

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND  
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, August 18, 2021 – 9:30 A.M.**

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

**Present for the Executive Committee:** Mr. Jeremiah J. White, (presiding); Mr. Harold Epps, Ms. Chekemma Fulmore-Townsend, Lydia Hernández Vélez, Esq. Ms. Sheila Ireland, and Ms. Mindy Posoff

**Present for the Administration:** Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Marsia Henley, Ms. Lisa Hutcherson, Jessica Hurst, Esq., Mr. Gim Lim, Mr. Derrick Sawyer, and Mr. John Wiggins.

**Guests:** Dr. Judith Gay, Vice President Emerita, and Ms. Sabrina Maynard, City of Philadelphia

**AGENDA**  
**PUBLIC SESSION**

Mr. White requested that Mr. Herzog, on behalf of Ms. Hernández Vélez, called the Business Affairs Committee meeting to order. Mr. Herzog called the meeting to order at 9:33 A.M. and asked Mr. Eapen to proceed with the first agenda item.

**(1) Amendment to the Contract with Pennoni Associates, Inc. to Include the College's Regional Centers (Action Item):**

Background Information: The National Air Duct Cleaners Association (NADCA) and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) are leading institutions which publish standards and guidelines related to indoor air quality and the built environment. ASHRAE has provided recommendations for reducing airborne infectious aerosol exposure that have been accepted by the CDC and WHO as industry standards in the pandemic response. ASHRAE recommends maintaining and operating the HVAC system as designed and commissioning the HVAC system to ensure proper function.

The Initial Contract was based on Pennoni's proposal dated July 6, 2021 in the amount of \$2,446,500 for the Main Campus. That proposal did not include duct cleaning services for the Regional Centers. This Amendment is to include duct cleaning (task 2) and duct cleaning oversight (task 3) services as identified in our original contract.

Task 2h – Clean Ductwork at Northeast Regional Center \$272,800  
Task 2i – Clean Ductwork at Northwest Regional Center \$225,500  
Task 2j – Clean Ductwork at West Regional Center \$ 63,800

Task 3 – Duct Cleaning Oversight. We recommend a budget of 98,900 (Time and Materials)

Discussion: Mr. Eapen stated that when the Board of Trustees approved the Pennoni Associates, Inc. contract, the original contract did not include the Regional Centers. The College is amending its contract with Pennoni Associates, Inc. to conduct HVAC and COVID-19 consulting services at the College's Regional Centers. Please refer to Attachment A for the Pennoni Associates, Inc. Proposal.

Mr. Eapen stated that the total contract amendment amount equals \$661,000. HEERF dollars will be utilized for the project services. Mr. Eapen reported that the ductwork project is over one million linear feet; and that the project is going extremely well with the goal of completing Northeast, Northwest, and West Regional Centers by August 31, 2021.

Mr. Eapen asked Ms. Henley to provide the demographics for Pennoni and its subcontractor, Aella Industries. Ms. Henley stated that Pennoni is headquartered at 1900 Market Street, Philadelphia. Pennoni has 208 employees, of which 16.5% are diverse. Ms. Henley stated that Aella Industries is located in Aston, PA in Delaware County. Thus far, Aella has 42% minorities on site. Mr. Epps asked out of the 42% who are minorities, how many are "BIPOC" (Black, Indigenous and People of Color). Ms. Henley stated that out of 3,176 hours, about 1,064 are African-American workers and 192 are Hispanic workers. She stated that 140 females are working on the project.

Mr. Dubow questioned if there were any general rules regarding reviewing the contracts. Mr. Wiggins stated that on average, there are 10 to 15% in change orders; and remodeling old buildings is up to 20%. Mr. Epps suggested that he would put this in the category of "expansion of scope of work." He stated that, in essence, it is not a change order. Mr. Dubow agreed. Mr. Epps asked what led to the original scope defined only at the Main Campus, and not at the Regional Centers. Mr. Eapen stated that staff were on a "fast track" to open up the campuses and started with the Main Campus buildings and this request is an amendment to the original contract.

Action: Mr. Epps moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the amendment to the contract with Pennoni Associates, Inc. which will include the Regional Centers for an amount not to exceed \$661,000. HEERF dollars will be utilized for the project services. The motion passed unanimously.

