

**COMMITTEE AS A WHOLE
ZOOM MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, May 6, 2021– 9:00 A.M.**

Present for the Business Affairs Committee: Lydia Hernández Vélez, Esq., presiding; Mr. Rob Dubow; Mr. Steve Herzog, and Mr. Michael Soileau.

Present for the Trustees: Ms. Chekemma J. Fulmore-Townsend, Ms. Deana Gamble, Ms. Sheila Ireland, Ms. Mindy Posoff, and Mr. Jeremiah J. White, Jr.

Present for the Administration: Dr. Donald Guy General, Mr. Jacob Eapen, Ms. Carol de Fries, Ms. Josephine DiGregorio, Ms. Marsia Henley, Dr. Samuel Hirsch, Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Vijay Sonty, Dr. David E. Thomas, Mr. John T. Wiggins, Ms. Mikecia Witherspoon, Dr. Mellissia Zanjani, and Victoria L. Zellers, Esq.

Guest: Ms. Sabrina Maynard, City of Philadelphia, Office of the Director of Finance

PUBLIC SESSION

AGENDA

Ms. Hernández Vélez opened the meeting at 9:04 A.M and stated that when she reviewed the agenda items for discussion, she placed them in “three different buckets” as follows:

- How do we make sure we are ready for on-campus life in September?
- How do we continue to build our technology infrastructure?
- How do we continue to operate in this environment (e.g., financial aid issues, increase access to workforce)?

(1) Data Center VxRail - Hyper Converged Infrastructure and Storage Area Network (SAN) Replacement (Action Item)

Background: VxRail is the only fully integrated, preconfigured, and pre-tested VMware hyper-converged infrastructure appliance family on the market. Based on VMware’s vSphere and Virtual SAN, and EMC software, VxRail delivers an all-in-one IT infrastructure transformation by leveraging a known and proven building block for the Software Defined Data Center (SDDC). Additionally, the last date that Dell Engineering may release any final software maintenance releases or bug fixes is August 23rd, 2023. After this date, Dell Engineering will no longer develop, repair, maintain, or test the product software.

Discussion: Mr. Eapen stated that the on August 3rd, 2018, Dell announced the end-of-sale and end-of-life dates for the Compellent SC4020, and Compellent SC200/220 storage enclosures. Mr. Eapen reported that Dell is leveraging our COSTARS agreement. He pointed out

that COSTARS is the State's cooperative purchasing consortium used by State Public Authorities, higher education institutions, and K-12. The pricing of COSTARS is \$924,666.78. Mr. Eapen stated that staff have been negotiating with Dell, and that the final selling price to the College is \$647,000 (Hardware: \$643,661.82 and Professional Services: \$2,828.08). He stated that the purchase can be made using Higher Education Emergency Relief Funds.

Mr. Sonty stated that as part of the College's Data Center architecture, the goal is to replace our current Dell SC4020 storage systems and associated storage enclosures with Dell VxRail Hyper-Converged appliances, for high availability, high performance, and ease of management. Mr. Sonty added that the solution will be built as a stretch cluster, across the Main Campus and the Northeast Regional datacenters encompassing automated failover of production and all critical services.

Mr. Eapen stated that this technology spend request is covered under the HEERF guidelines as it will be used to support remote instruction shift, provide extended student services, and enhance online learning capacity while covering the needed infrastructure upgrade associated with online education/learning.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the purchase of the Data Center VxRail SAN Replacement Project from Dell at the total cost of \$647,000. The purchase shall be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

(2) Elevator Maintenance (RFP) (Action Item)

Background: The elevator preventive maintenance service contract ensures continued safe, quiet, efficient, and trouble-free operation of the equipment. The service contract covers critical inspection, repair, and service standards to ensure all equipment and safety devices operate correctly and building code compliant.

The contractor shall systematically perform routine preventive maintenance on all elevator equipment every month. Regular preventative maintenance shall include inspection, lubrication, adjustment, cleaning, repair, and replacement of all equipment components, including, but not limited to, the following parts as required by the wear and tear of equipment.

Discussion: Mr. Eapen stated that the College issued RFP #10129 through the e-bid site Pennbid. There were 6 responses, Code Elevator, Otis Elevator, Tec Elevator, Liberty Elevator, Triad Lifts and Wyatt Elevator. Of these responses, 3 were significantly more expensive; therefore, the 3 lowest bidders were evaluated. He stated that Code Elevator was the lowest responsible bidder based on the monthly maintenance cost over five years for the amount of \$407,734. See Attachment A.

