

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, August 23, 2017 – 10:00 A.M.**

Present: Ms. Suzanne Biemiller, presiding *via* teleconference; Mr. Steve Herzog, Mr. Michael Soileau, Mr. Jeremiah J. White, Jr. *via* teleconference, Mr. Joseph Martz *via* teleconference, Dr. Donald Generals, Mr. Jacob Eapen, Mr. Gim Lim, Mr. James P. Spiewak, Ms. Ellen Fernberger and Ms. Victoria Zellers, Esq.

AGENDA – EXECUTIVE SESSION

The Executive Session was devoted to labor negotiations, budget, real estate and legal matters.

AGENDA – PUBLIC SESSION

(1) Revised College Policies and Procedures Memorandum No. 202 – Purchases and Contracts Requiring Specific Board Authorization (Action Item):

Ms. Biemiller reminded Committee members that this topic was originally discussed at the January 18, 2017, Business Affairs Committee meeting as a result of an internal audit related to professional service contracts. At that time, Committee members suggested that, in addition to changes related to service contracts, staff should also review the existing dollar values that require Board approval. Mr. Spiewak reviewed the Summary of the Comparison of the Existing Policy to the Proposed Policy (Attachment A) noting the increase in dollar values for Board approval for: development of new or modified facilities; construction change orders; capital purchases or leases; capital write-offs; and accounts receivable write-offs. He noted additional language was added to the section on Construction Change Orders on the recommendation of the internal auditor. Mr. Spiewak pointed out the change related to professional services for public accounting, banking, legal, insurance broker, and investment management services. Board approval will only be required if the annual value of such service contracts exceeds \$100,000. He also explained that a new section was added to address contract renewals, extensions and change orders in order to eliminate any ambiguity about which circumstances require Board approval.

In response to Mr. White's question, Mr. Spiewak detailed the various dollar level approval thresholds for operating budget expenses of department heads (\$1,000), deans/directors (\$5,000), and vice presidents (\$10,000). Mr. Soileau offered that, as written, the language concerning contract extensions would not prevent staff from establishing multiple contract extensions if the time period was for less than twelve months. All agreed that this language needs to be changed and staff proposed offering revised language via email to the Committee for their consideration and approval.

Action: Mr. Martz moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board acceptance of the proposed College Policies and Procedures

Memorandum No. 202 – Purchases and Contracts Requiring Specific Authorization contingent upon Committee members approve revised language related to contract extensions. The motion, with the noted contingent requirement, passed unanimously.

Subsequent to the meeting, staff received email approvals from Committee members of the revised language related to contract extensions which is contained in Attachment C.

(2) Description of Two New Reserve Accounts: Reserve for Deferred Maintenance and Reserve for Technology Refresh (Information Item):

Mr. Eapen pointed out to the Committee that College staff have set up two new reserve accounts in FY17 and that each have a balance of \$200,000. Mr. Gim stated that to formalize the purpose of the reserves the following descriptions apply:

Reserve for deferred maintenance - The purpose of this reserve is to accumulate resources for any facility deferred maintenance capital costs that were not included in the capital budget. Contributions to this reserve will be based on annual assessment and subject to available funds.

Reserve for technology refresh – The purpose of this reserve is to accumulate resources for improving the information technology infrastructure, upgrading hardware, software, and communications equipment that are not included in the budget but are necessary to meet the competitive needs of the College. Contributions to this reserve will be based on annual assessment and subject to available funds.

