

**ZOOM MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, November 5, 2020 – 10:30 A.M.**

Present for the Business Affairs Committee: Lydia Hernández Vélez, Esq.; Chair, Mr. Harold Epps, Mr. Rob Dubow, Mr. Steve Herzog, Mr. Michael Soileau, and Mr. Jeremiah J. White, Jr.

Present for the Trustees: Mr. Hugh Patrick Clancy, Ms. Sheila Ireland, Ms. Mindy Posoff and Ms. Chekemma Fulmore-Townsend

Present for the Administration: Dr. Donald Guy General, Mr. Jacob Eapen, Mr. William Bromley, Ms. Carol de Fries, Dr. Judith Gay, Ms. Marsia Henley, Dr. Samuel Hirsch, Mr. Michael Fohner, Mr. Gim Lim, Ms. Shannon Rooney, Mr. Derrick Sawyer, Mr. John Wiggins, Ms. Mikecia Witherspoon and Victoria L. Zellers, Esq.

Guests: Mr. Andre Allen, Principal, Phoenix Capital Partners, LLP, and Ms. Sabrina Maynard, City of Philadelphia

**BUSINESS AFFAIRS COMMITTEE
EXECUTIVE SESSION**

An Executive Session preceded the Public Session and commenced at 10:30 A.M.

**BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION**

The Public Session was opened at 11:03 A.M.

AGENDA

(1) Phase II of the College's Bond Issue for the Career and Advanced Technology Center (CATC) Project (Information Item):

Mr. Eapen provided a background on the Series 2019 bonds. He stated that on May 8, 2019, the College successfully issued \$9,155,000 Series 2019 bonds with a premium of \$1,028,784 for total proceeds of \$10,183,784. The Series 2019 bonds were issued to assist with the CATC which is a capital project consisting of the development, construction, improvement, furnishing, equipping and fit out of a new, approximately 75,000 square foot building on land owned by the College in West Philadelphia.

Mr. Eapen stated that the College has to issue approximately \$14,535,000 of bonds, a small portion of which may be issued as tax-exempt and the remainder as taxable, will be for the remaining financial needs for the CATC project. PNC will be the underwriter for Phase II of the bond issue.

Mr. Eapen requested that Mr. Allen briefed the Committee on Phase II of the College's Bond Issue. Mr. Allen stated that the College had a Zoom call with Moody's who provides the bond rating for the College. Mr. Allen reported that Dr. Generals and College staff did an excellent job in discussing the focus and goals of the College, in particular, in dealing with COVID-19. He stated that the College anticipates receiving its rating from Moody's on November 16th, and that the College expects to maintain an A-3 rating. The Preliminary Official Statement should be printed on November 17th and the pricing of the bonds should be accomplished during the week of November 23rd. The expected closing date is December 7th or December 8th.

(2) Purchase of 500 Dell Laptops (Action Item):

Discussion: Mr. Eapen stated that the College has a need for laptop purchases to support student remote work. The Dell pricing obtained through Dell September 2020 bid process will be the basis of this purchase.

The September 2020 bid details are as follows:

On the 8th of September, the College made available RFP 10128 a bid for laptop computers using the PennBid system for competitive bidding. The bid used the Dell Latitude 3410 BTX SKU 210-AVKY in the RFP as the Basis of Design. Clarifications to the bid were due on the 11th of the month, and the bids were due on the 16th. The College received 10 bids, of which Dell Technologies was the lowest at \$675 per unit, and 7% lower than the next lowest bidder, GDC. The bid summary is included in Attachment A.

Primary considerations in reviewing all options were cost, unit capabilities and availability. The lowest responsible bidder, Dell Technologies, with their Dell Latitude 3410 i5 model with 8G of RAM, 256GB SSD drive and 14-inch monitor with integrated webcam. These laptops will be offered as loaners to students enrolled in Spring 2021 semester classes subject to their signing a Loan Agreement.

Mr. Eapen stated that College staff need to ensure that there will be a sufficient amount of laptops for Catto students since the Catto Program will be in place for the Spring 2021 semester.

Action: Mr. Herzog moved and Mr. Epps seconded the motion that the Committee recommend to the full Board the purchase of 500 Dell laptops at the total cost of \$337,500 which includes a one-year warranty. The purchase shall be made using Cares Act institutional dollars. The motion passed unanimously.

(3) Approval of McGoldrick Change Order One for the Library & Learning Commons Project (Action Item):

Discussion: Mr. Eapen stated that our electrical contractor for the LLC project, McGoldrick Electric, has encountered some changes in Phases 2 and 3 of the LLC project construction. Phase 1 work, completed in March 2020, was in the Bonnell Building which is a 30-year-old building. Phases 2 and 3 are now working concurrently in the Mint Building which is a 120-year-old building. The total changes that require board approval total \$116,963 which

is 3.8% of their original contract value of \$3,087,013 which is well below the industry average of 8-12% change orders for construction projects. Please refer to Attachment B.

Mr. Eapen stated that the change order consists of thirteen (13) line item changes that occurred on the project due to customer request, unforeseen conditions, and/or omissions from the design. The change order predominantly consists of unforeseen condition and design omission changes. When Mint walls were removed, there were conditions behind these walls that had to be dealt with for the new work to comply with existing building codes. The larger of these changes included electrical changes from plaster ceiling conditions, missing stairwell lighting, and the relocation of transformer.

