

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Thursday, June 3, 2021 – 9:00 A.M.**

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

**Present for the Administration:** Dr. Donald Guy General, Mr. Jacob Eapen, Ms. Marsia Henley, Mr. Gim Lim, Mr. Derrick Sawyer, Mr. John T. Wiggins, and Victoria L. Zellers, Esq.

**Present for the City:** Ms. Sabrina Maynard

**AGENDA – PUBLIC SESSION**

Ms. Hernández Vélez opened the meeting at 9:02 A.M.

**(1) 2021-2022 Property and Casualty Insurance Renewal Package (Action Item)**

Discussion: Mr. Eapen stated that the College received insurance premiums and coverages based upon the insurance renewal process conducted by Willis Towers Watson, the College's broker. The insurance premiums increased from \$942,191 in 2020-21 to estimated \$1,059,112 in 2021-22, a difference of \$116,826. Please refer to Attachment A. Mr. Eapen stated that staff budgeted for the increase in the insurance premiums; and that approximately \$47,000 will be remaining and will be used for the insurance for the Career and Advanced Technology Center.

Mr. Sawyer highlighted the major increases in the insurance premiums as follows:

- a. Property Insurance increased by 35% due to the College's appraised property values being reviewed resulting in an 18% increase in insurance premiums.
- b. Workers' Compensation increased due to exposure rates from previous years, resulting in a 10% increase in insurance premiums.
- c. Student Medical Malpractice, which is insurance for the College's clinical students, rose due to the expected number of students returning in the Fall semester resulting in a \$5,257 increase.
- d. Security and Privacy (Cyber Insurance) rose due to the increased number of cyber threats throughout the country resulting in a \$9,622 increase.

Ms. Zellers pointed out that one of the reasons why the College preferred to stay with PMA as the Workers' Compensation carrier is because PMA approved the College to utilize the expertise of Ms. Barbara Young of Scaff & Young, a partially minority, women-owned firm, for legal services. Mr. Sawyer mentioned that PMA also included a Sliding Scale Dividend which could provide the College with dividends based on the College's losses.

Mr. Epps asked Mr. Dubow how the insurance increases compare with the City of Philadelphia. Mr. Dubow stated that the trends are similar and that the City was having difficulty in obtaining Cyber insurance. With regard to Cyber insurance, Mr. Epps asked what are the steps that the College is taking to protect its data. Mr. Eapen stated that the College has a 24-hour service that monitors the College's system. He suggested that at the next Business Affairs Committee meeting, College staff can provide detailed information on its IT security. Mr. Epps suggested that this is a conversation that should be reinforced for the Middle States process. Dr. Generals stated that the College put in place technological infrastructures that are continually being monitored. He stated that an integral part of the Middle States process is to have data integrity.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the 2021-22 insurance program, with a total cost of \$1,109,112 including the broker fee. The motion passed unanimously.

**(2) Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler (Action Item)**

Discussion: Mr. Eapen stated that, as part of the College's return to the Main Campus and Regional Centers, restrooms will be retrofitted with new touchless faucets and touchless flushometers. Additionally, all existing water fountains will be retrofitted with refrigerated water bottle-filling devices.

Mr. Eapen stated that the College issued RFP #10150 through the e-bid site Pennbid with two (2) projects, Project A for water bottle filling stations with coolers and Project B for touchless restroom retrofits. The mandatory pre-bid meeting was attended by eight (8) contractors, Chadwick Service Company, LGB Mechanical, Burns Cope Associates, MMB Contractors, APR Plumbing, Kaser Mechanical, Paradigm Mechanical, Garry's Plumbing & Heating. This yielded responsible bids from three (3) contractors, Chadwick Service Company, LGB Mechanical and Kaser Mechanical. Please refer to Attachment B.

Mr. Eapen stated that the two lowest responsible bidders were LGB Mechanical for the Bottle-Filling Station and Cooler; and Chadwick Service Company for the Touchless Faucets and Flushometers. He pointed out that the purchase will be made using Higher Education Emergency Relief Funds.