(3) Economic Opportunity Plan (EOP) Status for The Hamilton (Information Item):

Ms. Biemiller explained to Committee members that at a recent Foundation Board meeting questions arose concerning the Economic Opportunity Plan that the College and Radnor Property Group (RPG) submitted to the City for the Hamilton Project. Mr. Eapen stated that, RPG and Clemens Construction are required to provide periodic updates of the status of their performance of the EOP to the College and that staff felt this should be shared with both Boards. Mr. Eapen and Ms. Zellers explained the requirements of the plan and how “best and good faith efforts” is determined by the City. It was noted that RPG’s prior public-private partnership projects exceeded the goals of the EOP. Mr. Eapen also stated that the College’s Purchasing Department provided RPG with a list of minority and woman-owned enterprises utilized by the College over the past few years. Mr. Spiewak briefly reviewed Attachment B which contains RPG’s and Clemens Construction Company most updated status report of the EOP for The Hamilton project. In response to Mr. Solieau’s question, Mr. Spiewak stated that the construction goals were 20–25% minority-owned participation, 10-15% woman-owned participation, and best and good faith effort for disabled business enterprises.

(4) Updated Facilities Master Plan (Information Item):

Mr. Eapen provided copies of the latest version of the Facilities Master Plan which incorporated edits provided by Ms. Lydia Hernandez, Chair of the Real Estate Committee. He stated that it was the intention of Ms. Hernandez to review with the Real Estate Committee in

time for a final draft to be presented at the October 5, 2017 Board meeting. Committee members discussed the need to share with the Foundation Board along with “talking points” that could be helpful for solicitation purposes.

(5) Retirement Incentive Program (Action Item):

Mr. Eapen explained the parameters of a retirement incentive program that staff are recommending for employees that meet certain criteria: (1) have 15 years of full-time service as of January 1, 2018 and (2) attain the age of 65 by January 1, 2018. Staff discussed the timing of the program offering and its implications.

Action: Mr. Herzog moved and Mr. Martz seconded the motion that the Committee recommend to the full Board acceptance of the proposed retirement incentive program. The motion passed unanimously.

(6) Next Meeting Date:

The next regularly scheduled meeting of the Committee will be held on Wednesday, September 27, 2017 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

ATTACHMENT A

Revised College Policies and Procedures Memorandum No. 202 – Purchases and Contracts Requiring Specific Board Authorization

- **Summary of the Comparison of the Existing Policy to the Proposed Policy**
- **Proposed Policy**

Proposed Revision to Policies & Procedures #202
Purchases and Contracts Requiring Specific Board Authorization
Summary of the Comparison of the Existing Policy to the Proposed Policy

Changes in Values that Require Board Authorization

- Development of New or Modified Facilities – from \$50,000 to \$100,000
- Construction Change Orders – from \$50,000 to \$100,000
- Capital Purchases or Leases – from \$50,000 to \$100,000
- Capital Write-Offs – from \$25,000 to \$50,000
- Accounts Receivable Write-Offs – from \$10,000 to \$25,000

Other Changes

- Construction Change Orders
 - If a postponement in approving a change order would seriously delay an essential project or create an exposure to contractor claims for delay of project, and if the change order can be accommodated within available construction dollars, then the President after consulting with and receiving approval from the Chair of the Business Affairs Committee, may authorize proceeding with the change order with the understanding that the change order will be presented to the Business Affairs committee at its next scheduled meeting.
- Professional Services for Public Accounting Services, Banking Services, Legal Services, Insurance Broker Services, Investment Management Services
 - Only require Board Authorization if the annual value of the contract is \$100,000 or greater
- Other Services
 - Engagement of professional and any other service, regardless of type, with an expected annual expense or revenue volume of one-hundred thousand dollars (\$100,000) or greater, requires Board approval.
- New Section
 - Renewals, Extensions and Change Orders for Professional and Other Services
 - Contract renewal options, if presented to the Board at the time of initial award with a stated dollar value, do not require a subsequent Board approval.
 - Contract extensions of a twelve-month duration or less do not require
 - Board approval unless the value of the extension exceeds 110% of the annual value of the expiring contract. Any contract extension beyond a twelve-month time duration requires approval by the Board of Trustees.
 - Change orders to contracts for professional or other services that cause the value of a contract to exceed \$100,000 require that the modified contract be approved by the Board of Trustees. If a postponement in approving a change order would seriously delay an essential project, then the President may authorize proceeding with the change order, after consulting with and receiving approval from the Chair of the Business Affairs Committee, with the understanding that the modified contract will be presented to the Business Affairs committee at its next scheduled meeting.