## **(2) Contract with DeWitt Mechanical (Action Item)**

Discussion: Mr. Eapen stated that the Facilities and Construction Management Department procured emergency services for HVAC repairs needed for the safe return of employees and students to the College. Pennoni performed air flow testing throughout the campus and the results showed the College had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC related failures. In order to get premium airflow, the department started repair to the HVAC system.

Mr. Eapen stated that the College sought the services of contractors who could start work immediately. The contractors chosen have done HVAC repair work on large systems similar to what we have at the College. Staff started out with a Purchase Order for \$60,000 for Dewitt Mechanical. As work progressed, it became apparent that to complete this work, the contractor would be in excess of over \$100,000.

Ms. Henley provided the demographics for Dewitt Mechanical, a PA, Co-Star approved contractor. She stated that Dewitt is locally based in Philadelphia. Dewitt is 100% minority owned, with an 80% diverse workforce. She stated that Dewitt is currently under contract with the School District of Philadelphia with various schools for similar type work.

In addition, Dewitt has done satisfactory work for the College. Staff are having all work checked and verified through Pennoni to ensure we are obtaining optimal airflow and code compliance.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a contract with Dewitt Mechanical for an amount not to exceed \$150,000. HEERF dollars will be utilized for the project services. The motion passed unanimously.

### **(3) Contract with Paradigm Mechanical (Action Item)**

Background Information: The Facilities and Construction Management Department procured emergency services for HVAC repairs needed for the safe return of employees and students to the College. Pennoni performed air flow testing throughout the campus and the results showed the College had units that were not performing at their peak. This is because of motors, belts, filters and other HVAC related failures. In order to get premium airflow, the department started repair to the HVAC system.

Discussion: Mr. Eapen stated that the College sought the services of contractors who could start work immediately. The contractors chosen have done HVAC repair work on large systems similar to what we have at the College. Staff started out with a Purchase Order for \$60,000 for Paradigm Mechanical. As work progressed, it became apparent that to complete this work, the contractor would be in excess of over \$100,000. Mr. Eapen stated that staff are requesting for a contract not to exceed \$175,000 using HEERF dollars.

Ms. Henley provided the demographics for Paradigm Mechanical. She stated that Paradigm is located in Lansdowne, PA and are 100% WBE-owned with a 6% diverse workforce. Paradigm has worked on HVAC projects which include the Philadelphia Airport and various schools in the PA region. Staff are having all work checked and verified through Pennoni to ensure we are obtaining optimal airflow and code compliance.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a contract with Paradigm Mechanical for an amount not to exceed \$175,000. HEERF dollars will be utilized for the project services. The motion passed unanimously.

On behalf of the Board, Mr. White thanked Ms. Henley for the level of detail she has been providing on the demographics for the different vendors.

### **(4) Stop Loss (Action Item)**

Mr. Eapen stated that Trion, the College's benefits consultant, completed an RFP process for stop loss coverage for prescription and medical plans. As a self-insured employer for medical and prescription benefits, stop loss insurance coverage provides reimbursement for catastrophic claims exceeding predetermined levels. Mr. Eapen stated the RFP requested quotes based on a specific stop loss deductible of \$250,000 and \$1,000,000 aggregate stop loss maximum for active employee and retiree populations.

Mr. Eapen reported that the College received 12 bids for stop loss. The incumbent carrier for stop loss coverage is Sun Life who was the lowest responsible bidder. The following vendors were included in the RFP process:

Anthem (declined to quote)	Swiss Re (declined to quote)
Berkley	Symetra (failed to submit quote)
HM Insurance Group	Tokio Marine HCC (declined to quote)
Granular	Unum (failed to submit quote)
QBE	Voya
Reliance Standard (declined to quote)	

Most of the carriers who responded to the RFP declined to quote because they were unable to provide a competitive offer. Only Berkley, HMIG, Granular, Voya and QBE provided quotes. The most competitive offer next to Sun Life came from Berkley, but included the "lasering" of high cost claimants.

Mr. Eapen mentioned that the number of claims over \$250,000 were three claims, an answer to a question posed by Ms. Hernández Vélez at a pre-meeting with Mr. Eapen.

Mr. Eapen stated the incumbent stop loss insurer, Sun Life, presented a renewal offer that included an 8.6% premium increase. Ms. Hutcherson pointed out that Sun Life is offering, as part of the renewal, no higher deductibles for any high cost claim that is based on past history. She stated that Sun Life is also offering a 50% rate cap for the next contract renewal.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to renew the College's stop loss with Sun Life for a one-year term in the amount of \$1,613,916. The motion passed unanimously.