Ms. Henley stated that LGB Mechanical, located in West Berlin, NJ, has 4 employees with no minorities in its workforce. She stated Chadwick Service Company is located in Bensalem, PA with 54 employees, of which 6% are ethnic minorities.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the full Board approval of an award to the two (2) lowest responsible bidders for a total award of \$567,586 for both Project A and B as follows:

- Project A: Bottle-Filling Station and Cooler is LGB Mechanical at \$129,400

- Project B: Touchless Faucets and Flushometers is Chadwick Service Company at \$438,186

The purchase will be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

### **(3) Site Furniture Institution-Wide Outdoor Hardscaped Spaces (Action Item)**

Discussion: Mr. Eapen stated that, as part of the College's safe return to campus, we are planning to add site furnishings to the outdoor hardscaped spaces at CCP Main Campus, NERC and NWRC. The furnishings specified will match the manufacturers, styles, and colors already in place at each location.

The College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer, based in Philadelphia. Their quote uses Pennsylvania State Contract pricing and the College has received an estimated install by The Riff Group, a WBE installer. See Attachment C for pricing summary.

Ms. Henley provided the demographics. She stated that CI Solutions is located in Philadelphia. CI Solutions is 100% minority, women-owned with a 43% diverse workforce. She stated that The Riff Group is located in Phoenixville, PA with 53 employees and a 12% diverse workforce.

Ms. Hernández Vélez asked where at the Main Campus and Regional Centers will the site furnishings be placed. Mr. Wiggins stated that at the Main Campus, the locations will be at the Pavilion Area Courtyard, Bonnell Courtyard, and underpass where the bike racks are located. At the Northeast and Northwest Regional Centers, the locations will be at the back-Courtyard entranceways.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of awards to the following company:

- A. CI Solutions LLC/TransAmerica - \$130,398.20
  - Site Furnishings (Landscape Forms)

The motion passed unanimously.

### **(4) Protective Clear Screens (Action Item)**

Discussion: Mr. Eapen stated that as part of the College's safe return to campus, staff is planning to add sturdy, metal trimmed, ¼" thick, clear acrylic divider screens institution-wide. The divider screens specified will match the fit and finish already in place at the campus. He mentioned that College staff did a walk through with Pennoni, the College's COVID-19 Consultants. Mr. Eapen stated that the College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer based in Philadelphia. CI Solutions' quote uses The Interlocal Purchasing System (TIPS-USA) buying agreement and the College received an estimated install by The Riff Group, a WBE installer. See Attachment D for pricing summary. Mr. Eapen stated that CI Solution, LLC/TransAmerica quote was received for \$146,443.30 for clear acrylic and

metal divider screens and the install by Riff is estimated at \$38,062.35 for a total cost of \$184,505.65. The purchase will be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

Ms. Henley stated that the CI Solutions is located in Philadelphia. CI Solutions is 100% minority, women-owned with a 43% diverse workforce. She stated that The Riff Group is located in Phoenixville, PA with 53 employees and a 12% diverse workforce.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the approval of awards to the following:

- CI Solution, LLC/TransAmerica = \$146,443.30 -clear acrylic plus metal divider screens
- Install by Riff estimated at \$38,062.35  
= \$184,505.65

The purchase will be made using Higher Education Emergency Relief Funds. The motion passed unanimously.

**(5) Supplemental Information on the 2021-2022 College Budget (Information Item)**

Mr. Eapen stated that the Business Affairs Committee approved the 2021-2022 College Budget at the May 19, 2021 meeting. As part of the public document, Attachment E, which contains the Budget Summary - Funding Sources and Application of Funds for the Fiscal Year July 1, 2021 - June 30, 2022 is officially incorporated into the minutes.

The Public Session temporarily ended at 9:20 A.M.

**EXECUTIVE SESSION**

The Business Affairs Committee went into Executive Session.

**PUBLIC SESSION**

The Committee returned to the Public Session at 9:35 A.M. to vote on the Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios.

**(6) Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios (Action Item)**

Background: Banner Works, Inc. has failed to install the public art work pursuant to the College's contract with them and despite multiple efforts to resolve the matter amicably. The College wishes to retain Fox Rothschild to pursue an equitable action and seek specific performance of the contract and/or monetary damages.