Mr. Eapen asked Mr. Fohner, the College's AVP for Facilities and Construction Management to present to the Committee a PowerPoint summarizing the larger unforeseen conditions in the Library & Learning Commons. Please refer to Attachment C. Mr. Eapen pointed out the stairwell going from the West Building into the Library is where the Café will be located and will be an additional element to the Library.

Mr. Herzog asked if the drawings will be up to date based on the findings. Mr. Fohner stated that there will be an up-to-date set of as-builts. Mr. Epps asked what is the total amount of all three changes orders. Mr. Eapen stated that the total of the three contractors is \$627,840. Mr. Soileau asked if these costs will be covered in this year's capital budget. Mr. Eapen stated that the costs are being covered in two parts: a contingency was put in place for the project and the remaining dollars are under the capital budget plan. Mr. Epps asked how much money will be left in the contingency line following these changes orders. Mr. Eapen stated zero. Mr. Epps asked what was the confidence level with any future change orders. Mr. Eapen stated that he was confident. He also stated that the goal was to complete the project by the end of December/early January.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board the approval of the McGoldrick Electric Change Order One for the Library & Learning Commons Project in the amount of \$116,963. The motion passed unanimously.

(4) Approval of PT Mechanical Change Order One for the Library & Learning Commons Project (Action Item):

Discussion: Mr. Eapen stated that our mechanical contractor for the LLC project, PT Mechanical, has encountered some changes in Phases 2 and 3 of the LLC project. The total changes that require board approval total \$158,331 which is 8.2% of their original contract value of \$1,925,453 which is within the industry average of 8-12% change orders for construction projects. Please refer to Attachment D.

Mr. Eapen stated that the change order consists of twenty-four (24) line item changes that occurred on the project due to customer request, unforeseen conditions, and/or omissions from the design. The change order predominantly consists of unforeseen condition changes. When Mint walls were removed, there were conditions behind these walls that had to be dealt with for the new work to comply with existing building codes. Many of the changes required of the General Contractor above resulted in changes to ductwork routing and sizing. Some of the

change order work was a result of finding abandoned mechanical equipment in the old ceilings and behind the walls which required removal.

Action: Mr. Herzog moved and Mr. Epps seconded the motion that the Committee recommend to the full Board the approval of the PT Mechanical Change Order One for the Library & Learning Commons Project in the amount of \$158,331. The motion passed unanimously.

(5) Approval of New Age Development Group Change Order Three for the Library & Learning Commons Project (Action Item):

Discussion: Mr. Eapen stated that our General Contractor for the Library Learning Commons (LLC) project, New Age Development Group (NADG), has encountered several unforeseen site conditions which required changes to their contractual work. Current changes approved by the board to date for NADG at the 6/20/20 and 8/19/20 board meetings have totaled \$233,859. Additional negotiated changes identified that require approval total \$352,546. The total changes amount to 7.9% of the total original contract value of \$7,693,491, and less than the industry average of 8-12% change orders for construction projects. Please refer to Attachment E.

Mr. Eapen stated that the change order consists of twenty-one (21) line item changes that occurred on the project due to customer request, unforeseen conditions, and/or omissions from the design. The change order predominantly consists of unforeseen condition changes. When Mint walls were removed, there were conditions behind these walls that had to be dealt with for the new work to comply with existing building codes. There was structural steel missing in some areas; conduit hangers missing in other areas; the original Mint ceiling was lined with terracotta tiles requiring a complex ceiling anchor system; and there was a masonry wall hidden behind the plaster wall that was discovered at the time of demolition. These changes drove the cost of the larger line items.

Action: Mr. Herzog moved and Mr. Epps seconded the motion that the Committee recommend to the full Board the approval of the New Age Development Group Change Order Three for the Library & Learning Commons Project in the amount of \$352,546. The motion passed unanimously.

(6) Marketing Update and Planning (Information Item):

Mr. Soileau began by stating that Marketing is the underpinning of what the College is trying to achieve from different perspectives such as branding, fundraising and student retention. He stated that Marketing has been doing great work and has identified some areas of opportunity to improve.

Ms. Rooney provided an overview detailing Marketing & Communications divisional operations, paid marketing updates and opportunities for future engagement. Please refer to Attachment F. Ms. Rooney's presentation was broken down into the following categories: State of Affairs Summary, CCP Audience Target, Objectives & Goals, Plan Enhancements, Paid Media Tracking, Collaborative Data Collection, Data-Driven Decision and Reports, Division Enhancements, Promoting Catto Scholarships and Looking into the Future.

Mr. Soileau thanked Ms. Rooney's for her presentation and highlighted on improving the website into a friendlier user experience to help facilitate the locations of various applications, improving the branding, and being thoughtful on the investment.

Ms. Hernández Vélez asked how the non-English student populations such as Asians and Eastern Europeans will be targeted in the marketing efforts. Ms. Rooney stated that conversations are being held in Enrollment Management, and that Marketing has hosted a few Spanish language Admissions events.

Dr. Generals reminded the Trustees that Ms. Rooney has taken on the added responsibility of serving as the Interim lead in Enrollment Management as the College searches for the Vice President for Enrollment and Institutional Effectiveness. Dr. Generals stated that the interim position gives Ms. Rooney the opportunity to explore where the "disconnects" are between our messaging and the end results for our students. Dr. Generals also mentioned that Ms. Rooney completed he doctorate degree. The Trustees congratulated Ms. Rooney on her achievement.

