office 3-5 days per week (based on the College's needs and preference). New Alliance FCU will also provide a surcharge-free, full-service ATM on campus. This ATM is part of the STAR network with 2 million ATMs nationwide. We are willing to commit the financial resources necessary to make this branch a success for the College and for us.

Outline of Services to be Offered

New Alliance FCU will offer a complete package of consumer and business banking products and services, including rewards points for debit and credit card transactions. These points can be redeemed for cash or merchandise. New Alliance FCU will offer a wide range of online, electronic and personal money management options on campus including:

Range of Transactions

- Checking Accounts
- Savings Accounts
- CDs/IRAs
- Christmas Club Accounts
- Visa Credit Card with Rewards Points
- Visa Debit Card with Rewards Points
- Visa Gift Cards
- Visa Prepaid Reloadable Cards
- Loans: personal, auto, home, consolidation, vacation, holiday, HELOC
- Money Orders
- Identity Protection
- Access to Insurance Products Through the Credit Union National Association and American Income Life
- \$3000 AD&D Coverage for All Members/Customers
- Guaranteed Asset Protection
- Mechanical Repair Coverage

Features & On-Line Financial Services

- Instant Issue for Debit and Credit Cards
- Mobile Banking with Remote Deposit Capture (picture deposit)
- Online Banking
- Online Bill Pay
- Phone Banking
- Paperless E-statements
- Wire Transfers
- Direct Deposit
- Payroll Deposit
- Check Cashing
- Financial Education
- Loan Counseling
- Student Loan Counseling
- Credit Report Review
- Financial Counseling
- Debt Counseling

Marketing Support

New Alliance FCU has in-house marketing support. This staff will design, create and print appropriate, customized materials to assist the College in promoting financial products, services and educational programs. Our staff will maintain a presence on campus and work to develop a trusted-resource status with faculty, staff and students via personal presentations as necessary and appropriate and through interaction with stakeholders in the on-campus branch. We will also sponsor and staff a booth at on-campus orientation activities, staff benefit fairs, and any other activity that would allow us to introduce our services to the faculty, staff and students.

ATM

New Alliance FCU will supply one full-service, surcharge-free ATM on campus at a location specified by the College. Our ATMs are part of the STAR network with 2 million ATMs nationwide. We also have a surcharge-free ATM at our Monaca/Center Township branch office located just two miles from campus.

Financial Commitment

New Alliance FCU is committed to providing a full-service ATM and branch office on campus at the Community College of Beaver County. This includes all financial, staffing, planning and logistical resources necessary.

We have multiple scholarship opportunities available. As members of the credit union, students of the College are eligible to apply for scholarship funds through New Alliance FCU and also our credit union chapter.

Revenues and Fees (See attached fee schedule)

As a non-profit organization, signing bonus and revenue sharing opportunities are not applicable. However, our WorkPerks program would offer the College a way to enhance and expand its benefits offerings to faculty and staff. Through this program the College can offer employees the products and services that are important to them without adding additional burden to its operating costs. WorkPerks offers premium free and discounted products and services such as unadvertised loan specials, payroll deduction for loan payments, reduced rates on auto, home and life insurance and much more. As an additional benefit for the College our WorkPerks program also offers quarterly incentives* that can be used as employee perks and rewards. These may include free event tickets and movie passes, as well as on-site sponsored events such as picnics, seminars, consult-an-advisor days, and donut days.

New Alliance FCU does not charge a fee to open an account. Account holders need only keep a \$20 balance in their primary savings account. No other minimum balance is required. Debit/Credit cards are provided at no cost to the cardholder.

New Alliance FCU will supply a report by the 30th of each month that provides an account of campus-related transaction activity for the prior month.

**Incentives and sponsored events based on participation level.*

Financial Literacy

We're excited about working with tomorrow's leaders and strongly believe that we can learn as much from them as they can from us. Our vision is to create an "idea incubator" wherein we hire student interns to train in all aspects of financial services at our branch on campus. We would encourage a mutual exchange of ideas and create plans to put these ideas into action.

Student interns would come from various fields of study offered at the College including, but not limited to accounting, business management, business administration, business operations, CIS/networking, communications, computer support specialist, data analytics, entrepreneurship, human resource management, liberal studies, media communication, office technology, process technology, psychology, social science and web design.

