

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND  
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, February 19, 2025 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Ms. Mindy Posoff, Chair (presiding), Mr. Harold Epps (via zoom), Pastor Jonathan Mason (via zoom), Mr. Timothy Ford, Mr. Rob Dubow (via zoom), Mr. Jeremiah White, Jr., (via zoom)

**Present for the Executive Committee:** Mr. Harold T. Epps, Chair (presiding; via zoom), Ms. Chekemma Fulmore-Townsend (via zoom), Ms. Aneenah Amir, (via zoom), Ms. Mindy Posoff, and Mr. Jeremiah White (via zoom)

**Present for the Administration:** Dr. Donald Generals, Mr. Jacob Eapen, Ms. Carolyn Flynn, Esp., Mr. Derrick Sawyer, Dr. Alycia Marshall, Dr. Mellissia Zanjani, Dr. Shannon Rooney, Mr. Gim Lim, Ms. Marsia Henley, Mr. Tim Trzaska and Dr. Lipscomb.

**Guest:** Dr. Judith Gay, Vice President Emerita (via zoom)

Ms. Posoff called the meeting to order at 9:01 AM. Ms. Posoff highlighted the agenda, and asked Mr. Eapen to proceed with item #1.

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**AGENDA**  
**BUSINESS AFFAIRS COMMITTEE**  
**PUBLIC SESSION**

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, Grant, or Bond Proceeds) which College Administration is seeking approval.

**(1) Capital Projects Paused; to be Revisited in March 2025 (Information Item)**

**Discussion:** Mr. Eapen stated that in consultation with the Chair of the Board of Trustees and the Chair of the Business Affairs Committee, the following capital projects have been paused and will be reviewed in March 2025:

• Mint Façade	\$ 300,000
• Boardroom Renovations and Audio Visual	\$ 900,000
• Great Hall Renovation	\$ 1,200,000
• Winnet Front Offices	<u>\$ 2,600,000</u>
	<u>\$ 5,000,000</u>
 3- Year Capital budget plan:	 <u>\$30,226,695</u>
 Less: Projects that are paused	 <u>\$ 5,000,000</u>
 Projects approved:	 <u>\$25,226,695</u>

Mr. Dubow stated that this makes sense and asked if there anything on the operating side that can be paused. Ms. Posoff responded, yes.

**(2) Construction of NERC Pedestrian Bridge Award to Clemens Construction (Action Item)**

**Discussion:** Mr. Eapen stated staff seeks approval for construction for replacement of the pedestrian bridge at NERC. This bridge connects the rear parking lot to the front parking lot for building access. The current bridge was inspected and found to be structurally deficient and subsequently closed.

The College issued RFP #10223 on December 16, 2024 via Penn Bid. Bids were received January 30, 2025. The College received 3 responses Please refer to Attachment B.

- Clemens Construction \$296,305
- Athena Construction \$348,394
- AP Construction \$597,160

Mr. Trzaska stated that these bids include the base bid for the bridge replacement as well as alternates to enhance the bridge. Alternate #2 is to upgrade the steel to galvanized steel to provide for a longer lifespan. Alternate #3 is to upgrade the wood planking to IPE wood, a long-lasting weather resistant wood.

Ms. Henley stated Clemens Construction is based in Philadelphia. Clemens has 85 employees of which 21% are from underrepresented minority groups. Mr. Cooper asked what is the timing for the installation and how fast will be the expected completion? Mr. Eapen stated that by the time the contracts take place it will be all relative to the project. Mr. Trzaska added it's a 6-month process.

Staff request that the Business Affairs Committee recommend to the full Board to award Clemens Construction in the amount of \$296,305 for NERC Pedestrian Bridge Project. The NERC Pedestrian Bridge Project will be paid from the Capital Budget.

**Action:** Mr. Dubow motioned and Mr. Ford seconded the motion to recommend to the Board of Trustees the replacement of the pedestrian bridge at NERC. The cost of the replacement bridge will be \$296,305. Clemens Construction will construct the replacement for the pedestrian bridge. The contract will be paid from the capital budget. The motion passed unanimously.

**(3) Conversion of the Building Automation System to Honeywell BAS Platform (Action Item)**

**Discussion:** Mr. Eapen stated that staff seeks approval of an allocation of \$114,610 for the conversion of the Building Automation System (BAS) to Honeywell's BAS platform in the CBI Building. This conversion is a critical part of our efforts to unify

the College's BAS systems, ensuring that we transition from the current disparate setup independent systems to a single, integrated platform.