Ms. Posoff questioned the alignment of the Marketing efforts to moving our students through from beginning to end. Ms. Rooney stated that Dr. Zanjani and Institutional Advancement will be an important part in maintaining student relationships once they leave the College. Ms. Rooney coined a phrase from "App to Cap" and how it would be important for Marketing to segment the audience on the website. She further stated it is important for Marketing to do a better job of bundling some program specific advertising around the pathways.

Mr. White questioned if Marketing considered branding the College as the City's College and what additional resources are being invested. Ms. Rooney stated that Institutional Research shared a survey they done centered on the Strategic Plan which had feedback from internal and external individuals regarding their perceptions of the College. She stated that the Marketing & Communications Division is pulling together a new branding guideline book. Mr. Soileau added that the branding needs to be tested around brand messaging, taglines, and an RFP on a website overhaul before the dollars are invested. Mr. White pointed out that it was important to have the Marketing presentation presented at the Business Affairs Committee at today's meeting so that the dollars that would need to be invested will be looked at now.

(7) Resolution to Amend the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plan (Action Item):

Discussion: Ms. Zellers stated that in June, a Resolution was approved to amend the College's healthcare plans to cover the College's full-time employees and part-time classified employees who are on furlough due to COVID-19. She stated that the Resolution expires on December 31, 2020. Ms. Zellers stated that the College will be online for the Spring semester and, as such, there are some full-time faculty members and classified and confidential employees who are going to continue to be on a furlough. Currently there are 6 full-time faculty and about 20 classified, confidential and administrative employees on furlough. She stated that as part of an agreement reached with the Federation, the full-time faculty who stay on furlough will be counted towards the full-time faculty ratio which will save College dollars.

Ms. Zellers stated that the Resolution to motion to amend the College's healthcare plan and disability and life insurance plan will be extended through the Spring 2021 semester which is June 30, 2021 for the classified and confidential employees and August 31, 2021 for full time faculty.

Mr. Dubow commented that he just wanted to understand the Resolution was covering medical coverage for those employees out on furlough. Ms. Zellers stated that the Resolution covers medical, prescription, dental, life insurance and disability. She stated that College staff awaited approval from Sunlife who is the College's provider for disability and life insurance policy and stop-loss provider for medical regarding extending benefits for those employees on furlough. Mr. Epps asked what is the value of the request being made. Ms. Zellers stated the full-time faculty who will be going out on furlough will not add any costs to the College since they will be counted towards the ratio. The College budgeted for the classified and confidential employees who will be taking the voluntary furlough.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board the approval of the Resolution to Amend the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plan for full-time employees and part-time classified employees who are on furlough in Spring 2021 to be permitted to remain on the College's Healthcare Plan and Disability and Life Insurance Plan. The motion passed unanimously. The full Resolution is included in Attachment G.

(8) Resolution for Stipends for Vice Presidents and General Counsel (Action Item):

Discussion: Ms. Zellers stated that the item was discussed in Executive Session and, if approved, the Committee needs to put forth a motion. Mr. Dubow asked if there will be details surrounding the stipend. Ms. Zellers stated that the Resolution states: "Subject to evaluation and performance, the College's Vice Presidents and General Counsel are eligible to receive a stipend of up to 3% of their base salary, in lieu of a raise; provided however that the percentage of the stipend shall be pro-rated for any Vice President who was not employed for the preceding fiscal year in accordance with College practice. The total amount of stipends shall not exceed \$33,225." Mr. Epps requested that a cap be mentioned in the vote. Please refer to Attachment H.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Committee recommend to the full Board the approval of the. Resolution for Stipends in lieu of raises for Vice Presidents and General Counsel up to 3% of their base salaries and with a cap not to exceed \$33,225. The motion passed unanimously.

(9) Next Meeting (Information Item):

Ms. Hernández Vélez reminded the Committee that the next regularly-scheduled meeting of the Committee is set for Wednesday, November 18, 2020 at 9:00 A.M.

The meeting adjourned at 11:55 a.m.

ATTACHMENT A

Purchase of 500 Dell Laptops

Shipping Group Details**Shipping To**

BILL BROMLEY
 COMM COLLEGE OF
 PHILADELPHIA
 1700 SPRING GARDEN ST
 MD B-240
 PHILADELPHIA, PA 19130
 (215) 751-8900

Shipping Method

Standard Delivery

			Qty
Dell Latitude 3410			\$675.00
Estimated delivery if purchased today:			
Dec. 15, 2020			
Contract # C000000009247			
Customer Agreement # COSTARS 003-051			
Description	SKU	Unit Price	Qty
Dell Latitude 3410 BTX	210-AVKY	-	500
10th Generation Intel Core i5-10310U (4 Core, 6M cache, base 1.7GHz, up to 4.4GHz, vPro Capable)	379-BDZN	-	500
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	500
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	500
Integrated Intel(R) UHD for 10th Generation Intel(R) Core(TM) i5-10310U	338-BVLD	-	500
8GB, 1x8GB, DDR4 Non-ECC	370-AFEH	-	500
Not selected in this configuration	817-BBBC	-	500
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BIJP	-	500
14" FHD (1920x 1080) Anti-Glare Non-Touch, Camera & Microphone, WLAN capable	391-BFDU	-	500
Non-Backlit Power Button with No Fingerprint Reader	346-BGJH	-	500
Single Pointing Non-backlit Keyboard, English	583-BFRL	-	500
WLAN Driver Intel AX201, CML /9260, KBL-R (with Bluetooth)	555-BFSF	-	500
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	555-BFNI	-	500
No Mobile Broadband Card	556-BBCD	-	500
4 Cell 53Whr ExpressCharge Capable Battery	451-BCPS	-	500
65 Watt AC Adapter	450-ADTR	-	500
No Anti-Virus Software	650-AAAM	-	500
OS-Windows Media Not Included	620-AALW	-	500
US Power Cord	537-BBBL	-	500
Quick Start Guide for 3410	340-CQBV	-	500

Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	500	-
Waves Maxx Audio	658-BBRB	-	500	-
Dell Power Manager	658-BDVK	-	500	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	500	-
Dell Optimizer	658-BEQP	-	500	-
Additional Software for Latitude 3410	658-BETG	-	500	-
Direct Ship Info Mod	340-AASO	-	500	-
Min Model Packaging	340-CQVE	-	500	-
System Ship Info	640-BBJB	-	500	-
Intel Core i5 Processor Label	340-CNBZ	-	500	-
No Mouse	570-AADK	-	500	-
No Resource DVD / USB	430-XXYG	-	500	-
ENERGY STAR Qualified	387-BBOO	-	500	-
BTS/BTP Smart Selection Shipment (VS)	800-BBQH	-	500	-
EAN label	389-BKKL	-	500	-
Latitude 3410 Bottom Door Included	321-BFKC	-	500	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	500	-
No AutoPilot	340-CKSZ	-	500	-
Dell Limited Hardware Warranty	997-6727	-	500	-
Onsite/In-Home Service After Remote Diagnosis, 1 Year	997-6735	-	500	-

Subtotal:	\$337,500.00
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$337,500.00

ATTACHMENT B

**McGoldrick Change Order One for the Library & Learning
Commons Project**

	Prime	Negotiated price	Reason
Phase 1 - Isolation valve hook-up into monitoring system	McG - Elec	\$2,235	College Request or Contract Need
Phase 1 - Provide five (5) D1-D5 light fixtures per ASI#11.	McG - Elec	\$4,132	Design Error or Omission
Phase 2 - Demolish, remove, and replace conduit and wiring in L1-08 due to plaster ceiling demo.	McG - Elec	\$11,818	Unforeseen
All phases - Provide & install CAT 6e cable for future camera locations	McG - Elec	\$8,991	College Request or Contract Need
All phases - CORs 09, 11, 12, 13, 14: COR 14 was a design omission of \$14k of elec demo; the other changes were customer requested for lighting / room changes	McG - Elec	\$31,401	College Request or Contract Need; Design Omission
Phase 2 - Secure loose conduits running under bridge	McG - Elec	\$3,678	Unforeseen
Support HV electrical conduit over bathrooms	McG - Elec	\$6,732	Unforeseen
Phase 2: Wiring for controls and communication wire for 2 isolation valves	McG - Elec	\$9,429	Customer request
Phase 2: Transformer relocation	McG - Elec	\$8,547	Design Error or Omission
Secure electrical conduits in Mezzanine	McG - Elec	\$5,000	Unforeseen
Missing lighting / power at new Mint-West connector stairwell (ASI#21 / RFI#24)	McG - Elec	\$15,000	Design Error or Omission
Run wire to exhaust fans (ASI#27)	McG - Elec	\$7,000	Design Error or Omission
Provide wire mold accessories	McG - Elec	\$3,000	Unforeseen

Original Contract Amount		Amount pending Board Approval	Total Changes
\$3,087,013	McG - Elec	\$116,963	\$116,963

Attachment C

LibraryLearningCommons

Summary of the Larger Unforeseen Conditions

Condition: Masonry wall behind plaster wall



- The contract calls for the removal of the plaster wall to facilitate the new restroom construction.
- A masonry wall was found behind the plaster wall that ran over 50' in length and over 20' high.
- This had to be removed for the new space's construction.

Condition: Terra Cotta ceiling tiles under existing plaster ceiling (throughout project)



- The contract called for the hanging of ceiling system, pipe hangars, lighting, and ductwork from the masonry ceiling.
- Because the ceiling is terra cotta and not masonry, all of these items now have to be anchored in structural steel.

Condition: Mint-West connector stairwell requires concrete and steel repair



- The existing connector stairwell was completely encased in drywall. Once exposed, it was discovered that the stairwell needs structural repairs and the utilities located in this former chase now need to be re-routed.

Condition: Brick and masonry repairs required



- The contract called for painting of the existing plaster wall that was behind the drywall.
- The area uncovered revealed that much of the wall was existing brick or masonry and would require repair and a plaster finish prior to painting.
- This condition is throughout the project in several Phase 2 & 3 spaces.

Condition: Structural terminations required for demolition of steel.



- The existing structural steel uncovered through the project requires proper terminations when sections are removed.
- This condition is present throughout the project, and in some cases, required a re-design of the space to facilitate this work.