Ms. Henley stated that Code Elevator is located at 420 Fehleley Drive, Suite B, King of Prussia. PA 19406. She stated that Code Elevator has 42 employees of which 93% are male and 7% are female. Mr. Eapen stated that there are no minorities among the employees. However, he stated that staff will be reaching out to Code Elevator to encourage minority participation in their labor force.

Mr. Dubow asked if this was a capital project item. Mr. Eapen stated that this is an operating budget item. Mr. Herzog asked if this is more expensive than what was done in the past. Mr. Eapen stated that it is less expensive, and that the contractor who the College used in the past had very poor performance.

Action: Mr. Herzog moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the approval to award Elevator Maintenance to Code Elevator who is the lowest responsible bidder based on the monthly maintenance cost over five years for the amount of \$407,734. The motion passed unanimously.

(3) Furniture for Catto Scholarship Office (Action Item)

Background: The new Catto suite has a central Main entry, reception, and waiting area-with Catto leadership's offices and a built-in closet and scan / print zone located nearby. To the south, are staff offices, a conference room, a built-in storage closet, a support alcove, and a secondary scan/print zone. The south end of the suite has a staff entry/exit and the Conference Room also has a direct staff exit door. To the north are staff offices, additional built-in closets, a student-worker station, and a smaller staff pantry zone. The north end of the suite also has a staff entry/exit door. In total, the suite has a quantity of 21 offices and 1 reception/admin workstation which equals a quantity of 22 staff workspaces.

Discussion: Mr. Eapen stated that the College issued RFP #10146 through the e-bid site Pennbid. There were 6 responses: Corporate Facilities, Inc. (CFI), CI Solutions/TransAmerican, Krueger International (KI), Corporate Interiors, WB Mason, and A. Pomerantz & Co. Each was evaluated for lowest responsible bid for base and qualified/unqualified alternates. Two of the companies, Corporate Interiors and Krueger International, were not low bidders in any category. Please note the following:

1. CI Solutions/TransAmerica - \$199,795 plus 5% contingency = \$210,000
 - Haworth Systems Furnishings and Metal Casegoods
 - Work Table, Height Adjustable
2. WB Mason - \$49,271
 - Desk & Conference Chairs
 - Tables
 - Credenzas
 - Accessories (lighting, monitor arms etc.)
3. Corporate Facilities, Inc. - \$19,342
 - Guest Seating
 - Meeting Tables
4. A. Pomerantz - \$1,992
 - Whiteboards
 - Work Table, Height Adjustable

Mr. Eapen stated that the total procurement equals \$280,605; however, the Board would need to approve CI Solutions/TransAmerican in the amount of \$210,000 since it is above the threshold of \$100,000. The procurement will be made using the Catto dollars.

Ms. Henley stated that CI Solutions is a minority, woman-owned company based in Center

City Philadelphia. CI Solutions has 7 employees and has 43% diversity in its workforce. WB Mason is locally based in Philadelphia with 113 employees and a 35% diverse workforce. Corporate Facilities is a Minority Women-Owned Business and has a local office in Philadelphia. Corporate Facilities has 52 employees with 11.5 percent diversity in its workforce. A. Pomerantz is locally based in Philadelphia, 100 percent MBE-owned, and has 10% diversity in its workforce.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board that the College enter into a contract with CI Solutions/TransAmerican in the amount of \$210,000 to supply the furniture for the Catto Scholarship Office. The procurement will be made using the Catto dollars. The motion passed unanimously.

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

Discussion: Mr. Eapen stated that the Library & Learning Commons Project is in its last phase with 85-90% completed. He asked Mr. Wiggins to show pictures of those areas that have issues as a result of unforeseen conditions. Since it is a 120-year-old building, it was found that conditions are not as they appear on floor plans. As these conditions are revealed, new Alternative solutions are created to correct the conditions. Mr. Wiggins pointed out the challenge with the Curtain Wall. The floor is not even and does not support the weight of a new curtain wall in the location that it is going to be moved to. He stated that in order to support the Curtain Wall, additional steel will need to be added. Mr. Wiggins mentioned that exploratory work was done in the steel-paneled ceiling which connects the West Building with the Mint Building and may be problematic in the future.

Mr. Eapen stated that this Change Order Five in the amount of \$178,000 will be in addition to Change Orders 1, 2, 3 & 4, totaling \$768,912 which will increase the original contract amount of \$7,693,491 to \$8,640,403. Please refer to Attachment B.

Mr. Herzog asked if the College is near the end of the change orders. Mr. Eapen stated that staff is hoping that the College is near the end of the change orders. Again, Mr. Eapen, stated that issues arise as a result of unforeseen conditions.