Discussion: Ms. Zellers stated that Wali Rushdan will be lead attorney on the matter and Fox has offered a 20% discount on his regular rate. Mr. Ron Williams, who represented the College successfully in the Burt Hill litigation, will supervise the matter, and Fox has offered a 30% discount on his regular rate. Ms. Zellers stated that during upcoming Business Affairs Committee Executive Sessions, the Committee will be updated on the litigation matter.

Action: Mr. Epps moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios. The motion passed with Mr. Dubow abstaining.

**(7) Informational Update:**

Ms. Zellers informed the Committee that Gold Enterprises, LLC, a minority and women-owned firm, will be the College's Anti-Racist Consultant. Because the contract will be under the threshold for Board approval, the contract will not need Board approval. She stated that training will be given to the Board of Trustees, President's Cabinet, administration, faculty, and staff and it will assist the College in framing the work of the Anti-Racist Committee.

**(8) Next Meeting Date:**

Ms. Hernández Vélez stated that the next regularly scheduled meeting of the Business Affairs Committee meeting **is scheduled for Wednesday, June 23<sup>rd</sup> at 9:00 A.M.**

Since there were no other items for discussion, Ms. Hernández Vélez asked for a motion to close the Business Affairs Committee meeting. Mr. Herzog moved and Mr. Dubow seconded the motion to close the Business Affairs Committee meeting. The motion passed unanimously.

The meeting adjourned at 9:43 A.M.

# **ATTACHMENT A**

## **2021-2022 Property and Casualty Insurance Renewal Summary**

Coverage	Carrier	Expiring (2020-21) Premium	Renewal (2021-22) Premium			
Property	CM Regent	\$197,892	\$232,604	18%		34,712
General Liability (\$1M)	CM Regent	148,811	149,280	0%		469
Automobile	CM Regent	17,257	15,871	-8%		(1,386)
Workers' Compensation	PMA	317,761	348,391	10%		30,630
Umbrella (\$20M) - Excess Liability	CM Regent	76,784	78,989	3%		2,205
International Liability	Navigators	2,356	2,500	6%		144
Crime (\$4M x \$1M) - Excess Crime	CM Regent	12,964	13,740	6%		776
Educators Legal Liability (\$15M)	UE	150,666	185,319	23%		34,653
Student Medical Professional Liability (\$1M)	CNA	4,157	9,414	126%		5,257
Travel Accident	AIG	1,315	1,154	-12%		(161)
Security & Privacy	Chubb	12,228	21,850	79%		9,622
<b>TOTAL INSURANCE PREMIUMS</b>		<b>942,191</b>	<b>1,059,112</b>			
Broker Fee	Willis Towers Watson	\$ 55,000	\$ 50,000	-9%		(5,000)
<b>TOTAL WITH BROKER FEE</b>		<b>997,191</b>	<b>1,109,112</b>			

# **ATTACHMENT B**

## **Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler**

	<b>Description</b>	<b>Type</b>	<b>UOM</b>	<b>Quantity</b>	<b>Chadwick Service Company</b>	<b>LGB Mechanical Inc.</b>	<b>Kaser Mechanical, LLC.</b>
Project A: Bottle-Filling Station and Cooler							
	Furnish and install Refrigerated Dispenser Design Wall Water Coolers with Bottle-Filling Stations /RFP#10150	Base	Lot	1	\$154,973	\$129,400	\$275,000
Project B: Touchless Faucets and Flushometers for Toilets and Urinals							
	Furnish and install touchless flushometers, and lavatory faucets /RFP#10150	Base	Lot	1	\$438,186	\$519,250	\$1,000,000