ATTACHMENT D
**PT Mechanical Change Order One for the Library &
Learning Commons Project**

	Prime	Negotiated price	Reason
Phase 1 - revisions needed for ductwork fabrication due to design changes.	PT Mech	\$2,835	Design Error or Omission
Phase 1 - Repair existing fire damper in west shaft of the library near Main Stacks, room L1-09.	PT Mech	\$1,136	College Request or Contract Need
Phase 1 - Furnish and install ductwork shown in contract documents as existing	PT Mech	\$4,504	Unforeseen
Phase 1 - Relocate two (2) existing HVAC collars	PT Mech	\$1,492	Unforeseen
Phase 1 - HVAC modifications (return air ducts) per ASI#6	PT Mech	\$23,010	Design Error or Omission
Phase 1 - Relocate existing fire damper	PT Mech	\$1,901	Unforeseen
Phase 2 - Demolish, remove, and replace HVAC system in L1-08 due to plaster ceiling demo	PT Mech	\$14,647	Unforeseen
ASI#10 - change in duct work	PT Mech	\$7,586	Design Error or Omission
Phase 2 - Relocate riser in Quiet Study	PT Mech	\$11,437	Design Error or Omission
Phase 3 - Demo existing ductwork not shown on drawings	PT Mech	\$1,152	Design Error or Omission
Phase 3 - Demo existing sound trap and ductwork	PT Mech	\$1,483	Unforeseen
Phase 2 & 3 - Furnish & install 4 additional fire dampers in fire rated walls per RFI#85	PT Mech	\$8,400	Design Error or Omission
Phase 3 - Demo pipe per JMT-RFI#52	PT Mech	\$1,535	Design Error or Omission
Phase 3: RFI#034; Abandoned AHU in demo'ed room	PT Mech	\$2,937	Unforeseen
Phase 3: Provide six new 7" diffusers	PT Mech	\$2,803	Design Error or Omission
Phase 3: Ductwork change per ASI#26	PT Mech	\$2,700	Design Error or Omission
RFI 052, Add Transfer Ducts	PT Mech	\$5,043	Design Error or Omission
Repair damaged control wiring	PT Mech	\$2,452	Credit from NADG
Relocate ductwork on Mezz. (T&M)	PT Mech	\$2,000	Design Error or Omission
Add 2 fire dampers per RFI#28	PT Mech	\$2,893	Unforeseen
Demo existing pipe per RFI#49	PT Mech	\$639	Unforeseen
Phase 3 riser rework (RFI#28)	PT Mech	\$21,407	Unforeseen
Phase 2 riser rework ((RFI#53)	PT Mech	\$22,339	Unforeseen
Revise VAV & Ductwork above bathroom (RFI#25)	PT Mech	\$12,000	Design Error or Omission

Original Contract Amount		Amount pending Board Approval	Total Changes	Percent change orders to original contract
\$1,925,453	PT Mech	\$158,331	\$158,331	8.2%

ATTACHMENT E

**New Age Development Group Change Order Three for the
Library & Learning Commons Project**

	Prime	Negotiated price	Reason
Phase 2 & 3 - Revise Rotunda hallway soffit	NADG - GC	\$6,704	Design Error or Omission
Phase 2& 3: Plaster repair (RFI 093)	NADG - GC	\$27,685	Unforeseen
Phase 3: Top of stair changes due to ASI#25	NADG - GC	\$14,952	Design Error or Omission
Phase 2 & 3: CCD 01 - remove plaster ceiling in Rotunda	NADG - GC	\$7,000	Design Error or Omission
Phase 1: Add hand rail per ASI #19 (RFI #073)	NADG - GC	\$2,609	Design Error or Omission
Remove old red duct work (LBP abatement)	NADG - GC	\$12,031	Unforeseen
Credit for repairs needed to control wiring	NADG - GC	(\$2,452)	Unforeseen
Stud out walls per RFI#69 - Mezz areas	NADG - GC	\$27,378	Design Error or Omission
Install floors in shaft for fire damper access (RFI#39)	NADG-GC	\$20,000	Unforeseen
Abate red floor tile & replace w/ VCT - Bonnell back hallway (Phase 1)	NADG - GC	\$20,000	Customer request
Beam clamps required for wood ceiling attachment (RFI#96)	NADG-GC	\$40,425	Unforeseen
Steel changes, 7R1 (ASI#12 / RFI#91)	NADG-GC	\$36,766	Unforeseen
Shaft walls in Quiet Study Area (ASI#26)	NADG-GC	\$9,444	Unforeseen
Masonry Jamb opening detail (RFI#65)	NADG-GC	\$6,825	Unforeseen
Toggles for ACT ceiling	NADG-GC	\$3,168	Unforeseen
Details at Visitor Gallery SSK (add'l demo)	NADG-GC	\$4,829	Unforeseen
Demo block wall (bathroom hallway) not shown on plans	NADG-GC	\$27,060	Unforeseen
Shaft floors & transformer room floor (ASI#28)	NADG-GC	\$43,273	Unforeseen
Additional steel for sprinkler (submittal 051200)	NADG-GC	\$8,146	Unforeseen
Café Stair changes (ASI#29)	NADG-GC	\$11,934	Unforeseen
Additional floor tile (hallway along 17th Street side - Café to Lobby stair)	NADG-GC	\$24,769	Customer request

		Total approved to date	Amount pending Board Approval	Percent change orders to original contract
Original Contract Amount				
\$7,693,491	NADG - GC	\$257,303	\$352,546	7.9%