Dr. Generals asked where the College was in terms of the other companies who bid on the LLC project. Mr. Eapen stated that the NADG came in at \$7.2m. The next bid, Bedwell, came in at \$8.7m. Smith Construction came in at \$9m; MJ Settelen Construction came in at \$11m; and Clemens Construction came in at \$11.6m. He stated that the difference between NADG and Bedwell is around \$1.6m. The difference between NADG and Clemens is around \$4.4m. If the College were to have given the contract to Bedwell, there would still be change orders due to unforeseen conditions.

Mr. Dubow asked when is the project due to be finished. Mr. Eapen stated that the project was scheduled to be completed in November of 2020. However, due to COVID, the College lost a period of three months and the challenge with the demolition contract. Staff is hoping that most of the work will be accomplished by the end of May 2021; and that the Curtain Wall will be accomplished in June.

Ms. Hernández Vélez emphasized that we are taking every step to make certain that we “memorialize” what we encountered for future projects.

Action: Mr. Soileau moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the New Age Development Group Change Order Five for the Library & Learning Commons Project in the amount of \$178,000. The motion passed unanimously.

After the motion, Mr. White asked Mr. Wiggins since staff and the Board have not had a clear understanding of how things were built in the past, how will staff correct this situation for the future. Mr. Wiggins stated that in the future, he would like to explore all areas using a 360 camera. He stated that he will digitize all the photos/documents and have it readily available. Mr. White asked how long would this process take. Mr. Wiggins stated that with the assistance of the new Director, Construction Management coming on board, the hope is to start the pictures in the Fall. Further, Mr. White asked about the costs of building materials. Mr. Wiggins stated that building materials have increased by 20% to 30% due to COVID and materials being shipped from overseas.

(5) Air Handling Unit Refurbishments (RFP 10141) (Action Item)

Background: The College provides for HVAC support of the Bonnell, Mint and West Buildings with sixteen (16) existing indoor Air Handling Units and three (3) HV units located in the basements of the Bonnell Building (Quantity-8), Mint Building (Quantity-4) and West Building (Quantity-4). The TRANE units are of various sizes ranging from approximately 27,000 CFM to 45,000 CFM and include the original sixteen (16) cooling coils and six (6) heating coils. The successful completion of this project will achieve improved air quality of CCP’s facilities and increased efficiency of the HVAC system. The Project must be completed within sixty (60) calendar days. Time is of the essence.

Contractor services are required to provide and install AHU and HV replacement equipment and components, power wash unit interior and install ultra-violet light and circuitry for existing units at the CCP facility. Technical specifications are attached with this invitation to provide available materials and any manufacturer’s data available.

The Contractor shall be responsible for securing from Philadelphia Licenses and Inspections any and all permits required by the Work. This may include Hot Works Permits and Construction Permits, etc. The project was publicly advertised in 2 newspapers: Al Dia & the Philadelphia Sunday Sun.

RFP#10141 for Air Handling Unit Refurbishments was a construction bid initially posted to PennBid on the 15th of April, with a PreBid meeting of the 14th, and with Bids Due on the 28th. An invitation was also sent through PennBid to DBEs listed on the Pennsylvania register. The mandatory PreBid Meeting on April 15th was attended by seven contractors, zero of which were DBEs.

Discussion: Mr. Eapen stated that one of the employees’ concerns about returning to the campus is the buildings’ airflow quality. This concern has also been raised by the Federation. He

stated that there were two bid submittals; PT Mechanical being the lowest responsible bidder.

With respect to receiving HEERF dollars to assist with this procurement, Ms. Zellers mentioned that the College is requesting DOE approval to use HEERF II dollars. There may be a question as to whether the improvements are based on CDC guidelines or are considered capital improvements. Based on DOE'S decision, Mr. Eapen stated that the funds may be split using HEERF dollars and College capital funds.

Ms. Henley stated that PT Mechanical is based in Moorestown, NJ with 37 employees of which one percent is diverse. Mr. White mentioned what is meant by "diverse." Ms. Henley stated that it is racial diversity broken down by African American, Hispanic, Asia/Pacific Islander, and Native Hawaiian/Pacific Islander.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board that the College enter into a contract with PT Mechanical, the lowest responsible bidder, in the amount of \$1,732,100. The motion passed unanimously.

(6) 125 Smart Technology Classrooms (Action Item)

Background: The Classroom Technology upgrades will enable flexible and engaging teaching and learning. Modes of teaching that will be possible with this technology include:

1. Synchronous learning, allowing student to participate from various locations:
 - Classes can be split into multiple classrooms for simultaneous instruction from an individual instructor, allowing the seating in each classroom to accommodate social distancing guidelines
 - Students can participate in the class from remote locations
2. Asynchronous Learning, allowing students to participate from any location or time: In conjunction with a robust video repository, lectures can be easily recorded for later playback and review by students.
3. On-campus learning: advanced technology that encourages innovation and student engagement.