Memorandum #202 Purchases and Contracts Requiring Specific Board Authorization

The Board of Trustees assumes the ultimate responsibility for the operation of the College, the prudent use of its resources, and for maintaining productive and supportive relations with regulatory and funding agencies. In exercising its responsibility to the public and private sources which annually provide the College with its operating and capital budget revenues, the Board of Trustees approves the annual budget prior to the start of each fiscal year. In addition to approving the aggregate budget plan, the Board will specifically approve certain types of expenditures and contractual relationships. These specific approvals may occur either as a part of the annual budget adoption process or as individual items brought to the Board during the course of the fiscal year through the Board of Trustees Business Affairs Committee.

The following financial transactions require specific Board approval:

- *Development of New or Modified Facilities* - Any program for the development or modification of a college facility and associated equipment with a total project value of one hundred thousand dollars (\$100,000) or greater.
- *Construction Change Orders* - Any construction change order with a unit value of one hundred thousand dollars (\$100,000) or greater. Normally the construction change order should be approved by the Board before it is authorized by the College's construction manager. If a postponement in approving a change order would seriously delay an essential project or create an exposure to contractor claims for delay of project, and if the change order can be accommodated within available construction dollars, then the President after consulting with and receiving approval from the Chair of the Business Affairs Committee, may authorize proceeding with the change order with the understanding that the change order will be presented to the Business Affairs committee at its next scheduled meeting.
- *Capital Purchases or Leases* - Any single item or combination of complementary capital items with an annual cost of one hundred thousand dollars (\$100,000). This includes both property leases and capital purchases with the exception of personal computers that are included in the College's budgeted refresh plan.
- *Capital Write-Offs* - Disposal of capital equipment and other real property with an original acquisition price of fifty thousand dollars (\$50,000) or greater.
- *Real Estate Acquisition* - All acquisition of real estate including land and buildings. Potential real estate gifts to the College must be formally accepted by the Board before title to the property is transferred.
- *Debt Obligations* - Any agreements to borrow funds on behalf of the College. This includes both long-term debt such as bonds and mortgages as well as short-term borrowing for operating purposes.

- *Accounts Receivable Write-Offs* - Payments from any one source due to the College with a book value of twenty-five thousand dollars (\$25,000) or greater for which staff believe there is no basis to expect payment.
- *Professional and Other Services* - Engagement of professional and any other service, regardless of type, with an expected annual expense or revenue volume of one-hundred thousand dollars (\$100,000) or greater, requires Board approval. Purchase of other services with an expected value less than \$100,000 whose costs are contained within the approved college budget may be authorized by the President or his or her designee.
- *Renewals, Extensions and Change Orders for Professional and Other Services*
 - Contract renewal options, if presented to the Board at the time of initial award with a stated dollar value, do not require a subsequent Board approval.
 - Contract extensions of a twelve-month duration or less do not require Board approval unless the value of the extension exceeds 110% of the annual value of the expiring contract. Any contract extension beyond a twelve-month time duration requires approval by the Board of Trustees.
 - Change orders to contracts for professional or other services that cause the value of a contract to exceed \$100,000 require that the modified contract be approved by the Board of Trustees. If a postponement in approving a change order would seriously delay an essential project, then the President may authorize proceeding with the change order, after consulting with and receiving approval from the Chair of the Business Affairs Committee, with the understanding that the modified contract will be presented to the Business Affairs committee at its next scheduled meeting.