Because we believe financial education is a life-long process, we will offer various counseling and educational options to faculty, staff and students who desire to learn more. This may take the form of a one-on-one meeting with one of our trained professionals, a workshop offered by us at the College on various topics, or a referral to one of our service partners.

Prior Experience

We work with many organizations of varying sizes to process their payroll and serve their employees' financial needs via direct deposit, payroll deposit, check cashing, ATM access and their choice of the many other products and services we offer.

New Brighton School District Teachers

Services include payroll deposit and deduction, acquisition of proprietary credit union, online bill pay, automatic loan deduction, mobile banking, savings, checking, Christmas club, loans, credit/debit cards, and all of the other service we offer.

Karen Mooney
3225 43rd Street
New Brighton, PA 15066
(724) 843-1795 ext. 407

ServiceLink – ATMs provided at three of their locations

Services include full support of each ATM including maintenance, cash supply and network access along with all of our other services.

Susan Falsetti
1355 Cherrington Parkway
Moon Township, PA 15108
(724) 512-3000

Ambridge Do It Best

Services include cash services, business checking and wire transfers along with all of our other services.

Frank Strano, Jr.
500 Ohio River Blvd.
Ambridge, PA 15003
(724) 266-9595

Shop 'n Save – Ambridge and Rochester Locations

Services include cash services, business checking, wire transfers along with all of our other services.

Phil Saffron
2910 Duss Avenue
Ambridge, PA 15003
(724) 266-9758

Hussey Copper

Services include payroll deposit and deduction, acquisition of proprietary credit union along with all of our other services.

Chris Vogel
100 Washington Street
Leetsdale, PA 15056
(724) 251-4200

Personnel

We are committed to staffing the on-campus branch appropriately. As a financial organization offering secure transactions, it may be necessary from time to time to have qualified subcontractors on-site to service our equipment and systems. These subcontractors include:

- Wittenbach Business Systems
- Fiserv
- Garda World
- Secura Desktop

References

New Alliance FCU can give you dozens and dozens of references from the nearly 8000 customers/members/organizations who we have helped in many ways. We consider our members part of our family and follow the Golden Rule by treating them as we want to be treated.

ServiceLink

Susan Falsetti
1355 Cherrington Parkway
Moon Township, PA 15108
(724) 512-3000

Ambridge Do It Best

Frank Strano, Jr.
500 Ohio River Blvd.
Ambridge, PA 15003
(724) 266-9595

Shop 'n Save – Ambridge and Rochester Locations

Phil Saffron
2910 Duss Avenue
Ambridge, PA 15003
(724) 266-9758

Beer Mart Harmony Distributors

Chuck Cvitkovic
2750 Duss Avenue
Ambridge, PA 15003
(724) 266-3627

Additional Information

We have built new branch offices, expanded our services into new communities, served as a Beaver County resource for 86 years, grown and changed with the evolving financial services landscape and always put our members and member businesses first in our priorities.

A Few Ways We've Made a Difference

- Helped customers/members consolidate debt to reduce their overall cash outlay each month
- Provided financial counseling about:
 - How much house a first-time homebuyer can afford
 - How to improve a credit score
 - How to balance credits and debits in checking accounts
 - Avoiding being put into the debt collection system
- Helped members avoid identity theft from fraudulent requests for payment
- Offered loans to thousands of members to enable them to reach their goals of homeownership, auto purchases, debt consolation, home repair and remodeling, college education and so much more.

We are not a giant, national financial organization; but we are a strong, local credit union with the resources to meet your needs and exceed your expectations.



Statement of Compliance

New Alliance Federal Credit Union complies with all terms and conditions in the Community College of Beaver County's Request for Proposal for ATM and Financial Services.

A handwritten signature in black ink that reads "Florinda Zbrzezny".

Florinda Zbrzezny
CEO

A handwritten signature in black ink that reads "Patricia A. Schimonsky".

Patricia Schimonsky
CFO

April 25, 2019

835 Merchant Street, Ambridge PA 15003
101 Golfview Drive, Monaca, PA 15061
300 Main Avenue, West Aliquippa, PA 15001

724-266-7675
724-728-1789
724-378-6557

newalliancefcu.com
info@newalliancefcu.com

COMMUNITY COLLEGE OF BEAVER COUNTY
NON-COLLUSION AFFIDAVIT

NOTE: FAILURE TO SUBMIT THE AFFIDAVIT WILL RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

Proposal Name: ATM AND FINANCIAL CENTER SERVICE

State of Pennsylvania:

County of Beaver:

I state that I am the Chief Executive Officer of New Alliance Federal Credit Union

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Proposal.