This project included the following equipment for each of the 125 classrooms:

- ClearTouch Interactive Boards, software and accessories
- Whiteboards
- Instructor Lecterns
- Dell Monitors for Instructor lecterns
- Cisco Wireless Access Points
- Cable Installation Services (Ethernet)
- Electrical Outlet & Wiring Installation Services
- Telephones for each Classroom

Specific rooms including Biology, Chemistry, and Art labs will be equipped with two cameras for projection onto a large display monitor, permitting students in the classroom to see what the instructor is doing without having to crowd the demonstration area. This will allow for social distancing in the classroom. It will help with accessibility, because students in wheelchairs

will be able to see as clearly as anyone else in the room. We will also connect (existing) digital microscopes to allow the entire class to easily see microscopic detail. This setup can also be used for online learning, either live or recording to video.

The project includes:

- One PTZ (Pan, Tilt, Zoom) camera that can automatically track the instructor
- Another camera will be focused on the demonstration table
- A switcher so faculty can toggle between the two

Mr. Eapen reminded the Business Affairs Committee that 35 Smart Technology Classrooms were approved by the Board in March at a total project cost of \$529,556.36 funded through CARES Act institutional dollars. He stated that a competitive RFP #10148 was issued on April 9, 2021 with a bid due date of, April 29, 2021 on the electronic bid site PennBid. This process yielded 3 responsible bids, with only 1 bid for Cable Installation. This is a multiple award project to the lowest responsible bidder for each category. See Pricing Summary on Attachment D.

Mr. Eapen stated the following:

- Troxell Communication: 123 Cleartouch Classrooms \$1,497,966
- Visual Sound:
 - 25 Camera Demonstration Classrooms \$208,665
 - Nurses Conference Room (W2-05) \$11,199
 - Lecture Hall Room (S2-03) \$46,782
- Bridge Cable: Cabling Services \$189,648

He stated that the total procurement cost is \$1,954,260 and will be paid using HEERF dollars.

Ms. Henely provided the demographics. She stated that Troxell Communications has a corporate office in Phoenix and a local office in Philadelphia. Troxell has a total of 179 employees of which 7% are diverse. Bridge Cable is located in Abington, PA with 8 employees, with 37% diverse workforce. Visual Sound is a WBE firm located in Broomall, PA with 97 employees, of which 12.3% are diverse.

Mr. Soileau asked who will provide the training. Mr. Eapen stated that the College has a project lead on site with over 30 years of experience who will be working with Troxell and Visual Sound.

Action: Mr. Herzog moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board that the 125 Interactive Board Technology Classrooms and 25 Camera Classrooms project be awarded to the lowest responsible bidders as follows:

- Troxell Communications: 123 Cleartouch Classrooms \$1,497,966
- Visual Sound:
 - 25 Camera Demonstration Classrooms \$208,665
 - Nurses Conference Room (W2-05) \$11,199
 - Lecture Hall Room (S2-03) \$46,782

- Bridge Cable: Cabling Services \$189,648

The total Project Award, \$1,954,260, will be paid with HEERF (Higher Education Emergency Relief Funds).

(7) Electrical Wiring for Smart Technology Classrooms (Action Item)

Discussion: Mr. Eapen stated that for the installation of the Smart Technology in classrooms, new or the repositioning of the 110 Volt electrical outlets is required. This wiring is for 160 HEERF-funded classrooms and 22 Perkins-funded classrooms, a total of 182 classrooms. A competitive RFP #10148 was issued on April 9, 2021 with a bid due date of April 29, 2021 on the electronic bid site PennBid. This process yielded 1 responsible bidder for the electrical wiring component, Troxell Communications.

Ms. Henley stated that Troxell Communications was the only who bid the electrical portion of this project and will hire a subcontractor to perform the work. She stated that Troxell Communications has a corporate office in Phoenix and a local office in Philadelphia. Troxell has a total of 179 employees of which 7% are diverse. Mr. Dubow asked if Ms. Henley had the demographics on the subcontractor. Mr. Eapen mentioned that the information will be provided. Mr. Dubow questioned why only one bidder. Both Ms. Henley and Mr. Wiggins reached out to electrical contractors who the College used in the past; but they were involved with other projects.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board that the electrical wiring bid be awarded to Troxell Communications in the amount of \$283,112. The funding for the wiring of the 160 classrooms will be with HEERF funds in the amount \$248,890 and 22 classrooms will be funded through College funds in the amount of \$34,222. The motion passed unanimously.