#### **(5) Stormwater Management for NERC Project (Action Item)**

Mr. Eapen stated that the College entered into agreement with the Philadelphia Water Department in the Northeast Regional Center to build, develop, and maintain facilities with the capacity to sustain on-site stormwater management practices.

The stormwater management/conveyance systems are located at:

- a) Northeast Regional Center: Located at 140001 McNulty road (PWD Stormwater Tracking #2008-COMM-830-01)
- b) Northeast Regional Center: Located at 12901 Townsend Road, Philadelphia (PWD Stormwater Tracking #2008-COMM-830-01)

Mr. Eapen stated that the College went out for a competitive bid using Penn Bid on RFP 10152 for Stormwater Management Practice Maintenance Providers certified by the Philadelphia Water Department to repair the stormwater systems and assist the College in complying with the Stormwater Management Plan. Six providers attended the mandatory Pre-Bid Meeting held on June 15, 2021; of those there was one provider who provided a response, Brandywine Stormwater, LLC.

Ms. Henley provided the demographics on Brandywine Stormwater, LLC. She stated that Brandywine is located in West Chester, PA. Brandywine has a total of 15 employees. Of those 15 employees, 33% are diverse employees.

Action: Mr. Epps moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College award a contract to Brandywine Stormwater, LLC for the Stormwater Management for the NERC Project in the amount of \$138,915. The motion passed unanimously.

**(6) Contract with Dentrust, P.C. (DOCS Health) (Action Item)**

Background Information: The College seeks to engage Dentrust, P.C., also known as DOCS Health, a healthcare provider that provides COVID-19 testing services, to provide COVID-19 testing services for the College. Engaging with Dentrust will assist the College to carry out its recently announced COVID-19 vaccine mandate and testing requirements for unvaccinated employees, students, and as necessary, vendors, as well as the City's recent requirement that institutions of higher education in Philadelphia mandate vaccinations and require testing of any exempt employees or students. Dentrust will provide testing services on-site at the College. Unvaccinated individuals will need to take an antigen test twice per week. Dentrust will provide all necessary equipment, supplies, personnel, personal protective equipment, internet, computers, collection kits, signage, and the software platform through which appointments will be made and tests results will be shared (including implementation of the platform and any necessary integration with the College's own software). Dentrust, P.C. is currently providing COVID-19 testing services to the School District of Philadelphia.

Discussion: Mr. Eapen stated that as part of the return to campus, the College wants to perform testing of employees and students who are not vaccinated. He stated that the College is "piggybacking" on the School District of Philadelphia contract with Dentrust, P.C. which is DOCS Health who are providing the testing services for all school district facilities.

Ms. Hutcherson stated that DOCS Health also works with the City to do COVID rapid testing. She stated that staff are looking at setting up testing at the Main Campus and at each of the Regional Center sites. If anyone is unvaccinated because they have an exemption (religious or health), the individual would have to go through the process where they register for weekly appointments and will be tested twice every week. Ms. Hutcherson stated that DOCS Health will provide the College access to their dashboard where cases can be monitored and used for information such as contact tracing. She stated that DOCS Health will only do the asymptomatic testing. Anyone who is symptomatic will have to use an outside testing source like VYBE.

Mr. White asked if Board members are also required to provide a vaccination card. Dr. Generals stated yes, it is required for any individual who comes on campus. Mr. White pointed out that this must be made explicitly to the Board of Trustees. Mr. White requested that Dr. Gay follow up on the requirement of the Board of Trustees to provide a vaccination card.

Mr. Epps requested the demographics on Dentrust, P.C. (DOCS Health). Ms. Hutcherson stated that she expects to have the data by the end of the day. Mr. Dubow asked about the cost of the contract. Mr. Eapen stated that it was difficult to estimate a number but stated that staff would like to request an amount not to exceed \$300,000. Additionally, HEERF dollars can be used for this contract.

Ms. Hutcherson pointed out that staff is trying to “zero in” on the number of people who would need to be tested, but will not know the information until the vaccination cards are received. Ms. Hutcherson then provided the breakdown of the costing.