I state that:

1. The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other Bidder, or potential Bidder.
2. Neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other firm or person(s) who is a Bidder or potential Bidder, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or person(s) to refrain from proposing on this contract, or to submit a Proposal higher than this Proposal, or to submit any intentionally high or noncompetitive Proposal or other form of complementary Proposal.
4. The Proposal from my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person(s) to submit a complementary or other noncompetitive Proposal.
5. New Alliance Federal Credit Union, its affiliates, subsidiaries, officers, directors and employees are not currently under in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion, except as follows:
Involvement in the above activity does not prohibit the Community College of Beaver County from accepting this Proposal or awarding a contract; but this may be a ground for determining whether CCBC should decide to award a contract based on a lack of responsibility with respect to proposing on any public contract.
6. New Alliance Federal Credit Union understands and acknowledges that the above representation are material and important, and will be relived on by the Community College of Beaver County, in awarding the contract(s) for which this Proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Community College of Beaver County of the true facts related to the submission of Proposals for this contract.

Non-Discrimination Statement/EEO Statement

New Alliance Federal Credit Union not only accepts and supports diversity, we welcome it. Our goal is to embrace and respect all aspects of our community. Through diversification, we are “People Helping People”

New Alliance Federal Credit Union References

Servicelink

Susan Falsetti
1355 Cherrington Parkway
Moon Township, PA 15108
(724) 512-3000

Ambridge Do It Best

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Ambridge, PA 15003
(724) 266-9595

Shop 'n Save – Ambridge and Rochester Locations

Phil Saffron
2910 Duss Avenue
Ambridge, PA 15003
(724) 266-9758

FEE SCHEDULE

Account Print-out Fee	\$ 2.00 per print-out
Account Reconciliation Fee	\$20.00 per hour
Account Research Fee	\$20.00 per hour
ACH Overdraft Fee	\$30.00 per transaction
ATM Surcharge (Does not apply to On-Campus ATM's)	\$ 2.25 per transaction
ATM Transaction Fee – (Eight per month at no charge) (Includes Balance Inquiries)	\$ 1.00 per transaction
ATM/POS Overdraft Fee	\$30.00 per item
Bad Address Fee	\$ 5.00
Certified Check Fee	\$ 3.00 per item
Chargeback Fee	\$25.00 per item
Check Cashing Fee – (Inactive Members)	\$ 3.00 per check
Check Cashing Fee – (Non-Members)	\$10.00 per check
Check Copy Fee	\$ 1.00 per item
Closed Account within 6 months of opening	\$20.00
Coin Machine Deposit	3.00% of value
Copy of a Statement	\$ 2.00 per statement
Courtesy Pay Fee	\$30.00 per item
Deposited Item Return Fee	\$30.00 per item
Dormant Account Fee (Account inactive after 12 months)	\$ 3.00 per month
Encumbrance Fees	\$78.00
Escheat Processing	\$75.00
Inactive Bill Pay Fee	\$ 6.00 per month
Loan Payment Late Fee	\$25.00 per month
Low Balance Fee	\$ 5.00 per month
Money Order Fee	\$ 1.25 per Money Order
Returned Item Fee	\$30.00 per item
Skip a Payment Fee	\$35.00
Stop Payment Fee	\$20.00 per item
Subordination Fee	1.00% of Loan Balance
Subpoenas, Garnishment/Levys	\$75.00
Temporary Checks	\$ 1.00 per 4 checks
Visa Check Card Replacement Fee	\$ 5.00 per card
Visa Credit Card Late Payment Fee	\$25.00 per month
Visa Credit Card Replacement Fee	\$ 5.00 per card
Visa Gift Cards – (Members)	\$ 2.50 per card
Visa Gift Cards – (Non-Members)	\$ 5.00 per card
Visa Prepaid Card Purchase Fee	\$ 6.00 per card
Visa Prepaid Card Reload Fee	\$ 2.00 per reload
Wire Transfer Fee (Domestic Outgoing)	\$20.00 per transfer
Wire Transfer Fee (International Outgoing)	\$30.00 per transfer

