

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Tuesday, April 19, 2022– 8:30 A.M.**

TO: Members of the Business Affairs Committee of the Board of Trustees

FROM: Jacob Eapen

DATE: April 15, 2022

SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee is scheduled for Tuesday, April 19, 2022 at 8:30 A.M. It will be held as a hybrid meeting. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom, M2-1 or *via* Zoom. The meeting will start with a Public Session followed by an Executive Session.

PUBLIC SESSION
AGENDA

The Zoom information for the Public Session is as follows.

Topic: 8:30 a.m. Business Affairs Committee of the Board of Trustees - Public Session
Time: Apr 19, 2022 08:30 AM Eastern Time (US and Canada)
Join Zoom Meeting
<https://ccp.zoom.us/j/95520886191?pwd=dU51WS9MV2k0SWczMDRnQUJ0dWnkUT09>

Meeting ID: 955 2088 6191
Passcode: 8029
One tap mobile
+13017158592,,95520886191# US (Washington DC)
+13126266799,,95520886191# US (Chicago)

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget, Perkins Grant, or Bond Proceeds) which College Administration is seeking approval.

(1) Renewal of Ellucian Contract (Action Item)

Banner is the College's ERP system, including applications and modules for Finance, Financial Aid, Human Resources, Student, Faculty and Staff Self-Service, Document Management, Recruit (CRM), etc.

Ellucian is the sole source provider of Banner maintenance services and upgrades – there is no opportunity to market these services to any 3rd party provider.

Representatives from Finance, Purchasing, and Information Technology evaluated renewal alternatives that included fixed fees or variable fees as well as alternative contract lengths (with annual price increases ranging from 0% to 7%). A 5-year, fixed fee renewal

with a Year 1 increase of 0%, Year 2 increase of 1%, Year 3 increase of 1%, Year 4 increase of 2%, and a Year 5 increase of 2%. The first-year cost (July 1, 2022 through June 30, 2023) would be \$462,477 and the total cost over the 5-year renewal term would be \$2.374 M.

Ellucian Banner 5-Year Contract Renewal

Financial Summary	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>TOTAL</u>
Banner Extended Contract	\$462,447	\$467,071	\$471,742	\$481,177	\$490,801	\$2,373,238
<u>Contract Totals</u>	\$462,447	\$467,071	\$471,742	\$481,177	\$490,801	<u>\$2,373,238</u>

Staff recommends that the Business Affairs Committee recommend to the full Board a five-year renewal of the contract with Ellucian, Inc. for maintenance and software upgrades for the Banner ERP system at the total cost of \$2,373,238. The renewal of the contract with Ellucian, Inc. will be paid from the Operating Budget.

(2) Three-year Contract with Technolutions, Inc. for Licensing and Implementation of Slate CRM (Action Item)

Our current Recruit CRM has limitations such as not being user friendly, poor product support, limited integration with Banner ERP, limited tracking of incomplete applications and recruitment activities.

Slate Higher Education CRM was reviewed and was found: easy to use, value for the money, with better functionality and customer support.

Slate CRM					
	May 1, 2022 - June 30, 2022	July 1, 2022 - June 30, 2023	July 1, 2023 - June 30, 2024	July 1, 2024 - June 30, 2025	TOTAL
Financial Summary	\$24,932	\$100,000	\$100,000	\$100,000	\$324,932

Staff requests that the Business Affairs Committee recommend to the full Board a three-year contract with Technolutions, Inc. for licensing and implementing Slate CRM and will be paid from the Operating Budget.

(3) Continuing Appointment of Ron Williams and Wali Rushdan of Fox Rothschild as Construction Counsel

Ron Williams is the National Co-Chair of the Construction Law Practice of Fox Rothschild and has served as outside construction counsel for the College for several years. He successfully represented the College in significant litigation obtaining a \$5 million jury

verdict for the College and has assisted on major construction contract preparation and negotiations with contractors to avoid litigation for several years. Wali Rushdan is a new partner at Fox Rothschild and has also begun representing the College in construction matters. Mr. Rushdan recently was appointed by the Board for a recent construction litigation matter with Mr. Williams advising on the matter. Fox Rothschild has offered a significant discount on Mr. Williams and Mr. Rushdan's current rates to continue to represent the College including 36% off Mr. Williams' rate and 30% off Mr. Rushan's rate. Fox has also offered free initial preparation of AIA construction contracts with final review by counsel at the discounted rates.