Mr. Trzaska stated that the existing system in the CBI building has become outdated and increasingly difficult to maintain, with parts becoming harder to source. Mr. Trzaska also stated that there are over seven (7) systems on the campus. Furthermore, operating seven separate BAS systems across the college presents numerous challenges in terms of efficiency, maintenance, and consistency. A unified Honeywell system would streamline these processes, improving operational effectiveness, reducing downtime, and ensuring a more reliable environment across all buildings.

This conversion not only addresses the technical limitations of the current system but also supports the college's long-term goal of standardizing building management systems, enhancing the capacity for centralized control and monitoring. We believe that this investment is essential for both the present and future efficiency of building operations across campus, and we kindly request your approval of the proposed funding.

Staff requests that the Business Affairs Committee recommend to the full Board \$114,610 for the conversion of the Building Automation System (BAS) to Honeywell's BAS platform in the CBI Building. These funds will come from the Capital Budget.

**Action:** Mr. Dubow motioned, and Mr. Ford seconded the motion to recommend to the full board \$114,610 for the conversion of the Building Automation System (BAS) to Honeywell's BAS platform in the CBI Building. These funds will come from the Capital Budget. The motion passed unanimously.

#### **(4) Request for Extension of Food Services Contract with Canteen (Action Item)**

**Discussion:** Mr. Sawyer stated that the College requests the Board's approval to extend the current food services contract with Canteen, which provides café operations, catering, and vending services on campus, set to expire on June 30, 2025. The existing contract originally awarded through a Request for Proposals (RFP) process in 2017, had only one vendor submitted a bid at that time.

Operating food services at a two-year college without meal plans presents a challenging market for vendors, making it difficult to attract multiple competitive bids. Despite these challenges, Canteen has remained a reliable partner, managing the café under a profit-and-loss (P&L) model along with a management fee and providing vending services with a commission structure that generates revenue for the institution.

Operating food services at a two-year college without meal plans presents a challenging market for vendors, making it difficult to attract multiple competitive bids. Despite these challenges, Canteen has remained a reliable partner, managing the café under a profit-and-loss (P&L) model along with a management fee and providing vending services with a commission structure that generates revenue for the institution. Mr. Sawyer stated

there was a study of the prices in the area (stores) such as City View, Dunkin Donuts, and we are keeping our prices lower for our students. Mr. Sawyer also mentioned that there a new specials on the menu each week.

Given the limited vendor interest in our last RFP process and the need to maintain uninterrupted food service for students, faculty, and staff, we recommend extending the current agreement under its existing terms. This extension will allow us to assess market conditions, explore potential service enhancements, and determine the best approach for the future of food services on campus.

	<b>Vending Commission</b>	<b>Subsidy</b>	
22	\$ 37,705	\$ 181,420	
23	\$ 24,445	\$ 241,200	
24	\$ 27,157	\$ 226,671	
25 (YTD)	\$ 22,168	\$ 123,930	
The College receives 11.5% on traditional vending services			
The College receives 7.5% on unattended vending services / micro markets			

Staff requests the contract with Canteen to be extended until June 30, 2027. The subsidy is paid from the college's operating budget.

**Action:** Mr. Ford motioned, and Mr. Dubow seconded the motion to extend the contract with Canteen until June 30, 2027. The motion passed unanimously.

**(5) Contract with Naval Welding Institute for Consulting Services related to Advanced Manufacturing Education Improvement Program (Action Item)**

**Discussion:** Dr. Marshall stated that staff seeks approval for the payment of consultative services for the Advanced Manufacturing Education Improvement Program funded by the Navy. The services would be rendered by Mr. Kris Jones, Founder and CEO of the Naval Welding Institute (NWI). Mr. Jones and his company NWI, support academic institutions with the development, launch and administration of advanced manufacturing programs, specific to welding, nondestructive testing (NDT) and metallurgy.

NWI will assist CCP in:

1. Aligning the welding program with industry needs

2. Instructor support, instruction audits, and student assessments

- Periodic audits of instruction
- Periodic debriefs with new instructors to answer any questions they have on material from upcoming modules in a cohort
- Independent student assessments to ensure student development and corrective action recommendations for any deficiencies identified
- Development of new quizzes and exams as needed to ensure student performance is being adequately assessed
- Final grading determinations and pass/fail assessments of students

3. Workforce pipeline development and engagement with industry associations

- Development of new pipelines for student placement
- Assessments of student performance in new positions and feedback from employers into curriculum gaps

4. Lab space development and continuous improvement

- Preliminary and detailed planning support for new lab and instructional space construction at CCP and at future training locations.
- Sourcing recommendations and quote solicitation from external suppliers for lab equipment and consumable orders.