<b>Service</b>	<b>Cost</b>
BinaxNow Testing – Needed for those individuals who enter the campus and are unvaccinated.	\$39.09 per test
Staffing (NERC & NWRC)-Charging extra for the lower number of testing kits.	\$675 per day, per site
PCR Testing – A follow-up test for someone who tested positive.	\$124.50 per test
Health Assessment App	\$1,000 per month
API Integration (working with College’s security systems)	TBD
Tent	TBD

Mr. Soileau asked how long will the College incur costs for those individuals who are not vaccinated. Dr. Generals mentioned that is an issue which is carefully being explored, and that the College is following City guidelines that everyone in higher education institutions, including students, must be vaccinated by October 15<sup>th</sup>.

As a result of Committee discussions centered on data security protections, Dr. Gay pointed out that Ms. Zellers provides a cyber security clause for every contract that the College signs. Ms. Hurst stated that the College has a standard data security confidentiality agreement which covers data protections. Mr. Soileau pointed out that data warehousing security should also be added into the contract.

Action: Mr. Soileau moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a contract with Dentrust. P.C. (DOCS Health) for an amount not to exceed \$300,000. HEERF dollars will be utilized for this contract. The motion passed unanimously.

Ms. Hernández Vélez officially closed the Business Affairs Committee meeting at 9:58 A.M.

## **AGENDA**

### **PUBLIC SESSION – EXECUTIVE COMMITTEE**

Mr. White called the Executive Committee meeting to order. He asked Ms. Hernández Vélez to put forward the six action items. Ms. Hernández Vélez pointed out that most of the six items being put forward to the Executive Committee will help the College get ready for return to campus.

Mr. White asked for a motion to approve the six action items.

Action: Ms. Hernández Vélez moved and Ms. Ireland seconded the motion that the Executive Committee approve the following action items put forth by the Business Affairs Committee:

- (1) Amendment to the Pennoni Associates, Inc. Contract to Include the Regional Centers for an amount not to exceed \$661,000. HEERF dollars will be utilized for the project services;
- (2) Contract with DeWitt Mechanical for an amount not to exceed \$150,000. HEERF dollars will be utilized for the project services;
- (3) Contract with Paradigm Mechanical for an amount not to exceed \$175,000. HEERF dollars will be utilized for the project services;
- (4) Renewal of the College's Stop Loss with Sun Life for a one-year term in the amount of \$1,613,916.;
- (5) Contract with Brandywine Stormwater, LLC for the Stormwater Management for the NERC Project in the amount of \$138,915; and
- (6) Contract with Dentrust. P.C. (DOCS Health) for an amount not to exceed \$300,000. HEERF dollars will be utilized for this contract.

The motion passed unanimously.

### **EXECUTIVE SESSION**

The Business Affairs and Executive Committees went into Executive Session.

### **PUBLIC SESSION**

The Business Affairs and Executive Committees returned to the Public Session at 10:30 A.M.

(7) **Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel, and Government Relations Officer (Action Item)**

Discussion: As requested by Ms. Hernández Vélez, Mr. Eapen cited sections of the Resolution found in Attachment B. He stated:

*Subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff (excluding the Vice Presidents, General Counsel, and*

*Government Relations Officer) are eligible to receive a raise up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.*  
*Subject to satisfactory evaluation and performance, the Vice Presidents, General Counsel, and Government Relations Officer are eligible to receive a raise and/or stipend of up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise and/or stipend shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.*

Ms. Hernández Vélez called for a motion from the Business Affairs Committee to approve the Resolution.

Action: Mr. Dubow moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board to approve the Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel and Government Relations Officer. The motion passed unanimously.

The meeting adjourned at 10:34 A.M.

**JE/Im**  
**Attachments**



**ATTACHMENT A**  
**Pennoni Associates, Inc.**  
**Contract Amendment to Include Regional Centers**



1900 Market Street  
Suite 300  
Philadelphia, PA 19103  
T: 215-222-3000  
F: 215-222-0591

[www.pennoni.com](http://www.pennoni.com)

August 18, 2021

**CCPHX21002RR**

Mr. Jacob Eapen  
Vice President for Business and Finance  
Community College of Philadelphia  
1700 Spring Garden Street, Room M2-6  
Philadelphia, PA 19130

**RE: CONTRACT AMENDMENT  
COVID-19 AND HVAC CONSULTING SERVICES  
COMMUNITY COLLEGE OF PHILADELPHIA  
REGIONAL CAMPUSES  
PHILADELPHIA, PENNSYLVANIA 19130**

Dear Mr. Eapen:

Pennoni Associates, Inc. (Pennoni) has prepared this contract amendment for The Community College of Philadelphia ("Client") to conduct HVAC and COVID-19 consulting services for the above referenced properties, hereinafter referred to as "subject property" or "site". This contract amendment is based on our recent discussions/correspondences with your team and our ongoing work at the College.