Based on Mr. Williams and Mr. Rushan's extensive construction law related experience and industry knowledge, knowledge of the College's operations and practices, and considerable discounted rates, the College administration recommends the continuing appointment of Ron Williams and Wali Rushan for all outside construction-related legal counsel for the remainder of the 2022 fiscal year and fiscal year 2023. The continuing appointment of Ron Williams and Wali Rushan for the remainder of the 2022 fiscal year and fiscal year 2023 will be paid from the Operating Budget.

(4) Bernice and Jerome Kligerman One Button Studio in the Library and Learning Commons (Action Item)

On May 20, 2021 and May 24, 2021, respectively, Don Kligerman and Carol Robinson (the "Donor") confirmed their intent to make contributions totaling \$40,000 to the Community College of Philadelphia Foundation to name the One Button Studio in the Library and Learning Commons on the Main Campus of Community College of Philadelphia. By June 7, 2021 the Community College of Philadelphia Foundation confirmed receipt of contributions totaling \$40,000 from Don Kligerman and Carol Robinson designated for a naming opportunity.

In accordance with Community College of Philadelphia's Naming Policy and the Donor's intent, the College administration requests that the Business Affairs Committee recommend to the Board of Trustees, the Resolution hereto appended as Attachment B to properly recognize the donation from Don Kligerman and Carol Robinson and name the One Button Studio in the Library and Learning Commons "the Bernice and Jerome Kligerman One Button Studio."

(5) HEERF SSARP (Supplemental Support under American Rescue Plan) Update (Information Item)

At the March 23rd, Business Affairs Committee meeting, Mr. Soileau requested a report on the next steps regarding the COVID Relief Funding. Dr. Zanjani will provide an update to the Business Affairs Committee. Please refer to Attachment C.

(6) Next Meeting (Information Item)

The next regularly scheduled meeting of the Business Affairs Committee is set for Wednesday, May 18, 2022 at 9:00 A.M.

Following the Public Session, the Business Affairs Committee will convene into an Executive Session to discuss financial matters. The Zoom information for the Executive Session is as follows.

EXECUTIVE SESSION

Topic: Executive Session: Business Affairs Committee

Time: Apr 19, 2022 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://ccp.zoom.us/j/91091686242?pwd=cGo4MTZuMTg2M05QMnpuMjBYVUZBQT09>

Meeting ID: 910 9168 6242

Passcode: CCP

One tap mobile

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+13126266799,,91091686242# US (Chicago)

Im

Attachments

**c: Mr. Jeremiah White
Dr. Donald Generals
Ms. Marsia Henley
Mr. Gim Lim
Dr. Darren Lipscomb
Dr. Shannon Rooney
Mr. Derrick Sawyer
Mr. Vijay Sonty
Dr. Mellissia Zanjani
Victoria Zellers, Esq.**

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: APRIL 19, 2022

Agenda No.	Vendor/Consultant	Amount	Source
1.	Ellucian, Inc.	\$2,373,238	Operating Budget
2.	Technolutions, Inc. for licensing and implementing Slate CRM	\$324,932	Operating Budget
3.	Continuing appointment of Ron Williams and Wali Rushan for all outside construction-related legal counsel for the remainder of the 2022 fiscal year and fiscal year 2023.		Operating Budget

ATTACHMENT B

Resolution on the Bernice and Jerome Kligerman One Button Studio in the Library and Learning Commons

WHEREAS, on May 20, 2021 and May 24, 2021, respectively, Don Kligerman and Carol Robinson (the "Donor") confirmed their intent to make contributions totaling \$40,000 to the Community College of Philadelphia Foundation to name the One Button Studio in the Library and Learning Commons on the Main Campus of Community College of Philadelphia.