ATTACHMENT F

Marketing Presentation



Business Affairs Committee

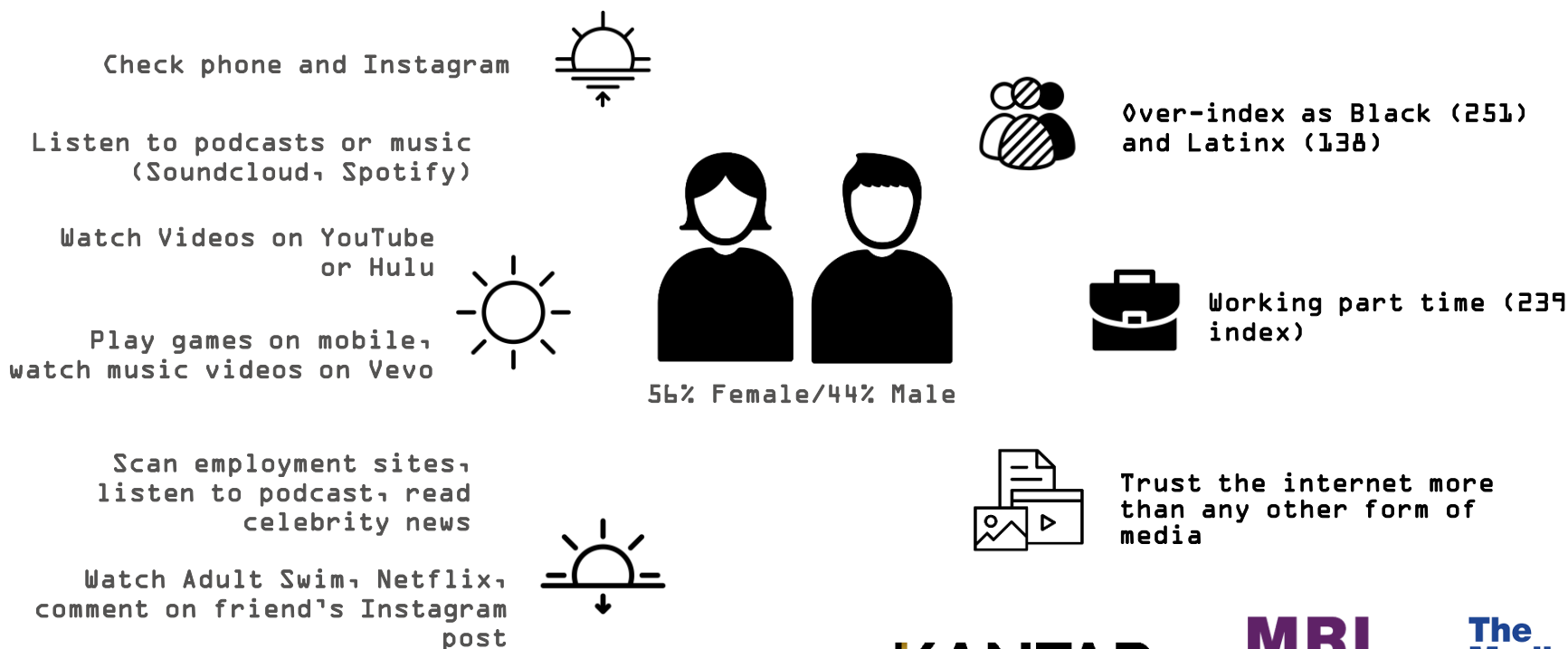
November 2020

STATE OF AFFAIRS SUMMARY

- Ongoing efforts for advertising like direct mail, paid social, TV ads, streaming audio, OOH and more, include a budget of \$1.5 million. Currently **that budget is spread across almost 50 media partners** with the goal of driving awareness for open houses, new courses and enrollment.
- With many partners, the challenge is identifying **the frequency at which we're targeting the actual decision makers**, which can result in lower conversions.
- In an effort to be more effective with our dollars, **we need to begin refining media targets, implementing metrics and developing a comprehensive paid advertising plan** that ultimately drives data-informed decisions.
- Opportunity exists in **condensing and enhancing** efforts to reach a more targeted audience and drive higher levels of response, and subsequently determine what's working on moving people into CCP's consideration set.

CCP AUDIENCE TARGET

18-24 year-olds with limited household income who are likely to start or return to school in the near future



Sources: MRI 2020 August Covid/Fall 2019 - M208F19

KANTAR

MRI
SIMMONS

The
Media
Audit

OBJECTIVES & GOALS

We need to impact every stage of the funnel in order to meet enrollment objectives



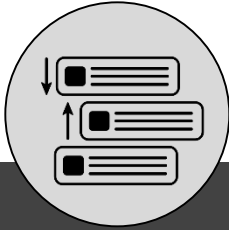
Introduce CCP: share College mission and impact within key communities

Highlight CCP's ability to serve the unique motivations of the population

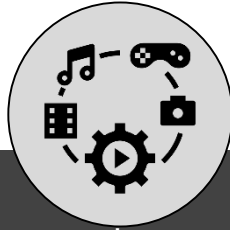
Enroll students

*Goals: positive increase in enrollment
500 CATTO Spring 2021 students*

PLAN ENHANCEMENTS

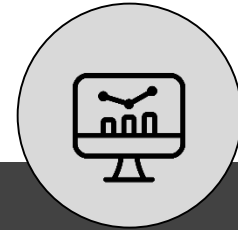


Prioritize key target(s), timing, and goals, and be stringent about investing budget in areas that will drive results.



Be stringent about tactics and placements.

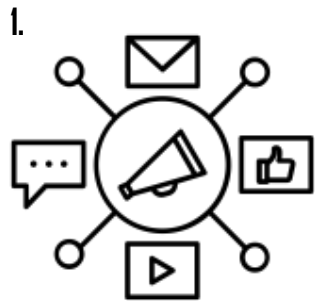
This will lead to a pared-down list of tactics and partners, and will allow for greater frequency of message when it matters, to the people who matter.



Focus on improving analytics to allow for better optimizations and overall performance.