5. Certification of curriculum, testing, and instructors for validation with employers written practices to ensure compliance with standards for Qualification of Nondestructive Testing Personnel.

6. Assistance with hiring new instructors to include support for interview panels, requisition writing, and recruiting.

7. Sourcing of Industry Materials (inspection report examples, castings, forgings).

8. Direct instructional support will be provided for the first cohort to aid CCP staff members.

9. The College has entered into an agreement with Blue Forge Alliance for the Advanced Manufacturing education improvement program in the amount of \$2,760,037.

Dr. Marshall stated that this training will provide 100,000+ workers for each fleet. The Welding curriculum could adopt Train the Faculty, Co-teaching, Train the Trainer, etc. Mr. Epps asked what do Welder's make? Dr. Marshall said that Welder's make between \$41,000 - \$67,000 (\$32-\$34/hour).

Staff requests that the Business Affairs Committee recommends to the Board of Trustees the service contract with NWI Institute in the amount of \$640,200. The payment will be made from funds made by the Navy through its funding source, Blueforge Alliance.

**Action:** Mr. Ford motioned, and Mr. Epps seconded the motion to recommend to the Board of Trustees the service contract with NWI Institute in the amount of \$640,200. The payment will be made from funds made by the Navy through its funding source, Blueforge Alliance. The motion passed unanimously.

**(6) Business Affairs Committee Meeting Dates for 2025-2026 (Information Item)**

Proposed Business Affairs Committee of the Board of Trustees meeting dates for 2025-2026. These meetings are usually the 3<sup>rd</sup> or 4<sup>th</sup> Wednesday depending on the number of weeks in a month and taking into consideration holidays. See Attachment C.

**(7) Next Meeting – Business Affairs Committee of the Board of Trustees (Information Item)**

The next meeting of the Business Affairs Committee is scheduled for Wednesday, March 19, 2025.

**EXECUTIVE SESSION**

The Business Affairs Committee went into Executive Session to discuss property matters.

**(8) Amend agenda to add the Resolution for Fiscal Year 2025-2026 Capital Plan Application – Deferred Maintenance Project (Action Item)**

Staff requests to amend the agenda of the Business Affairs Committee to add a Resolution for the College to submit a fiscal year 2025-2026 application to the Pennsylvania Department of Education (PDE) for the deferred maintenance project. The College's deferred maintenance project includes upgrades and replacements to mechanical, electrical and plumbing infrastructure. The estimated cost of the project is \$20 million and the application requests that PDE pay \$10 million. The application must be submitted no later than March 15, 2025.

**Action:** Mr. Ford motioned and Mr. Epps seconded the motion to amend the agenda to add the Resolution for Fiscal Year 2025-2026 Capital Plan Application – Deferred Maintenance Project item. The motion passed unanimously.

**(9) Resolution for Fiscal Year 2025-2026 Capital Plan Application – Deferred Maintenance Project (Action Item)**

Staff requests that the Business Affairs Committee approve the Resolution for fiscal year 2025-2026 application to the Pennsylvania Department of Education (PDE) for

the deferred maintenance project.

**Action:** Mr. Ford motioned and Mr. Epps seconded the motion to approve the Resolution for Fiscal Year 2025-2026 Capital Plan Application – Deferred Maintenance Project. The motion passed unanimously.

The Business Affairs Committee adjourned.

**EXECUTIVE COMMITTEE**  
**PUBLIC SESSION**

**(1) Amend agenda to add the items approved by the Business Affairs Committee (Action Item)**

Staff requests to amend the agenda of the Executive Committee of the Board of Trustees to add the following items that were recommended for approval by the Business Affairs Committee:

- Construction of NERC Pedestrian Bridge Award to Clemons Construction
- Conversion of the Building Automation System to Honeywell Building Automation System Platform
- Extension of Food Services Contract with Canteen
- Contract with Naval Welding Institute
- Resolution for Fiscal Year 2025-2026 Capital Plan Application – Deferred Maintenance Project

**Action:** Ms. Fulmore-Townsend motioned and Mr. Epps seconded the motion to amend the agenda to add the above referenced items to the agenda for approval. The motion passed unanimously.