(8) Appointment of Third Coast Higher Education as Financial Aid Consultants (Action Item)

Discussion: Ms. Zellers stated that there were preliminary findings by the Department of Education in a financial aid program review and the College has a limited time period to respond to the findings. The College's financial aid department is not able to do the work in house. The College sought proposals through outside counsel from three financial aid consulting firms: Blue Icon, Higher Education Assistance Group (HEAG), and Third Coast Higher Education. Blue Icon and Higher Education Assistance Group were only available to assist with a portion of the project. The College also directly reached out to Financial Aid Services, Inc. who also could do only a portion of the project. Third Coast Higher Education was available to assist on all aspects of the project. Third Coast Higher Education Group is 50% women-owned company with 80% of its staff identifying as women and 60% of its staff identifying as BIPOC. Third Coasts rates are \$180 per hour for file review and \$200 per hour for program review and improvement. The College has retained Third Coast Higher Education on a preliminary basis through the law firm of Saul Ewing who is assisting in the program review but requests the Board to affirm this appointment for the length of the project.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board to affirm the appointment of Third Coast Higher Education as

Financial Aid Consultants to respond to the DOE program review. The motion passed unanimously.

(9) Ann Hill Makerspace in Library and Learning Commons (Action Item)

Discussion: Mr. Eapen stated that on January 15 ,2021, Thomas Hill confirmed his intent to recommend a contribution be made to the Community College of Philadelphia Foundation (the "Foundation") from the Ann Hill Donor Advised Fund to establish the Ann Hill Pay If Forward Scholarship Endowment and to name the Ann Hill Makerspace in the Library and Learning Commons. On January 29, 2021, the Community College of Philadelphia Foundation (the "Foundation") received \$300,000 from the Ann Hill Donor Advised Fund, with \$250,000 designated for the endowment and \$50,000 designated for the naming opportunity. On April 20, 2021, Thomas Hill entered into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), confirming the \$300,000 donation and that the purpose of the donation was for the establishment of the Ann Hill Pay It Forward Scholarship Endowment, and the naming of the Makerspace in the Library and Learning Commons on the Main Campus of the College.

In accordance with the College's Naming Policy and the terms of the Gift Agreement, staff request that the Business Affairs Committee recommend to the Board of Trustees, the Resolution attached hereto as Attachment E, to properly recognize the donation from the Ann Hill Donor Advised Fund and name the Makerspace in the Library and Learning Commons, "the Ann Hill Makerspace."

Action: Mr. Herzog moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees, the Resolution attached hereto as Attachment E, to properly recognize the donation from the Ann Hill Donor Advised Fund and name the Makerspace in the Library and Learning Commons, "the Ann Hill Makerspace." The motion passed unanimously.

At this point, the Committee temporarily ended the Public Session at 9:47 A.M.

EXECUTIVE SESSION

The Committee participated in an Executive Session regarding legal matters and confidential and proprietary information of vendors.

PUBLIC SESSION

The Public Session reconvened at 10:20 A.M. to vote on the following action items:

(10) Appointment of Labor Relations Counsel (Action Item)

Discussion: Ms. Zellers stated that Act 195 requires the College to officially commence its labor negotiations in January 2022. As the College prepares for labor negotiations, the College would like to re-appoint the Faegre Drinker law firm (formerly Drinker Biddle). Faegre Drinker was successful in defending the College from unfair labor practice charges brought during the College's last negotiations confirming that assessment of student learning outcomes was in

integral job responsibility of the faculty and that the College had the management right to run a Winter Term. Faegre Drinker counsel also led labor negotiations which had many favorable outcomes for the College including re-enforcement of management rights, an increase in new faculty workload, diversity fellowships, and fiscally responsible changes to post-retirement healthcare benefits among other favorable changes.

Based on their knowledge of the College, its collective bargaining agreements and its successful representation of the College during the last negotiations, staff request that the Business Affairs Committee recommend to the full Board the reappointment of the Faegre Drinker firm with the team members expected to be: Mark Foley, Esquire, Matt Fontana, Esquire, and Renee Mason. Faegre Drinker has offered the College discounted rates for the length of the negotiations preparation and negotiations period. The Committee discussed the confidential and proprietary rates offered by Faegre Drinker during Executive Session.

Action: Mr. Herzog moved and Mr. White seconded the motion that the Committee recommend to the full Board the reappointment of the Faeger Drinker firm as labor relations counsel with the team members expected to be: Mark Foley, Esquire, Matt Fontana, Esquire, and Renee Mason. The motion passed with Mr. Dubow abstaining.