*Fees subject to change

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER:

Community College of Beaver County
1 Campus Drive
Monaca, PA 15061

PROJECT:

PTEC Addition Phase 2
Community College of Beaver County
1 Campus Drive
Monaca, PA 15061
#1909

APPLICATION NO.: 1

PERIOD TO: May 31, 2019

PROJECT NO.: PTEC Addition Phase 2
Community College of Beaver County
Monaca, PA 15061
#1909

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
-

FROM CONTRACTOR:

B & B Contractors & Developers, Inc.
4531 Belmont Ave., Suite A
Youngstown, OH 44505

VIA ARCHITECT:

ms consultants
333 Rouser Road
Coraopolis, PA 15108

CONTRACT FOR: PTEC Addition Phase 2, Community College of Beaver County

CONTRACT DATE: April 24, 2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>2,118,000.00</u>
2. Net Change by Change Orders	\$	<u>0.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>2,118,000.00</u>
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$	<u>111,468.47</u>
5. RETAINAGE:		
a. 10% thru 50% of Completed Work (Columns D + E on G703)	\$	<u>11,146.85</u>
b. 10% thru 50% of Stored Material (Column F on G703)	\$	<u>0.00</u>
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$	<u>11,146.85</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	<u>100,321.62</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>0.00</u>
8. CURRENT PAYMENT DUE	\$	<u>100,321.62</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>2,017,678.38</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: **B & B CONTRACTORS & DEVELOPERS, INC.**

By: _____ Date: _____
State of: Ohio County of: Trumbull
Subscribed and sworn to before me this 31st day of May, 2019
Notary Public:

My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 100,321.62

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: [Signature] Date: 05.28.19

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702. APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 1
 APPLICATION DATE: May 31, 2019
 PERIOD TO: May 31, 2019
 ARCHITECT'S PROJECT NO. Community College of Beaver County
 Monaca, PA 15061
 #1909

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)				TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)		
1	Site Work	27,050.00	0.00		11,090.50		11,090.50	41.00	15,959.50	
2	Selective Demolition	7,500.00	0.00		750.00		750.00	10.00	6,750.00	
3	Concrete	127,400.00	0.00		45,864.00		45,864.00	36.00	81,536.00	
4	Masonry	166,000.00	0.00		19,920.00		19,920.00	12.00	146,080.00	
5	Structural Steel	240,000.00	0.00		0.00		0.00	0.00	240,000.00	
6	Stairs / Handrail	65,000.00	0.00		0.00		0.00	0.00	65,000.00	
7	Rough / Finish Carpentry	8,850.00	0.00		0.00		0.00	0.00	8,850.00	
8	Vapor Barrier & Joint Sealants	52,678.00	0.00		0.00		0.00	0.00	52,678.00	
9	Roofing, Flashing & Accessories	98,000.00	0.00		0.00		0.00	0.00	98,000.00	
10	ACM & Corrugated Wall Panels	130,000.00	0.00		0.00		0.00	0.00	130,000.00	
11	Doors, Frames & Hardware	42,500.00	0.00		0.00		0.00	0.00	42,500.00	
12	Aluminum Framing & Glazing	185,000.00	0.00		0.00		0.00	0.00	185,000.00	
13	Metal Framing & Drywall	368,600.00	0.00		0.00		0.00	0.00	368,600.00	
14	Acoustic Ceiling Systems	94,000.00	0.00		0.00		0.00	0.00	94,000.00	
	SUB-TOTALS	1,612,578.00	0.00		77,624.50		77,624.50		1,534,953.50	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702. APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

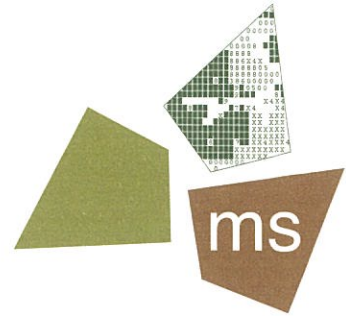
APPLICATION NUMBER: 1
 APPLICATION DATE: May 31, 2019
 PERIOD TO: May 31, 2019
 ARCHITECT'S PROJECT NO. Community College of Beaver County
 Monaca, PA 15061
 #1909

