

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Tuesday, May 3, 2022–3:00 P.M.**

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

FROM: Jacob Eapen

DATE: May 2, 2022

SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee is scheduled for Tuesday, May 3, 2022 at 3:00 P.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.

PUBLIC SESSION
AGENDA

The Zoom information for the Public Session is as follows.

Topic: Hybrid Meeting of the Business Affairs Committee - Public Session
Time: May 3, 2022 03:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://ccp.zoom.us/j/99459353443?pwd=NjJKZUZiTWhqMEVsOEVqVzdtbFI4UT09>

Meeting ID: 994 5935 3443
Passcode: 8029
One tap mobile
+16465588656,,99459353443# US (New York)
+13017158592,,99459353443# US (Washington DC)

(1) Enrollment Growth Study RFP (Action Item)

The College released a request for proposals regarding enrollment growth with a due date of April 22, 2022. The evaluation committee formed consisted of Dr. Generals, Carol de Fries, Jacob Eapen, Darren Lipscomb, Shannon Rooney, Vishal Shah and Michael Soileau. Six complete responses were received on April 22, which the committee narrowed to five finalists. All five firms were invited for 90-minute hybrid interviews on April 28 and April 29 with the Evaluation Committee, President, and the President's Cabinet. CampusWorks, Inc. was selected as the prime contractor based on the strength and depth of their experience in this area. The firm has completed more than 100 projects in enrollment management for higher education clients. CampusWorks has worked on similar projects with community colleges across the country as well six Pennsylvania community colleges, including Montgomery County Community College and Community College of Allegheny County. The firm also has extensive background in and knowledge of the College's systems of record, including Banner and Recruit. Given the unique local insight offered by Philadelphia-based Econsult Solutions, it was determined that

CampusWorks would subcontract with Econsult to conduct the external factor analysis related to enrollment growth. The total combined cost for the project will be \$239,600.

College administration requests that the Business Affairs Committee recommend to the full Board to enter into a contract with CampusWorks, Inc. for the Enrollment Growth Study at an amount of \$239,600. The Enrollment Growth Study will be paid from the Operating Budget/Reserves for Enrollment & Program Expansion. Please refer to Attachment A.

(2) 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.

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Attachment

**c: Mr. Jeremiah White
Dr. Donald Generals
Ms. Marsia Henley
Mr. Gim Lim
Dr. Shannon Rooney
Mr. Derrick Sawyer
Victoria Zellers, Esq.**

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: May 3, 2022

Agenda No.	Vendor/Consultant	Amount	Source
1.	CampusWorks, Inc.	\$239,600	Operating Budget/Reserves for Enrollment & Program Expansion