**(2) Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following action items:**

- Construction of NERC Pedestrian Bridge Award to Clemons Construction
- Conversion of the Building Automation System to Honeywell Building Automation System Platform
- Extension of Food Services Contract with Canteen
- Contract with Naval Welding Institute
- Resolution for Fiscal Year 2025-2026 Capital Plan Application – Deferred Maintenance Project

**Action:** Ms. Amir motioned and Ms. Fulmore-Townsend seconded the motion to approve the above referenced items. The motion passed unanimously.

Ms. Fulmore-Townsend motioned and Ms. Amir seconded the motion to adjourn the meeting of the Executive Committee of the Board of Trustees.

**ATTACHMENT A**  
**FUNDING FOR ACTION ITEMS**  
**MEETING OF THE BUSINESS AFFAIRS**  
**COMMITTEE OF THE BOARD OF TRUSTEES**  
**AGENDA: February 19, 2025**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
2	Clemens Construction	\$296,305	Capital Budget
3	Honeywell	\$114,610	Capital Budget
4	Canteen	\$123,930	Auxiliary Services Budget
7	Grants	\$640,200	Blueforge Alliance Agreement

## **ATTACHMENT B**

### **NERC Pedestrian Bridge**

## **NERC BRIDGE BIDS**

	<b><u>Athena</u></b>	<b><u>AP Construction</u></b>	<b><u>Clemens</u></b>
Base Bid	\$ 267,678	\$ 486,660	\$ 254,095
Alt #1: Steel to aluminum	\$ 75,000	\$ 45,000	\$ 50,652
Alt #2: Steel to galvanized	\$ 61,924	\$ 80,500	\$ 30,954
Alt #3: IPE decking	\$ 18,792	\$ 30,000	\$ 11,256
Alt #4: Plastic decking	\$ 16,027	\$ 25,000.00	\$ 22,512
Total including Alt #2 & #3	\$ 348,394	\$ 597,160	\$ 296,305

**ATTACHMENT C**

**Proposed Business Affairs Committee Meeting  
Dates for 2025-2026**

**BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
MEETING DATES  
2025-2026**

**Wednesday, July 16, 2025**

**Wednesday, August 20, 2025**

**Wednesday, September 17, 2025**

**Wednesday, October 15, 2025**

**Wednesday, November 19, 2025**

**\*\* A DATE MAY BE ESTABLISHED IN DECEMBER 2025**

**Wednesday, January 14, 2026**

**Wednesday, February 18, 2026**

**Wednesday, March 18, 2026**

**Wednesday, April 15, 2026**

**Wednesday, May 20, 2026**

**Wednesday, June 17, 2026**

**COMMUNITY COLLEGE OF PHILADELPHIA**

**Resolution – Fiscal Year 2024-2025 No. 002**

**Resolution of the Board of Trustees Fiscal Year 2025-2026 Capital Plan**  
**Application – Deferred Maintenance Project**

**COLLEGE:** Community College of Philadelphia

**TITLE:** Fiscal Year 2025-2026 PDE Capital Project Application

**PROJECT NAME:** Deferred Maintenance Project

The College's deferred maintenance project includes mechanical, electrical, and plumbing (MEP) infrastructure requires significant upgrades and replacements, as recommended by Remington and Vernick Engineers. The existing control systems for MEP are obsolete, deficient, or non-existent, posing a risk of major disruptions and system failures.

The upgrades are crucial for several reasons:

- Prevent system failures: Upgrading obsolete systems will reduce the risk of unexpected breakdowns and associated major disruptions.
- Improve overall performance: Modern MEP systems can enhance the efficiency and reliability of the entire campus infrastructure.
- Energy efficiency: Upgrades often lead to improved energy efficiency and cost savings.
- Compliance: Ensure systems meet current safety standards and regulations

By implementing these upgrades, the College can significantly improve the performance, reliability, and efficiency of its campus-wide MEP systems, reducing the risk of major disruptions and potential failures in the future.

We are seeking approval to address high priority deferred maintenance equipment in MEP in the Remington and Vernick report. The estimated cost is \$20 million of which \$10 million will be from PDE capital bond with a corresponding match from capital appropriation.

**Estimated Cost of the Deferred Maintenance Project: \$20 million**

BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE OF PHILADELPHIA APPROVE THE SUBMISSION OF PDE APPLICATION FOR THE ABOVE CAPITAL PROJECT

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Harold T Epps  
Chair

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Ajeenah Amir  
Secretary