WHEREAS, by June 7, 2021 the Community College of Philadelphia Foundation confirmed receipt of contributions totaling \$40,000 from Don Kligerman and Carol Robinson designated for a naming opportunity.

WHEREAS, in accordance with Community College of Philadelphia's Naming Policy and the Donor's intent, the College desires to properly recognize the donation from Don Kligerman and Carol Robinson.

NOW THEREFORE, on this 5th day of May 2022, the Board of Trustees hereby resolves the College shall name the One Button Studio in the Library and Learning Commons "the Bernice and Jerome Kligerman One Button Studio."

ATTACHMENT C

HEERF SSARP (Supplemental Support under American Rescue Plan) Update

Community College of Philadelphia

HEERF SSARP

Competitive Ask

\$25 Million Dollars

Ask To Fund

- Provide Direct Emergency Financial Aid Grants to Students
- Cover revenue loss due to enrollment declines
- Provide scholarship support for students to enroll in high-quality, short-term credit career/technical education (CTE) and similar noncredit programs at the Career and Advanced Technology Center (CATC)
- Provide funding for CTE programs and non-credit program navigators

HEERF SSARP DETAILS

Information Point	Guidelines Abstract
Submission Deadline	4/4/2022
Final Decision To Be Made	June 2022
Project Period	12 Months
Absolute Priority # 4	<p>Focus on Community Colleges and Institutions of Higher Education located in rural settings</p> <p>Had 50% or more of degree/certificate seeking undergraduate students enrolled in Fall 2019 who were Pell Grant recipients, and</p> <p>Experienced a 4.5% or greater decline in student enrollment from Fall 2019 to Fall 2020</p> <p>Based on each institutions relative share of Pell Grants recipients using ISA Pell volume data in 2019 – 2020.</p> <p>The per Pell recipient amount will be established after the Department receives all the applications under Absolute Priority #4.</p>
Student Grant Minimum	A grantee under this priority must use at least 50% of its award for emergency financial aid grants to students.
Usage of Funds	<p>Institutional costs to defray expenses associated with coronavirus lost revenue, reimbursement for expenses already incurred, technology costs associated w/transition to distance education.</p> <p>Faculty/Staff Training Costs connected moving online</p> <p>Make additional emergency financial grants to students which may be used for any component.</p>
Fund Distribution of Amount that will be awarded	50% Institutional; 50% Student

HEERF SSARP FINANCIALS

CURRENT YEAR COMPETITIVE REQUEST FOR ABSOLUTE PRIORITY #4

HEERF IV Institution Portion – Award SSARP	\$	12,500,000
HEERF IV Student Portion – Award SSARP	\$	<u>12,500,000</u>
Total Ask	\$	25,000,000

PRIOR YEARS AWARDS/ALLOCATION

HEERF I Institution Portion - Award Cares	\$	8,051,215
HEERF I Student Portion - Award Cares	\$	<u>8,051,216</u>
Total Awarded	\$	16,102,431

HEERF II Institution Portion - Award CRRSAA	\$	23,798,330
HEERF II Student Portion - Award CRRSAA	\$	<u>8,051,216</u>
Total Awarded	\$	31,849,546

HEERF III Institution Portion - Award ARP	\$	26,830,089
HEERF III Student Portion - Award ARP	\$	<u>28,090,105</u>
Total Awarded	\$	54,920,194

Usage of Ask \$25,000,000

(if fully funded)

\$12,500,000 for direct emergency financial aid grants to all eligible students enrolled at point of award

\$12,500,000 for institutional support

- Provide direct emergency financial aid grants to Students
- Provide scholarship support for students to enroll in high-quality, short-term credit career/technical education(CTE) and similar noncredit programs at the Career and Advanced Technology Center (CATC)
- Provide funding for CTE programs and non-credit program navigators