# **ATTACHMENT C**

## **Site Furniture Institution-Wide Outdoor Hardscaped Spaces**



**CCP - OUTDOOR FURN - LANDSCAPE FORMS**

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	LSF	6	<b>LOUNGE</b> AMERICANA LOUNGE, CHARCOAL GRAY LOCATION: NERC - 4 LOCATION: NWRC - 2 QUOTE: 0000332543	List: \$1,372.80 Sell: \$1,372.80 Discount %: 0.00	\$8,236.80 \$8,236.80 0.00
2	LSF	1	<b>PLANTER</b> SORELLA PLANTER, 40 GALLON, STEEL LOCATION: MAIN CAMPUS QUOTE: 0000332543	List: \$1,258.40 Sell: \$1,258.40 Discount %: 0.00	\$1,258.40 \$1,258.40 0.00
3	LSF	6	<b>OUTDOOR TABLE</b> MINGLE 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$20,467.20 \$20,467.20 0.00
4	LSF	9	<b>OUTDOOR TABLE</b> MINGLE 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS - 7 LOCATION: NERC - 2 QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$30,700.80 \$30,700.80 0.00
5	LSF	1	<b>OUTDOOR TABLE</b> CAROUSEL 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
6	LSF	1	<b>OUTDOOR TABLE</b> CAROUSEL 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
7	LSF	2	<b>WASTE CONTAINER</b> PLEXUS LITTER CONTAINER, 20" SIDE OPENING, 30 GALLON, BLACK LOCATION: NWRC QUOTE: 0000332515	List: \$1,164.80 Sell: \$1,164.80 Discount %: 0.00	\$2,329.60 \$2,329.60 0.00
8	LSF	2	<b>UMBRELLA</b> PEAK UMBRELLA, HEXAGONAL, PERFORATED CANOPY, STEEL LOCATION: NERC QUOTE: 0000332515	List: \$3,088.80 Sell: \$3,088.80 Discount %: 0.00	\$6,177.60 \$6,177.60 0.00

Item	MFG	Qty.	Product	Price	
				Unit	Extended
9	LSF	10	<b>RECYCLE</b>	List:	\$2,568.80 \$25,688.00
			SELECT DOUBLE RECYCLING UNIT, MATTE BLACK	Sell:	\$2,568.80 \$25,688.00
	TS-4		LOCATION: MAIN CAMPUS - 6	Discount %:	0.00
			LOCATION: NERC - 4		
			QUOTE: 0000332515		

PA State Contract: 4400016564

**Total List: \$99,060.00**

P.O. TO: Landscape Forms

**Total Sell: \$99,060.00**

C/O TRANSAMERICAN

**Total Discount %: 0.00**

7800 E. Michigan Ave

**Plus estimated install = \$26,746.20**

Kalamazoo, MI 49048-9543

**Estimated Total = \$125,806.20**

# **ATTACHMENT D**

## **Protective Clear Screens**





## CCP - Safe Return - Plexi Screens - Mergeworks

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	MER	30	<b>TTSG-2440-AA-SFSL2-CLR</b> TERRACE SNEEZE GUARD PANEL, 24"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-24W40H	List:	\$465.00	\$13,950.00
				Sell:	\$241.80	\$7,254.00
				Discount %:		48.00
2	MER	30	<b>TTSG-3040-AA-SFSL2-CLR</b> TERRACE SNEEZE GUARD PANEL, 30"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-30W40H	List:	\$570.00	\$17,100.00
				Sell:	\$296.40	\$8,892.00
				Discount %:		48.00
3	MER	122	<b>TTSG-3636-AA-SFSL2-CLR</b> TERRACE SNEEZE GUARD PANEL, 36"W X 36"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-36W36H	List:	\$570.00	\$69,540.00
				Sell:	\$296.40	\$36,160.80
				Discount %:		48.00
4	MER	30	<b>TTSG-3640-AA-SFSL2-CLR</b> TERRACE SNEEZE GUARD PANEL, 36"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-36W40H	List:	\$710.00	\$21,300.00
				Sell:	\$369.20	\$11,076.00
				Discount %:		48.00
5	MER	30	<b>TTSG-4240-AA-SFSL2-CLR</b> TERRACE SNEEZE GUARD PANEL, 42"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-42W40H	List:	\$730.00	\$21,900.00
				Sell:	\$379.60	\$11,388.00
				Discount %:		48.00
6	MER	30	<b>TTSG-6040-AA-SFSL2-CLR</b> TERRACE SNEEZE GUARD PANEL, 60"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-60W40H	List:	\$1,200.00	\$36,000.00
				Sell:	\$624.00	\$18,720.00
				Discount %:		48.00



**CCP - Safe Return - Plexi Screens - SpecailT**

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	SPT	15	<b>ST-RLFRM-3475</b>	List:	\$647.00	\$9,705.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 34"W X 75"H	Sell:	\$323.50	\$4,852.50
			DVSCR- MOBILE-34W75H	Discount %:		50.00
2	SPT	60	<b>ST-RLFRM-4375</b>	List:	\$770.00	\$46,200.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 43"W X 75"H	Sell:	\$385.00	\$23,100.00
			DVSCR- MOBILE-43W75H	Discount %:		50.00

