

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, September 19, 2012 – 9:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees

**FROM:** Thomas R. Hawk

**DATE:** September 18, 2012

**SUBJECT: Committee Meeting**

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A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Wednesday, September 19, 2012 at 9:00 A.M.** in the College's **Isadore A. Shrager Boardroom, M2-1.**

**AGENDA – PUBLIC SESSION**

**(1) 2011-12 Final Budget Results (Information Item):**

Dr. Hawk and Mr. Spiewak will provide an overview of the College's budget results for fiscal year 2011-12. The results were favorable. The College began the year with a projected use of carry-over funds in the amount of \$2.4 million. Based upon tight budget management throughout the year as well as larger-than-anticipated savings in some key areas such as postage, utilities and self-insured healthcare costs, the budget year ended with a surplus of \$100,502. The various factors which contributed to the financial performance results for the year will be reviewed in detail.

**(2) Significant Changes – 2012 Financial Statements (Information Item):**

The 2012 Financial Statements are scheduled to be presented to the Board's Audit Committee on September 25, 2012. Staff will present a summary of the key changes in assets, liabilities and net assets which are reported in the 2011-12 Financial Statements and explain the factors that resulted in the larger year-to-year changes in the College's financial accounts.

**(3) Authorize Offsetting Change Orders for Roof Opening Efforts - \$106,765 (Action Item):**

The Bonnell Building renovation project required openings to be cut through the roof of the Bonnell Building for smoke exhaust ventilation. The scope of the work included: temporary shoring, cutting of the waffle slab, removal and disposal of the concrete, formwork reinforcing steel work, concrete beam infill work and any required roof removal and roof patching. The primary contractor responsible for this effort (Surety Mechanical) refused to perform this work.

CCP, within its rights of the contract between CCP and Surety, identified and hired an alternate contractor, Anthony Biddle, to undertake this effort. The work has been successfully completed by Anthony Biddle. This work occurred in the summer 2012 time period.

Approval of a change order to Anthony Biddle for the amount of \$106,765, and a negative change order (back-charge) to Surety Mechanical is requested.

**(4) Authorize the CCP Directed Change Order #026 to Surety Mechanical for the Amount of \$66,521 (Action Item):**

Over the course of the Mint Building Ground Floor renovations, several changes were determined to be necessary to the design of the new suite of space which will support security operations. The physical space was redesigned to facilitate current staffing patterns and expanded use of technology. The space and equipment reconfiguration required modifications to the HVAC systems. The cost of the modifications is \$66,521. Funding for this change order is available within the approved project budget. The work will be performed by the on-site contractor, Surety Mechanical. Staff recommend approval of the change order to Surety Mechanical in the amount of \$66,521.

**(5) Update on Construction Projects (Information Item):**

Staff will summarize progress since the last meeting of the Committee on the Main Campus Construction Projects.

**(6) Next Meeting Date**

The next regularly scheduled meeting of the Committee will occur on Wednesday, October 24, 2012 at 9:00 A.M.

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Attachments

c: Ms. Varsovia Fernandez  
Dr. Stephen M. Curtis  
Mr. Gary Bixby  
Mr. Todd Murphy  
Mr. James P. Spiewak

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