ATTACHMENT B

**RPG's and Clemens Construction Company Updated
Report of the Economic Opportunity Plan**

M/W/DSBE Subcontracts
August 14, 2017

The Hamilton
440 North 15th Street
Philadelphia, PA 19130

Purchasing Schedule									
Item #	Trade / Description	OWNER CONTRACT AMT	Transfers	Revised Budget Amount	Actual Buy Value	Subcontractor Name	Target MBE Amount	Actual MBE Amount	Target WBE Amount
01000	Applicable General Conditions	\$ 2,350,000		\$ 2,350,000		Hoisting/Dumpsters/Final Clean	\$900,000		\$260,000
02110	Demolition - Abatement	\$30,000		\$30,000	29,500	Delta BJDS			\$29,500
02115	Demolition - Perimeter Fencing / Barriers	\$6,000		\$6,000					
02121	Demolition - Subcontractor	\$1,250,000		\$1,250,000	1,250,000	Northstar			\$125,000
02125	Temporary Ramp	\$70,000		\$70,000					
02130	Cut Pockets / Beam Install	\$11,000		\$11,000					
02135	Demo Concrete F70 Foundations - Allow	\$21,000		\$21,000					
02140	Sitework / Excavation	\$156,588	(\$60,468)	\$96,120					
02146	Sitework - Micropiles	\$205,000	\$40,000	\$245,000	250,000	JPC Group			
02150	Sitework - Micropiles Load Test Allowance	\$40,000	(\$40,000)	\$0					
02155	Sitework - Rock Excavation Allow	\$40,000		\$40,000					
02160	Site Utilities	\$193,255		\$193,255					
02165	Sitework - Hardscape / Asphalt	\$168,181		\$168,181					
02170	Landscaping	\$366,741		\$366,741					
02175	Railway Landscaping / Hardscape - Allow	\$10,000		\$10,000					
02180	Fencing Around Courtyard - Allowance	\$50,000		\$50,000					
03000	Concrete - Subcontractor	\$ 1,042,700	\$98,468	\$1,141,168	1,112,000	Lou Dolente & Son			
03005	Concrete Repair - Allowance	\$105,600		\$105,600					
03010	Cementitious Topping	\$278,906		\$278,906					
03015	Infill Conveyor Trench - Allowance	\$4,500	(\$4,500)	\$0					
03020	Paving of Rail Bed - Allowance	\$43,500	(\$43,500)	\$0					
04000	Masonry	\$257,160		\$257,160					
04010	Existing Brick Ext Wall Repair - Allowance	\$24,000		\$24,000					
04020	CMU Curb at Storefront	\$30,000		\$30,000					
05100	Structural Steel - Subcontractor	\$1,800,000	(\$15,000)	\$1,785,000	1,760,000	Crystal Steel	\$1,760,000		
05110	Steel Canopy - Allowance	\$50,000		\$50,000					
05120	HSS Vertical / Horizontals - Allowance	\$50,000		\$50,000					
05130	Bracing at Offset Bearing Walls - Allowance	\$22,500		\$22,500					
05140	GPR Surveying Existing Conditions	\$24,000		\$24,000					
05200	Structural Metal Stud Panels	\$2,330,000		\$2,330,000		Steel Tech			\$100,000
05300	Precast Concrete Panels			\$0		Boccella			
05400	Crane Rental / Operators	\$849,305		\$849,305					
05450	Shoring For Crane	\$ 183,980		\$183,980					
05500	Steel Stairs - Subcontractor	\$398,000		\$398,000					
05700	Misc.Metals	\$117,850		\$117,850					\$500,000
05710	Balcony Rails - Allowance	\$160,000		\$160,000					
05720	Bollards - Allowance	\$5,000		\$5,000					
05730	Amenity Metal Screen & Stair - Allowance	\$40,000		\$40,000					
05740	Amenity Curved Screen Wall - Allowance	\$15,000		\$15,000					
05750	Additional Misc Metal - Allowance	\$30,000		\$30,000					
06100	Rough Carp/Blocking - Labor	\$60,000		\$60,000					
06101	Rough Carp/Blocking-Mtls.	\$30,000		\$30,000					
06102	Structural Stud Framing Podium	\$70,000		\$70,000					
06200	Temporary Protection	\$168,750		\$168,750			50000		
06400	Millwork	\$138,317		\$138,317		JBI/Boyetown			\$150,000
06410	Millwork 3 Form at Marketing - Allowance	\$6,400		\$6,400					
07250	Spray Fireproofing	\$142,190		\$142,190					
07300	Roofing	\$1,052,012		\$1,052,012					
07310	Damproofing	\$ 63,600		\$63,600					
07320	Waterproofing at Foundations - Allow	\$20,000		\$20,000					
07400	Exterior Wall Panels - Furnish	\$ 5,071,300		\$5,071,300					
07450	Exterior Wall Panels - Install Labor	\$930,000		\$930,000					
07900	Caulk & Seal - Subcontractor	\$190,238		\$190,238		Pioneer/Old Phila			\$300,000
08100	Drs./Frms./Hdwe - Material	\$781,000		\$781,000					
08150	Overhead Coiling Doors			\$0					
08500	Exterior Punched Windows - Furnished	\$1,366,000		\$1,366,000					
08551	Exterior Window - Field Installed Labor	\$156,500		\$156,500		Grayboyes	1300000		
08700	Storefront & Curtainwall System	\$500,070		\$500,070		Guthrie			\$500,000
09200	Drywall / Carpentry	\$7,853,700		\$7,853,700					
09210	Trim at Plank Edge - Allowance	\$100,000		\$100,000					
09300	Ceramic Tile	\$860,803		\$860,803					
09550	Flooring	\$998,273		\$998,273		Liberty	1000000		
09900	Painting	\$766,000		\$766,000		Applewood/Buttonwood			\$760,000
09901	Paint Existing SW Stair - Allowance	\$6,500		\$6,500					
09902	Painting Rail Shed Steel - Allowance	\$15,000		\$15,000					
10100	Shower Doors - Allowance	\$151,200		\$151,200		TraCorp			\$150,000