PAID MEDIA TRACKING

To measure the effectiveness of media, we use Google Tag Manager for pixel implementation to track key actions:



1. Use pixel tracking to track paid media users that go to the CCP website

Task: Identify visit rate by channel (% of impressions that result in a website visit)

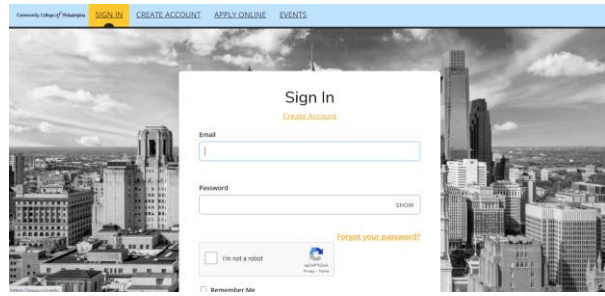
2.



Track the actions taken by paid media users on the website (e.g. visits, admissions page views, tuition page views, academic offerings page views, etc.)

Task: Determine top lead driving channels, establish a cost per lead figure, and forecast future media results

3.



Continue to track paid media driven users that go deeper into the funnel through **Elucian** (e.g. create account, contact CCP, apply, etc.)

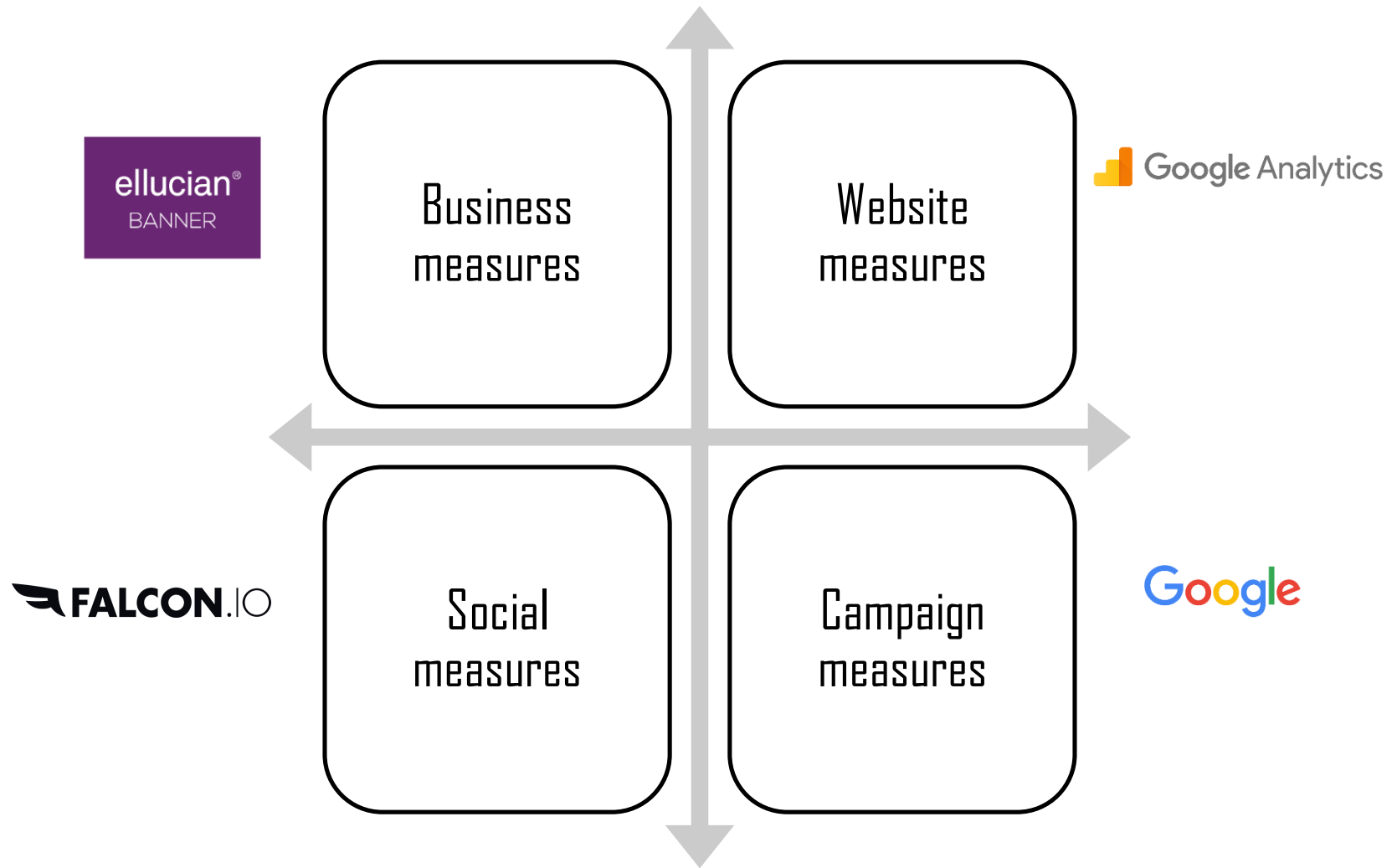
Task: Determine top enrollment driving channels, and cost per enrollment

4.