TIPS: 200301  
P.O. TO: SPECIAL T  
C/O TRANSAMERICAN  
11820 WILLS ROAD  
ALPHARETTA, GA 30009

**Total List:** \$55,905.00  
**Total Sell:** \$27,952.50  
**Total Discount %:** 50.00



## CCP - Safe Return - Labor - Riff

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	RIF	1	QUOTE# 33141-1 LABOR TO BUILD SCREEN MOCK-UP	Sell: \$520.00	\$520.00
2	RIF	1	QUOTE# 33141-2 RECEIVE, DELIVER AND INSTALL ACRYLIC SCREENS AT VARIOUS LOCATIONS AROUND CCP CAMPUS DURING REGULAR WEEKDAY DAYTIME HOURS	Sell: \$32,542.35	\$32,542.35

**Total: \$33,062.35**

~ PROPOSAL DOES NOT INCLUDE SALES TAX ~  
~ PROPOSAL VALID FOR (30) DAYS ~

APPROVAL: \_\_\_\_\_  
SIGNATURE DATE

Item	MFG	Qty.	Product	Price	
				Unit	Extended

TIPS: 200301	<b>Total List:</b>	<b>\$179,790.00</b>
P.O. TO: MERGEWORKS	<b>Total Sell:</b>	<b>\$93,490.80</b>
C/O TRANSAMERICAN	<b>Total Discount %:</b>	48.00
4985 Eisenhower Road		
San Antonio, TX 78218		



# **ATTACHMENT E**

**Budget Summary - Funding Sources and  
Application of Funds for the Fiscal Year July 1,  
2021 - June 30, 2022**

**TABLE I**

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS  
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

<b>FUNDING SOURCES</b>	<b>Operating</b>	<b>Capital</b>	<b>Catto Scholarship Program</b>	<b>Total</b>
Student Tuition	\$47,200,675			\$47,200,675
Student Technology Fee	9,154,954			9,154,954
Credit Course Fee	3,094,952			3,094,952
Distance Education Fee	1,625,535			1,625,535
Adult Literacy Program Fee	66,672			66,672
Senior Citizen Fee	12,593			12,593
Other Non-Instructional Fees	882,546			882,546
City of Philadelphia	33,367,206	5,942,001	\$8,818,868	48,128,075
Commonwealth of Pennsylvania	32,437,263	5,657,509		38,094,772
Interest Income	194,742			194,742
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	269,261			269,261
HEERF	<u>9,029,938</u>			<u>9,029,938</u>
<b>Total Current Operating Revenues</b>	137,987,895		8,818,868	158,406,273
Student General, and Other Fees	1,466,065	288,814		1,754,879
Grant Capital Revenues		<u>400,000</u>		<u>400,000</u>
<b>Total Educational and General Revenues</b>	139,453,960		8,818,868	148,272,828
Auxiliary Enterprises	1,132,635			1,132,635
<b>TOTAL SOURCES OF FUNDS</b>	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>
<b>APPLICATION OF FUNDS</b>				
Operating Budget Salary Expenses	\$75,593,744			\$75,593,744
Operating Budget Staff Benefits Expenses	35,466,058			35,466,058
All Other Operating Budget Expenses	26,381,268			26,381,268
PowerUp Your Business	800,000			800,000
Catto Scholarship Program Expenses			\$8,818,868	8,818,868
<b>Reduced Current Operating Expenses</b>	138,241,070		8,818,868	147,059,938
Student Activities & Commencement	<u>1,908,986</u>			<u>1,908,986</u>
<b>Total Educational and General Expenditures</b>	140,150,056		8,818,868	148,968,924
Auxiliary Enterprises	436,539			436,539
Capital Acquisitions		\$1,231,040		1,231,040
Debt Service		<u>11,057,284</u>		<u>11,057,284</u>
<b>TOTAL USES OF FUNDS</b>	140,586,595	12,288,324	8,818,868	161,693,787
Transfer to Student Activities Reserve	<u>0</u>			<u>0</u>
<b>TOTAL APPLICATION OF FUNDS</b>	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>