(11) AEC Partners (Action Item)

Background: The College's Purchasing Department assessed the local market for diverse suppliers for PPE supplies for our re-opening efforts. This process generally entails contacting local support and advocacy groups for recommendations. AEC Partners is a supplier on the Chamber of Commerce for Greater Philadelphia "Supply PHL" a published list of local and diverse firms who have PPE supplies available. AEC Partners were contacted and requested to provide price quotes for both surgical and KN95 masks. AEC Partners has the lowest unit cost for the KN95 masks in comparison to others. The College would like to purchase quantity 5,000 KN95 Masks at the unit cost of \$0.50, a total order amount of \$2,500. (Please refer to Attachment F.)

Under the College's Conflict of Interest policy and the Board of Trustees' Conflict of Interest policy and disclosure statements, if the College intends to do business with a trustee, his/her spouse, his/her child, other immediate family member or same household member, in more than a *de minimus* amount, the conflict must be disclosed, the Trustee may be present to answer any questions regarding the contract/business relationship, and then a discussion and vote must take place with the trustee not present. Trustee Harold Epps's daughter, Kathryn Epps, is the President of AEC Partners and Mr. Epps is an advisor to AEC Partners.

Although the recommended purchase is below \$5,000 and therefore, below the *de minimus* threshold, the College administration would like to receive Board approval for this purchase and any further purchases from AEC Partners that otherwise comply with the College's Open Markets Purchasing policy. AEC Partners is a minority-owned business enterprise and the College wishes to support MBEs when possible.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board to purchase from AEC Partners a quantity of 5,000 KN95 Masks at the unit cost of \$0.50, a total order amount of \$2,500. Trustee Harold Epps's daughter, Kathryn Epps, is the President of AEC Partners and Mr. Epps is an advisor to AEC Partners. The motion

passed unanimously.

(12) Pipeline! Philly

This item was tabled for a future meeting.

(13) New Business:

Mr. White mentioned that two presentations will be scheduled with the Commonfund and TIAA regarding the College's investment portfolios. All Committee members who are interested in attending should inform Mr. Eapen.

Mr. White mentioned to Mr. Soileau that when he went to do the videotaping for the virtual graduation, Mr. White talked to the people in the studio who had very good ideas regarding the College. Mr. White thought it best if Mr. Soileau would talk to them further about promoting the College. At this point, the Committee members observed that Mr. Soileau's audio and video features were not functioning.

(14) Future BAC Meeting Dates (Information Item)

For your time and consideration, proposed meeting dates have been established for Committee meetings through August 2022. The Committee meetings will be on a 3rd or 4th Wednesday in a month depending on the number of weeks in a month (4 or 5) and holidays. Future meeting dates are as follows. Also included are the Business Affairs Committee as a Whole Meetings:

2021

- **Thursday, May 6, 2021 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, May 19, 2021 – 9:00 A.M.
- Wednesday, June 23, 2021 – 9:00 A.M.
- **No meeting in July**
- Wednesday, August 18, 2021 – 9:00 A.M.
- **Thursday, September 2, 2021 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, September 22, 2021 – 9:00 A.M.
- Wednesday, October 20, 2021 – 9:00 A.M.
- **Thursday, November 4, 2021 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, November 17, 2021 – 9:00 A.M.
- **No meeting in December**

2022

- Wednesday, January 19, 2022 – 9:00 A.M.
- **Thursday, February 3, 2022- 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, February 16, 2022 – 9:00 A.M.
- Wednesday, March 23, 2022 – 9:00 A.M.
- Wednesday, April 20, 2022 – 9:00 A.M.
- **Thursday, May 5, 2022 – 9:00 A.M. (BAC Committee as a Whole)**
- Wednesday, May 18, 2022 – 9:00 A.M.

- Wednesday, June 22, 2022 – 9:00 A.M.
- No meeting in July
- Wednesday, August 24, 2022 – 9:00 A.M.

(15) Next Meeting:

The next regularly scheduled meeting will be held on Wednesday, May 19th at 9:00 A.M.

The meeting adjourned at 10:30 A.M.

JE:lm
Attachments

ATTACHMENT A

Elevator Maintenance RFP 10129

Description	Type	Qty	Qty	Code Elevator, Inc.	Otis Elevator Company	Tec Elevator Inc.	Liberty Elevator	Wyatt Elevator	Triad Lifts
The monthly Contract price for the initial Contract term (Years 1,2,3) shall be as follows	Base	Months	36	\$251,640	\$247,680	\$284,400	\$540,000	\$731,999	\$1,265,028
Valve & Pump Replacement / Oil Filtration UPGRADE CBI Parking Garage – Elevator 01	Option	Lot	1	\$24,190	\$8,850	\$13,500	\$23,370	\$25,700	\$9,650
3 Yr. Totals				\$275,830	\$256,530	\$297,900	\$563,370	\$757,699	\$1,274,678
And at Owner's Option, renewal years: Year 4	Option	Months	12	\$64,656.00	\$86,688.00	\$97,644.00	\$185,400	\$227,400	\$256,884
And at Owner's Option, renewal years: Year 5	Option	Months	12	\$67,248.00	\$91,022.40	\$100,572.00	\$191,100	\$232,200	\$267,156
5 yr. totals				\$407,734	\$434,240	\$496,116	\$939,870	\$1,217,299	\$1,798,718