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)		
15	Painting	33,600.00	0.00	0.00		0.00	0.00	33,600.00	
16	Flooring	62,900.00	0.00	0.00		0.00	0.00	62,900.00	
17	Tiling	26,000.00	0.00	0.00		0.00	0.00	26,000.00	
18	Miscellaneous Specialties	26,906.00	0.00	0.00		0.00	0.00	26,906.00	
19	Lab Casework & Millwork	78,000.00	0.00	0.00		0.00	0.00	78,000.00	
20	Elevator	79,116.00	0.00	0.00		0.00	0.00	79,116.00	
21	Bond	24,680.00	0.00	24,680.00		24,680.00	100.00	0.00	
22	General Conditions and Overhead & Profit	174,220.00	0.00	9,163.97		9,163.97	5.26	165,056.03	
TOTAL ORIGINAL CONTRACT		2,118,000.00	0.00	111,468.47		111,468.47	5.26	2,006,531.53	

ms consultants, inc.
engineers, architects, planners

333 East Federal Street
Youngstown, Ohio 44503-1821
p 330.744.5321
f 330.744.5256
www.msconsultants.com



May 16, 2019

ms project 64-12966-02

Community College of Beaver County
Mr. Scott Monit
Assoc. Vice President, Dir. Facilities and Grounds
1 Campus Drive
Monaca, PA 15061

RE: CCBC: PETC Renovation & Addition PH II

Dear Mr. Monit:

Enclosed please find two copies of Payment Certificate Number **Nine**, for the period ending **April 28, 2019**.

The total amount due for this invoice is **\$23,345.11**.

Please return a copy of our invoice along with your payment.

Respectfully Submitted,

A handwritten signature in black ink that reads "Steve Markosky".

Steve Markosky
Chief Financial Officer

Encl.

Altherr/CJ

Offices in
 Akron
 Cleveland
 Columbus
 Youngstown, OH
 Pittsburgh, PA
 Charleston, WV
 Indianapolis, IN
 Harrisburg, PA
 Raleigh, NC

Mr. Scott Monit
 Assoc. Vice President, Dir. Facilities and Grounds
 Community College of Beaver County
 1 Campus Drive
 Monaca, PA 15061

May 16, 2019
 Project No: 64-12966-02
 Invoice No: 000000000009

Project Manager Stephen Altherr

Project 64-12966-02 CCBC: PETC RENOVATION & ADDITION PH II
 Fully executed AIA Agreement dated January 9, 2018.
 Fully executed Amendment 001 dated January 9, 2018.
 Fully executed Amendment 002 dated December 3, 2018.
 Fully executed Amendment 003 dated February 28, 2019.

For Services Through April 28, 2019

Deliverable	BB	SCHEMATIC DESIGN	
Fee			
Total Fee		39,946.00	
Percent Complete	100.00	Total Earned	39,946.00
		Previous Fee Billing	19,350.00
		Current Fee Billing	20,596.00
		Total Fee	20,596.00
		Total this Deliverable	\$20,596.00

Deliverable	CC	DESIGN DEVELOPMENT	
Fee			
Total Fee		58,361.00	
Percent Complete	100.00	Total Earned	58,361.00
		Previous Fee Billing	58,361.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Deliverable	0.00

Deliverable	DD	CONSTRUCTION DOCUMENTS	
Fee			
Total Fee		94,951.00	
Percent Complete	100.00	Total Earned	94,951.00
		Previous Fee Billing	94,951.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Deliverable	0.00

Deliverable	EE	BIDDING	
Fee			

Project	64-12966-02	CCBC: PETC RENOVATION & ADDITION PH II	Invoice	000000000009
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Total Fee	10,983.00			
Percent Complete	93.9179	Total Earned	10,315.00	
		Previous Fee Billing	10,315.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Deliverable		0.00

Deliverable	FF	CONSTRUCTION ADMINISTRATION		
Fee				
Total Fee	58,475.00			
Percent Complete	4.3666	Total Earned	2,553.39	
		Previous Fee Billing	0.00	
		Current Fee Billing	2,553.39	
		Total Fee		2,553.39
		Total this Deliverable		\$2,553.39