Based on Pennoni's current understanding of the project, Pennoni proposes the following Scope of Services as an amendment to the current contract:

#### **SCOPE OF SERVICES AMENDMENT**

##### **TASK 2 – DUCT CLEANING**

##### **TASK 3 – OVERSIGHT OF DUCT CLEANING**

##### **TASK 2 – DUCT CLEANING SERVICES**

Pennoni is proposing to provide turnkey duct cleaning services for the main campus buildings listed below as part of reopening plans for the fall 2021 semester. The services outlined in this proposal are in coordination with using Aella Industries as our subcontractor.

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 2h – Clean Northeast Regional Center Ductwork*

*Task 2i – Clean Northwest Regional Center Ductwork*

*Task 2j – Clean West Regional Center Ductwork*

##### **TASK 3 – OVERSIGHT OF DUCT CLEANING**

We will implement a multi-tasked approach for this project. The following major tasks will be completed:

*Task 3a – Background Air Monitoring*

*Task 3b – Background Air Monitoring Report*

*Task 3c – Daily Project Oversight and Air Monitoring*

*Task 3d – Project Oversight and Air Monitoring Report*

*Task 3a – Background Air Monitoring*

One of Pennoni's industrial hygienists will conduct pre-renovation air monitoring for respirable dust concentrations in each work area before duct cleaning preparation work is started. Air monitoring will be performed using a direct reading instrument such as a MIE Personal DataRAM #1000, or equivalent device. Pre-renovation monitoring results will be used as a baseline during duct cleaning activities.

*Task 3b – Background Air Monitoring Report*

Upon completion of the above scope of service, Pennoni will prepare a report documenting the results of our pre-renovation air monitoring. The background air monitoring report will include a summary of our findings as well as recommendations we may have relative to our findings and the planned renovation. The location of each reading taken will be documented in the report.

*Task 3c – Daily Project Oversight and Air Monitoring*

Pennoni will provide oversight of a National Air Duct Cleaners Association (NADCA) certified contractor to complete the proper cleaning of ductwork in the above referenced buildings. During the duct cleaning activities, Pennoni will provide a project manager and a team of industrial hygienist to conduct air monitoring in areas adjacent to the work area and within the work area. The purpose of air monitoring within the work areas is to detect respirable dust concentrations which may challenge the ability of the work area isolation procedures. Air monitoring adjacent to the work area will be performed to ensure work area isolation procedures are sufficient. A report of progress will be maintained, as well as a description of procedures employed by the contractor to address the duct contaminants. Pennoni will provide clearance visual inspections following duct cleaning work each work area in accordance with the specification documents for this project.

**FEES**

Initial Contract was based on Pennoni's proposal dated July 6, 2021 in the amount of \$2,446,500 for the main campus. That proposal did not include duct cleaning services for the regional centers. This Amendment is to include duct cleaning (task 2) and duct cleaning oversight (task 3) services as identified in our original contract.

Task 2h – Clean Ductwork at Northeast Regional Center	\$272,800 (Lump Sum)
Task 2i – Clean Ductwork at Northwest Regional Center	\$225,500 (Lump Sum)
Task 2j – Clean Ductwork at West Regional Center	\$63,800 (Lump Sum)

Task 3 – Duct Cleaning Oversight. We recommend a budget of 98,900 (Time and Materials)

**Total contract amendment value \$661,000.**

Pennoni is prepared to begin this project upon written authorization. If a Notice to Proceed is provided by August 18, 2021 we anticipate a project start date of August 19, 2021. We anticipate completion of the

scope of services outlined in Task 2 by September 5, 2021 according to the following breakdown:

<b><u>Building</u></b>	<b><u>Completion Date</u></b>
Northeast	August 31, 2021
Northwest	August 31, 2021
West	August 31, 2021

#### **TERMS AND CONDITIONS**

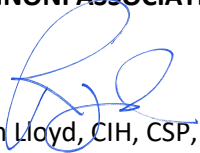
Work will be completed in accordance with the original AIA Document C103-2015 terms and conditions.