M/W/DSBE Subcontracts
August 14, 2017

The Hamilton
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Philadelphia, PA 19130

	Purchasing Schedule									
Item #	Trade / Description	OWNER CONTRACT AMT	Transfers	Revised Budget Amount	Actual Buy Value	Subcontractor Name	Target MBE Amount	Actual MBE Amount	Target WBE Amount	Actual WBE Amount
10160	Wire Closet Shelving	\$ 18,000		\$18,000		TraCorp			\$18,000	
10200	Uline Slatwall - Mts	\$50,220		\$50,220						
10260	Wall & Door Protection	\$8,300		\$8,300		TraCorp			\$8,300	
10400	Interior / Exterior Signage - Allowance	\$50,000		\$50,000						
10500	Storage Lockers (Bike & Tenant)	\$98,649		\$98,649		TraCorp			\$50,000	
10520	Fire Exting. & Cabinets	\$8,250		\$8,250		TraCorp			\$8,250	
10600	Mailboxes	\$12,000		\$12,000		TraCorp			\$12,000	
10670	Entrance Mat	\$16,524		\$16,524		TraCorp			\$16,524	
10800	Toilet & Bath Accessories	\$47,330		\$47,330		TraCorp			\$50,000	
11400	Window Washing Anchors - Allowance	\$80,000		\$80,000						
11450	Appliances - Allowance	\$924,335		\$924,335					\$925,000	
11500	Community Area Appliances - Allowance	\$2,650		\$2,650						
12400	Kitchen Countertops	\$ 399,475		\$399,475						
12420	Amenity Countertops	\$15,375		\$15,375						
12450	Kitchen Cabinets - Allowance	\$571,342		\$571,342		AC Products			\$570,000	
12500	Window Treatment	\$90,250		\$90,250						
14000	Elevators			\$0		Schindler				
14100	Elevator Cab Finish Upgrade - Allowance	\$10,000		\$10,000						
15000	Mechanical/HVAC	\$3,057,000		\$3,057,000		Falasca	300000			
15100	Temp Heat - Allowance	\$60,000		\$60,000						
15400	Plumbing	\$5,102,180	\$362,350	\$5,464,530		E.J. Raith			\$500,000	
15451	Plumbing Fixture Package - Allowance	\$342,350	(\$342,350)	\$0						
15460	New Sump Pump - Allowance	\$20,000	(\$20,000)	\$0						
15500	Sprinklers/Fire Protection	\$967,416		\$967,416		MK FireProtection				
16000	Electrical	\$ 7,258,129		\$7,258,129		McCrae / Gordon	\$6,982,000	\$18,000		
16101	AV Systems - Allowance	\$ 50,000		\$50,000						
	Additional Cleanup Buyout		\$25,000	\$25,000						
		\$ 53,587,394	\$0	\$ 53,587,394	\$4,401,500		10,532,000	1,778,000	4,878,074	154,500