Re-target for additional messaging and build look-a-like models to source prospective students

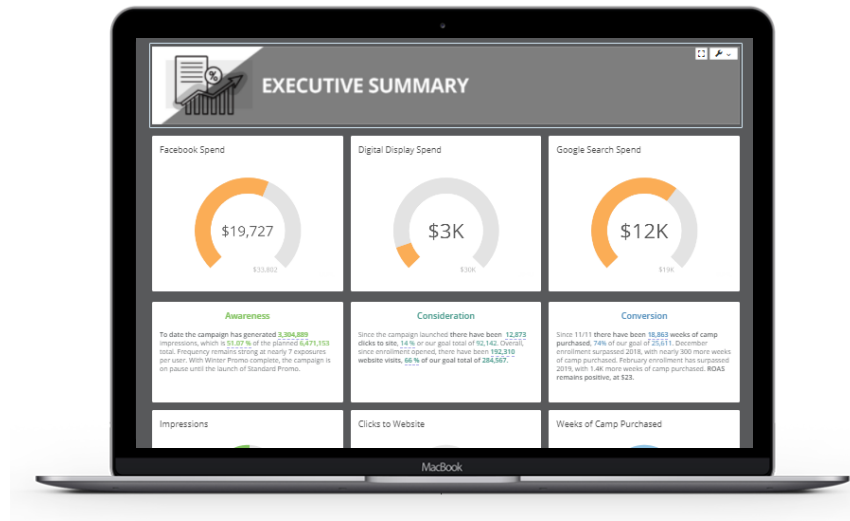
Task: Leverage data on converters to determine the ideal target

COLLABORATIVE DATA COLLECTION



DATA-DRIVEN DECISIONS AND REPORTS

- Adding pixel tracking to recruitment communications
- Building integrated marketing dashboard to combine data sources



DIVISION ENHANCEMENTS

- A new approach to projects and requests.
- Restructured division to clarify roles.
- The technology infrastructure to measure success.



Promoting Catto Scholarship

Focus on measurable, digital tactics:

- Animated interstitial mobile ads
- Targeted social media advertising
- Dedicated landing page for direct mail



Looking to the future



SUCCESS STARTS HERE

Community College *of* Philadelphia

THANK YOU

ATTACHMENT G

Resolution to Amend the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plan

**RESOLUTION TO AMEND THE COMMUNITY COLLEGE OF
PHILADELPHIA'S HEALTHCARE PLAN AND DISABILITY AND LIFE
INSURANCE PLAN**

Whereas the 2019 novel coronavirus (COVID-19) has become a global pandemic and a national, commonwealth and local emergency ("COVID-19 Emergency");

Whereas the COVID-19 Emergency required the College to close its physical Main Campus and Regional Centers effective March 14, 2020 and move all instruction and most student services to online and other remote alternative delivery methods through at least the end of Summer II 2020 creating a lack of work in certain positions;

Whereas Fall 2020 enrollment decreased causing budget constraints;

Whereas to alleviate these budget constraints, the College placed some employees on furlough, a temporary unpaid lay off status, to address budget constraints and lack of face-to-face working opportunities;

Whereas due to the ongoing COVID-19 Emergency, most of the College's instruction and services will continue to remain online for the Spring 2021 semester and the College may continue some employees on furloughs for the Spring 2021 semester and/or may furlough additional employees for the Spring 2021 semester;

Whereas the College sponsors and maintains a group health, disability, and life insurance plan for the benefit of certain eligible employees, retirees, and their eligible dependents and beneficiaries (collectively, the "Plans");

Whereas, the College desires to amend the Plans at this time to continue to provide that employees who are classified in a temporary unpaid lay off status ("Furlough Status") shall continue to participate in the Plans during their furlough;

Whereas, the College desires to pay the cost of employee required contributions for Personal Choice medical coverage for full-time employees with a Furlough Status;

Now therefore, on this 5th day of November, 2020, the Board of Trustees for the Community College of Philadelphia hereby resolves to amend the Plans as follows:

1. Full-time employees and part-time classified employees who are on a Furlough Status, at any time between January 1, 2021 and June 30, 2021 may continue their current medical, prescription, and dental coverage for themselves and their eligible dependents through June 30, 2021 (for non-Academic Year Faculty) and through August 31, 2021 (for Academic Year faculty) at the same employee required contribution rates; except that during the period of Furlough Status, full-

- time employee contributions toward the cost of Personal Choice medical insurance will be suspended.
2. Full-time employees and part-time classified employees who are moved to a Furlough Status may continue their current disability and life insurance coverage through June 30, 2021 (for non-Academic Year-faculty) and through August 31, 2021 (for Academic Year faculty).
 3. All other provisions of the Plans shall remain the same.
 4. This Amendment shall automatically terminate and cease to be effective on August 31, 2021.

IN WITNESS WHEREOF, the duly authorized Chairman of the Board of Trustees for Community College of Philadelphia named below has caused this Amendment to the Community College of Philadelphia's Healthcare Plan and Disability and Life Insurance Plans to be executed on the date indicated below.

**COMMUNITY COLLEGE OF
PHILADELPHIA**

Date: November 5, 2020

By: _____
Jeremiah White, Chairman of the
Board of Trustees

ATTACHMENT H

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BOARD RESOLUTION NOVEMBER 5, 2020

Whereas on November 5, 2020, the Business Affairs Committee of the Board of Trustees approved a motion recommending that the College's Board of Trustees approve a Resolution as outlined below:

Now, therefore, on this 5th day of November, 2020, the Board of Trustees approves the following:

- (1) Subject to evaluation and performance, the College's Vice Presidents and General Counsel are eligible to receive a stipend of up to 3% of their base salary, in lieu of a raise; provided however that the percentage of the stipend shall be pro-rated for any Vice President who was not employed for the preceding fiscal year in accordance with College practice. The total amount of stipends shall not exceed \$33,225.