Thank you for the opportunity to provide these professional services. This contract amendment is valid for a period of 30 days. If you have any questions, or if you would like to discuss any of the above, please do not hesitate to contact us.

We look forward to working with you on this project. If you have any questions regarding this submission or require additional information, please feel free to call us.

Sincerely,

**PENNONI ASSOCIATES INC.**



Alan Lloyd, CIH, CSP, ENV SP  
Vice President, EHS Practice Leader

BUILDING		PROPOSED START DATE	ANTICIPATED FINISH DATE
<b>BONNELL</b>			
Second Floor		14-Jul	23-Jul
Basement		14-Jul	28-Jul
R Level		17-Jul	31-Jul
First Floor/B1		23-Jul	6-Aug
Ground Floor		27-Jul	8/2 (9/17 theatre)
<b>MINT</b>			
Third Floor		20-Jul	28-Jul
Mezz Floor		19-Jul	4-Aug
Second Floor		24-Jul	2-Aug
First Floor		31-Jul	31-Jul
Ground Floor		28-Jul	6-Aug
<b>WEST</b>			
Fourth Floor		26-Jul	2-Aug
Third Floor		28-Jul	4-Aug
Second Floor		5-Aug	9-Aug
First Floor		5-Aug	14-Aug
Basement		16-Aug	14-Aug
<b>CBI</b>			
Lower Parking		26-Jul	10-Aug
Upper Parking		26-Jul	10-Aug
Roof		2-Aug	10-Aug
Third Floor		2-Aug	11-Aug
Second Floor		12-Aug	18-Aug
First Floor		12-Aug	18-Aug
<b>PAVILION</b>			
Penthouse		19-Aug	31-Aug
First Floor		23-Aug	31-Aug
Bookstore H204		23-Aug	31-Aug
Ground Floor		23-Aug	31-Aug
<b>WINNETT</b>			
Gym Platform		23-Aug	17-Sep
Gym Second Floor		23-Aug	17-Sep
Gym First Floor		23-Aug	17-Sep
Third Floor		9-Aug	21-Aug
Second Floor		9-Aug	21-Aug

First Floor		9-Aug	21-Aug
Basement		9-Aug	21-Aug
NE Regional Center		19-Aug	31-Aug
NW Regional Center		26-Aug	31-Aug
West Center		30-Aug	31-Aug

## Schedule of Contract Values

(This form must be completed by the Contractor for the Project.)

PROJECT NAME:  
PROJECT #:  
CONTRACTOR:

APPLICATION NO:  
APPLICATION DATE:  
PERIOD TO:  
PERCENT COMPLETE TO DATE:

A	B	C	D	E	F	G	H	I	J
ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COMPLETED		MATERIALS	TOTAL	%	BALANCE	RETAINAGE
NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
			APPLICATION		STORED	AND STORED		(C - G)	RATE)
			(D + E)		(NOT IN	TO DATE			
					D OR E)	(D+E+F)			
2h	Clean Ductwork of Northeast Center	\$272,800.00							
2i	Clean Ductwork of Northwest Center	\$225,500.00							
2j	Clean Ducwork of West Center	\$63,800.00							
3b	Duct Cleaning Oversight Regional Center	\$98,900.00							
<b>GRAND TOTALS</b>		<b>\$661,000.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Contract Manager:** Minimum performance requirements successfully completed and approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT B**

**Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel, and Government Relations Officer**



## **BOARD RESOLUTION SEPTEMBER 2, 2021**

### **Resolution for Wage Increases for Administrators, Grant Administrators, Confidential Employees and Raise and/or Stipend for Vice Presidents, General Counsel, and Government Relations Officer**

Whereas on August 18, 2021, 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 2nd day of September, 2021, the Board of Trustees approves the following:

Subject to satisfactory evaluation and performance, College Administrators, Grant Administrators, and Confidential Staff (excluding the Vice Presidents, General Counsel, and Government Relations Officer) are eligible to receive a raise up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.

Subject to satisfactory evaluation and performance, the Vice Presidents, General Counsel, and Government Relations Officer are eligible to receive a raise and/or stipend of up to 3.5% retroactive to September 1, 2021; provided however that the percentage of the raise and/or stipend shall be pro-rated for any employee who was not employed for the preceding fiscal year in accordance with College practice.