Non-Opportunities	
Non-Opportunity Trades	\$3,385,000
Project Discount	\$0
Building Permit	\$104,020
Streets Permit	\$128,284
Preconstruction Fee	\$40,000
Builders Risk Insurance	By Owner
Taxes and GL / WC Insurance	\$740,881
Bond	\$424,327
Major Subs Bonding	\$363,744
Construction Contingency	\$1,156,828
General Conditions	\$919,209
Fee	\$1,650,313

TOTAL PROJECT VALUE \$62,500,000

\$3,385,000
\$0
\$104,020
\$128,284
\$40,000
By Owner
\$740,881
\$424,327
\$363,744
\$1,156,828
\$919,209
\$1,650,313

\$62,500,000

Actual/Target % Combined	23%	9%
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EOP Workforce Summary Report

August 14, 2017

The Hamilton
440 North 15th Street
Philadelphia, PA 19130

Subcontractor	Trade	Total Apprentice Hours Worked to Date	Total Journeyman Hours Worked to Date	Total Hours to Date	Local Residents (Hours)	Local Residents (% All Hours)	Minority Apprentices (Hours)	Minority Apprentices (% Apprentice Hours)	Minority Journeyman (Hours)	Minority Journeyman (% Journeyman Hours)	Female Apprentices (Hours)	Female Apprentices (% Apprentice Hours)	Female Journeyman (Hours)	Female Journeyman (% Journeyman Hours)
Clemens	GC/Carpentry	40	463	503	103	20%	0	0%	99.5	21%	0	0%	0	0%
Delta	Abatement	0	452	452	120	27%	0	#DIV/0!	452	100%	0	#DIV/0!	0	0%
Northstar	Demolition	0	3388	3388	778	23%	0	#DIV/0!	1600	47%	0	#DIV/0!	0	0%
Copeland Surveying	Surveyor	0	80	80	0	0%	0	#DIV/0!	0	0%	0	#DIV/0!	0	0%
Dolente	Concrete	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Crystal Steel	Structural Steel	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor A	Trade A	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor B	Trade B	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor C	Trade C	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor D	Trade D	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor E	Trade E	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor F	Trade F	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor G	Trade G	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor H	Trade H	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor I	Trade I	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor J	Trade J	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor K	Trade K	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor L	Trade L	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor M	Trade M	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor N	Trade N	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor O	Trade O	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor P	Trade P	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor Q	Trade Q	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor R	Trade R	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor S	Trade S	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor T	Trade T	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor U	Trade U	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor V	Trade V	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor W	Trade W	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor X	Trade X	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor Y	Trade Y	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Subcontractor Z	Trade Z	0	0	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Total Cumulative Project Hours / % EOP		40	4383	4423	1001	23%	0	0.0%	2151.5	49.1%	0	0.0%	0	0.0%
GOAL						32%		50%		32.0%		7.0%		2.0%

ATTACHMENT C

Revision to Memorandum #202 Purchases and Contracts Requiring Specific Board Authorization – Revised Language for Contract Extensions

Language as presented as BAC 8/23/17

- Contract extensions of a twelve-month duration or less do not require Board approval unless the value of the extension exceeds 110% of the annual value of the expiring contract. Any contract extension beyond a twelve-month time duration requires approval by the Board of Trustees.

Suggested Revised Language

- Contract extensions of a twelve-month duration or less do not require Board approval unless the annualized value of the extension exceeds 110% of the annual value of the expiring contract. No more than two (2) twelve-month extensions are permitted without approval by the Board of Trustees.