ATTACHMENT B

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

	Prime	Negotiated price	Reason
Study carrel painted fire proofing and leveling	NADG-GC	40,200	Unforeseen
Curtain wall additional steel	NADG-GC	25,000	Unforeseen
Balance of Floor Leveling	NADG-GC	44,300	Unforeseen
lintels duct riser shaft	NADG-GC	51,000	Unforeseen
Brick infill and marble repair	NADG-GC	17,500	Unforeseen

Original Contract Amount	Prime	Total approved to Date	Amount pending Board Approval	Percent in change orders to original contract
\$7,698,491.00	NADG-GC	\$804,849.00	\$178,000.00	~12.7%

ATTACHMENT C

**Air Handling Unit Refurbishments
RFP 10141**

Air Handling Unit Refurbishments (RFP#10141)							
Reference Number	Description	Type	UOM	Quantity	Extended Estimate	PT Mechanical Group	EMCOR Fluidics
Total Extended						\$1,732,002.92	\$1,908,464.02
AHU: West Building Refurbishment						\$427,386.00	\$470,242.33
310	AHU, Clean/Power wash	Base	Each	4	\$4,144.00		\$5,587.44
320	AHU Access Doors Purchase & Install, 22" W x 59.4" H x 1" D	Base	Each	29	\$55,275.00		\$25,525.51
330	UV Light Purchase & Install (Airborne & Surface Disinfectant)	Base	Each	4	\$39,446.00		\$89,467.36
340	Cooling Coil Purchase & Install	Base	each	8	\$225,308.00		\$222,191.60
350	Heating Coil (AC-15 & HV-2) Purchase & Install	Base	Each	2	\$43,010.00		\$20,135.18
360	CHW Line Drain Pans, Strainers, Gauges, piping and Insulation – Purchase & Install	Base	Each	4	\$32,166.00		\$59,112.80
370	Actuated Dampers Purchase & Install	Base	Each	4	\$17,123.00		\$45,782.84
380	Air & Water Balancing	Base	Each	4	\$10,914.00		\$2,439.60
AHU: Mint Building Refurbishment						\$429,950.96	\$495,722.77
210	AHU, Clean/Power wash	Base	Each	4	\$4,144.00		\$5,587.44
220	AHU Access Doors Purchase & Install, 22" W x 59.4" H x 1" D	Base	Each	29	\$55,275.00		\$25,525.51
230	UV Light Purchase & Install (Airborne & Surface Disinfectant)	Base	Each	4	\$39,445.00		\$82,899.64
240	Cooling Coil Purchase & Install	Base	Each	8	\$223,882.96		\$253,649.12
250	Heating Coil (HV-3 & HV-4) Purchase & Install	Base	Each	2	\$45,355.00		\$20,135.18
260	CHW Line Drain Pans, Strainers, Gauges, piping and Insulation – Purchase & Install	Base	Each	4	\$33,812.00		\$59,703.44
270	Actuated Dampers Purchase & Install	Base	Each	4	\$17,123.00		\$45,782.84
280	Air & Water Balancing	Base	Each	4	\$10,914.00		\$2,439.60
AHU: Bonnell Building Refurbishment						\$841,765.96	\$942,498.92
110	AHU Clean/Power wash	Base	Each	8	\$10,465.00		\$11,174.88
120	AHU Access Doors Purchase & Install, 22"W x 59.4"H x 1" D	Base	Each	66	\$142,250.00		\$58,092.54
130	UV Light Purchase & Install (Airborne & Surface Disinfectant)	Base	Each	8	\$122,332.00		\$148,846.96
140	Cooling Coil Purchase & Install, TRANE	Base	Each	16	\$416,255.00		\$489,578.88
150	Heating Coil (AC-1 & AC-7) Purchase & Install, TRANE	Base	Each	2	\$51,856.00		\$20,135.18
160	CHW Line Drain Pans, Strainers, Gauges, piping and Insulation – Purchase & Install	Base	Each	8	\$30,002.96		\$118,225.60
170	Actuated Dampers Purchase & Install	Base	Each	8	\$47,705.00		\$91,565.68
180	Air & Water Balancing	Base	Each	8	\$20,900.00		\$4,879.20
AHU: zz Add Alternates – All Buildings							
510	Roll Filter, Daikin Applied Americas Inc.	Option	per Foot	1	\$1.75		\$7,339.34
520	Interior Unit Rust Inhibitor Painting	Option	per Square Foot	1	\$6.75		\$126.98
AHU: zz Allowances - All Buildings To provide ancillary services							
610	Pipe Insulation	Option	per Foot	1	\$3.55		\$20.54
620	Epoxy Floor Finishes..... [Fresh Air to Front (Loading side) of coil]	Option	per Square Foot	1	\$7.25		\$126.98
Electrical: UV Lighting System Power for AHU Refurbishment						\$32,900.00	\$0.00
710	120VAC, 20A Circuit Tie-ins, From HVAC Unit (Air Ionization and Cooling Component UV Systems 120VAC Single Point connection) to AHU Lighting Circuits	Base	Each	19	\$30,400.00		\$0.00
730	Cable & Raceway Components	Base	Lot	1	\$2,500.00		\$0.00
Electrical: zz Add/Alternates for UV Lighting System Power							
810	120VAC, 20A Circuits From HVAC Unit (Air Ionization and Cooling Component UV Systems 120VAC Single Point connection) to Panelboard	Option	@300' average length	1	\$12,558.00		\$0.00
820	Circuit Breakers 120VAC, 20A, 10-22KAIC, to match existing panels	Option	Each	1	\$415.00		\$0.00
830	Cable & Raceway Components	Option	Each	1	\$500.00		\$0.00