Deliverable	HH	REIMBURSABLE EXPENSES		
Reimbursable Expenses				
Direct - Mileage			16.64	
Direct - Reproduction & Photo			179.08	
		Total Reimbursables	195.72	195.72
		Total this Deliverable		\$195.72

Billing Limits	Current	Prior	To-Date
Total Billings	23,345.11	183,825.20	207,170.31
Limit			262,716.00
Remaining			55,545.69
		Total this Invoice	<u>\$23,345.11</u>

Outstanding Invoices			
Number	Date	Balance	
000000000008	4/25/2019	20,308.87	
000000099999	4/22/2019	-.67	
Total		20,308.20	
		Total Outstanding A/R	\$43,653.31

Billings to Date	Current	Prior	Total
	23,345.11	183,825.20	207,170.31

Billing Backup

ms consultants, inc.

Invoice 000000000009 Dated 5/16/2019

Thursday, May 16, 2019

3:01:52 PM

Deliverable HH REIMBURSABLE EXPENSES

Reimbursable Expenses

Direct - Mileage

EX 000000031483	3/6/2019	Drozin, Kevin / MILEAGE	16.64
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Direct - Reproduction & Photo

AP 000000095940	4/27/2019	Printscape Imaging & Graphics / BLD:04/28/19:64-12966-02 / Invoice: 69013, 5/6/2019	179.08
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Total Reimbursables			195.72	195.72
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Total this Deliverable	\$195.72
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Total this Project	\$195.72
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Total this Report	\$195.72
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Community College of Beaver County Board of Trustees

Proposed Meeting Schedule 2019-20

Tuesday, August 20, 2019

Tuesday, September 17, 2019

Tuesday, October 15, 2019

Tuesday, November 19, 2019

Tuesday, January 28, 2020

Tuesday, February 25, 2020

Tuesday, March 17, 2020

Tuesday, April 21, 2020

Tuesday, May 19, 2020

Tuesday, June 16, 2020

All meetings take place at 6:00 p.m. in the Community Education Center Boardroom, Room 2406.

Executive Sessions will proceed each meeting and begin at 5:30 p.m.

PAYMENT APPLICATION

<p>TO: Community College of Beaver County 1 Campus Drive Monaca, PA 15061 Attn:</p> <p>FROM: McCurley Houston Electric, Inc. 2429 Eastbrook Road New Castle, PA 16105</p> <p>FOR: Learning Resource Center</p>	<p>PROJECT NAME AND LOCATION: CCBC LRC Learning Resource Center 1 Campus Drive Monaca, PA 15061</p> <p>ARCHITECT: Renaissance 3 Architects 48 S 14th Street Pittsburgh, PA 15203</p>	<p>APPLICATION # 5 Final</p> <p>PERIOD THRU: 01/17/2019</p> <p>PROJECT #s: 17056/18001</p> <p>DATE OF CONTRACT: 07/13/2018</p>	<p>Distribution to:</p> <p><input type="checkbox"/> OWNER</p> <p><input type="checkbox"/> ARCHITECT</p> <p><input type="checkbox"/> CONTRACTOR</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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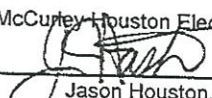
CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT	\$390,500.00
2. SUM OF ALL CHANGE ORDERS	(\$68,000.00)
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$322,500.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$322,500.00
5. RETAINAGE:	
a. 0.00% of Completed Work (Columns D + E on Continuation Page)	\$0.00
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$0.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$322,500.00
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$290,250.00
8. PAYMENT DUE	\$32,250.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$0.00

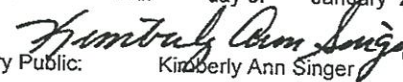
SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	(\$68,000.00)
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	(\$68,000.00)
NET CHANGES	(\$68,000.00)	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: McCurley Houston Electric, Inc.
By:  Date: 01/17/2019
Jason Houston, Owner

State of: Pennsylvania
County of: Lawrence

Subscribed and sworn to before me this 17th day of January 2019

Notary Public: 
Kimberly Ann Singer

My Commission Expires: November 9, 2019

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Kimberly Ann Singer, Notary Public
Hickory Twp., Lawrence County
My Commission Expires Nov. 9, 2019
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: 32,250.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: 
By: _____ Date: 6/17/19