ATTACHMENT D

**125 Smart Technology Classrooms Pricing Summary
RFP 10148**

RFP# 10148				
Classroom Technology Upgrades - CARES 2				
Description	Bridge Cable	Troxell Communications	Visual Sound, Inc.	
CARES ACT 2 - CLEAR TOUCH RETROFIT ROOMS, 123 ROOMS	\$0.00	\$1,497,966.00	\$1,694,948.00	
CARES ACT 2 - CAMERA DEMONSTRATION, 25 ROOMS (AUTO TRACKING & PTZ CAMERAS)	\$0.00	\$0.00	\$208,665.00	
CARES ACT 2 - ETHERNET CABLE INSTALLATION SERVICES, 125 ROOMS	\$189,648.00	\$0.00	\$0.00	
CARES ACT 2 - CLEAR TOUCH 75" (ROOM W2-05 NURSES CONFERENCE ROOM)	\$0.00	\$0.00	\$11,199.00	
CARES ACT 2 - PANASONIC LASER PROJECTOR, ELECTRIC SCREEN, PTZ CAMERAS (S2-03 LECTURE HALL)	\$0.00	\$0.00	\$46,782.00	
Awarded Supplier & Amount	\$189,648.00	\$1,497,966.00	\$266,646.00	
Project Total			\$1,954,260.00	

ATTACHMENT E

Ann Hill Makerspace in Library and Learning Commons

Resolution on the Ann Hill Makerspace in the Library and Learning Commons

WHEREAS, on January 15, 2021, Thomas Hill confirmed his intent to recommend a contribution be made to the Community College of Philadelphia Foundation (the "Foundation") from the Ann Hill Donor Advised Fund to establish the Ann Hill Pay If Forward Scholarship Endowment and to name the Ann Hill Makerspace in the Library and Learning Commons.

WHEREAS, on January 29, 2021, the Community College of Philadelphia Foundation (the "Foundation") received \$300,000 from the Ann Hill Donor Advised Fund, with \$250,000 designated for the endowment and \$50,000 designated for the naming opportunity.

WHEREAS, on April 20, 2021, Thomas Hill entered into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), confirming the \$300,000 donation and that the purpose of the donation was for the establishment of the Ann Hill Pay It Forward Scholarship Endowment, and the naming of the Makerspace in the Library and Learning Commons on the Main Campus of the College.

WHEREAS, in accordance with the College's Naming Policy and the terms of the Gift Agreement, the College desires to properly recognize the donation from the Ann Hill Donor Advised Fund;

NOW THEREFORE, on this 6th day of May, 2021, the Board of Trustees hereby resolves that in accordance with the terms of the Gift Agreement the College shall name the Makerspace in the Library and Learning Commons, "the Ann Hill Makerspace."

ATTACHMENT E

AEC Partners

ITEM DESCRIPTION	QTY	UOM	AEC PARTNERS MBE 836 South St Phila., PA 19147	TOTAL COST		EMSCO MBE 5070 Parkside Ave Phila., PA 19131	TOTAL COST		IMPACT DIMENSIONS MBE 2400 Market St #268 Phila., PA 19103	TOTAL COST
KN95 MASKS	5,000	EA	\$0.50	\$2,500.00		\$1.80	\$9,000.00		\$0.95	\$4,750.00