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: CCBC LRC
Learning Resource Center

APPLICATION #: 5 Final
DATE OF APPLICATION: 01/17/2019
PERIOD THRU: 01/17/2019
PROJECT #s: 17056/18001

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		% COMP. (G / C)			
							1		
2	Demo	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100%	\$0.00	
3	Light Fixture Package	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	100%	\$0.00	
4	Light Fixture Installation	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100%	\$0.00	
5	Switch Gear Package	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
6	Switch Gear Installation	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
7	Floor Box Package	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100%	\$0.00	
8	Floor Box Installation	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	
9	Fire Alarm Package	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	100%	\$0.00	
10	Fire Alarm Installation	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	
11	3/4 EMT - 1 1/4 EMT Material	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	
12	3/4 EMT - 1 1/4 EMT Labor	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100%	\$0.00	
13	#12 THHN - 1/0 THHN Material	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	
14	#12 THHN - 1/0 THHN Labor	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100%	\$0.00	
15	12/2 MC Material	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100%	\$0.00	
16	12/2 MC Labor	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100%	\$0.00	
SUB-TOTALS		\$377,000.00	\$377,000.00	\$0.00	\$0.00	\$377,000.00	100%	\$0.00	

CONTINUATION PAGE

PROJECT: CCBC LRC
Learning Resource Center

APPLICATION #: 5 Final
DATE OF APPLICATION: 01/17/2019
PERIOD THRU: 01/17/2019
PROJECT #s: 17056/18001

Payment Application containing Contractor's signature is attached.

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G		H BALANCE TO COMPLETION (C-G)	I RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD		TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)		
17	Final Connections & Devices	\$13,500.00	\$13,500.00	\$0.00	\$0.00	\$13,500.00	100%	\$0.00	
18	EC-01 VALUE ENGINEERING WORK SCOPE	(\$43,500.00)	(\$43,500.00)	\$0.00	\$0.00	(\$43,500.00)	100%	\$0.00	
19	CO#2 INT LIGHTING CHANGE	(\$24,500.00)	(\$24,500.00)	\$0.00	\$0.00	(\$24,500.00)	100%	\$0.00	
TOTALS		\$322,500.00	\$322,500.00	\$0.00	\$0.00	\$322,500.00	100%	\$0.00	



ELSEVIER

HESI - DIVISION OF ELSEVIER, INC.
PO BOX 9555
NEW YORK NY 10087-9555
 (800) 222-9570
 HESI_AR@elsevier.com
 Federal Tax ID # 13-1958712
 GST # 81109-9316-RT0001

Invoice	0000044040
Date	5/24/2019
Page	1

Bill To:

COMMUNITY COLLEGE OF BEAVER COUNTY

 Business Office
 1 Campus Drive
 Monaca PA 15061-2588

Ship To:

COMMUNITY COLLEGE OF BEAVER COUNTY

 Kathy Hinchberger
 1 Campus Drive
 Monaca PA 15061

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		COMM BC	HOUSE		net 30 days	5/24/2019	326,519
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
71	71	0	REV-C	HESI NCLEX-RN Review Course Live Review Course Apr 23-25, 2019	\$0.00	\$316.00	\$22,436.00

Received CCBC
JUN 04 2019
Business Office

To pay by check, please remit to:
 Elsevier Inc.
 PO Box 9555
 New York, NY 10087-9555
 All checks must be payable in U.S.
 dollars and drawn on a U.S. bank.
Thank You for your order!

To pay by wire transfer:
 JP Morgan Chase
 4 New York Plaza, New York, NY 10004
 Account #: 700616068
 ABA #: 021-000021
 Swift Code: CHASUS33

Subtotal	\$22,436.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$22,436.00
Amount Paid	\$0.00
Balance Due	\$22,436.00



Community College of Beaver County Board of Trustees Upcoming Meetings, Events and Conferences

As of June 12, 2019

June 18	Regular Monthly Meeting	CCBC Community Education Center Boardroom	6:00 p.m.
June 27	CCBC Police Academy Graduation	CCBC Dome	6:00 p.m.
August 23	New Student Orientation	CCBC Dome and Courtyard	
August/September	CCBC Board of Trustees Summer Retreat	CCBC Learning Resources Center Library	
September 27	Presidential Inauguration	CCBC Dome	