

AGENDA
HYBRID MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, May 21, 2025 – 9:00 A.M.

TO: Business Affairs and Executive Committees of the Board of Trustees
FROM: Jacob Eapen
DATE: May 14, 2025
SUBJECT: **Business Affairs and Executive Committees of the Board of Trustees Meeting**

A combined/hybrid meeting of the Business Affairs and Executive Committees of the Board of Trustees is scheduled for Wednesday, May 21, 2025 at 9:00 A.M. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom. The Zoom information for the Public Session is as follows:

Topic: 05/21/2025 Business Affairs and Executive Committees of the Board of Trustees – Public Session

PUBLIC SESSION
AGENDA

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) Main Garage Parking Rate Increase (Action Item)

The current rates have remained unchanged since January 2015, despite increases in operational costs, maintenance expenses, and inflation over the past decade. After a thorough review of local market conditions and a comparative analysis of parking facilities in the surrounding area, we have determined that an adjustment is necessary to ensure continued quality of service and long-term financial sustainability.

Even with the proposed increase, our rates will remain the lowest among comparable facilities in the area, ensuring affordability for our patrons while allowing us to responsibly manage ongoing and future infrastructure needs.

	Lion Card	Cash/Credit	Proposed Lion Card Rate	Proposed Cash/Credit Rate	Proposed Lion Card Rate Increase	Proposed Cash/Credit Rate Increase
30-60 Minutes	\$ 3.00	\$ 4.00	\$ 3.00	\$ 5.00	\$ -	\$ 1.00
Daily	\$ 5.00	\$ 6.00	\$ 5.00	\$ 7.00	\$ -	\$ 1.00
After 5PM & Weekends	\$ 3.00	\$ 4.00	\$ 5.00	\$ 7.00	\$ 2.00	\$ 3.00

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to implement the revised rate structure as listed above, effective July 1, 2025.

(2) Contract with Haverford Systems Inc. for Auditorium Lighting Replacement (Action Item)

The current theatrical lighting system, installed in 1982, is over 40 years old and has undergone only a single upgrade to the control board. The original fixtures remain in use, despite their projected maximum lifespan of 10 years. Their continued operation is maintained solely by minimizing usage. The system lacks modern capabilities such as scene configuration, spotlighting, and smooth transitions, rendering it non-compliant with current theater standards. This limitation significantly impacts our ability to host professional external events, thereby affecting potential rental income. Additionally, the outdated fixtures pose a potential fire hazard due to the risk of overheating, which could lead to property damage or personal injury.

The outdated lighting system limits our ability to attract higher-paying professional productions. Upgrading to a modern LED lighting system with digital control would not only enhance the quality of our events but also position our venue to command higher rental fees and increase overall revenue.

We propose replacing our outdated theatrical lighting system with a state-of-the-art LED setup that aligns with current industry standards. This upgrade will significantly reduce energy consumption, enhance lighting control, and improve overall safety. The new system will be powered via Ethernet, allowing for digital control and eliminating the need for manual adjustments. The project scope includes all necessary cabling, professional installation, and a one-year workmanship warranty.

This project was competitively bid on the PennBid platform, RFP #10217. A mandatory Prebid meeting was held on March 27, 2025, with 7 bidders attending. Bid due date was April 14, 2025, which yielded 1 proposal from Haverford Systems, Inc.

Professional installation will be handled by Haverford Systems, Inc. (HSI), a member of the COSTARS state-wide cooperative purchasing program. We believe this proposal will enhance technology reliability, reduce long-term maintenance costs and address a safety hazard. The quoted cost from HSI for the panels and installation totals \$299,500 and is based on COSTARS pricing.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the Auditorium Lighting Replacement by Haverford Systems, Inc. at the total cost of \$299,500. This purchase will be from the capital budget.

(3) Contracts with The Riff Group, Wayne Moving, and Atlas Electrostatic Refinishing (Action Item)

Staff seeks approval for the purchase of service related to the various offices being renovated to accommodate personnel vacating offices from 1500 Spring Garden rental space. This helps to facilitate 177 personnel moves. Staff has endeavored to reuse 60% of existing furniture. The moves will foster better communication and collaboration between departments. These services include:

The Riff Group: Building and Reconfiguring of Furniture	\$124,379
Wayne Moving: Moving of Furniture and Office Materials	\$131,529
Atlas Electrostatic Refinishing: Painting and Upholstering of Existing Furniture	<u>\$105,279</u>
Total:	\$361,187

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees purchases as related to office moves to The Riff Group for \$124,379, Wayne Moving for \$131,529, and Atlas Electrostatic Refinishing for \$105,279 for a total of \$361,187. These purchases will be from the Capital Budget for Riff Group and Atlas Electrostatic, and the operating budget for Wayne moving.

(4) Contract with CI Solutions: Modular Enclosed Wall Systems Purchase – Various Locations (Action Item)

Staff seeks approval for the purchase of enclosed wall systems from CI Solutions for various offices being renovated to accommodate new and expanding programs at CCP. Programs include CATTO, CCME and Student Financial Services. These wall systems provide moveable/reusable offices for personnel that can be reconfigured for future needs. The system provides walls, doors, windows and power/data connectivity.

The College will purchase this Haworth product through our CCP purchase agreement #81246 with a discount off Haworth Rush Program General Services Administration Contract GS-03F-057DA. The cost of \$407,650 includes \$216,500 for CCME. CI Solutions is a Minority Owned Business Enterprise.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the purchase of enclosed wall systems from CI Solutions in the amount of \$407,650. This allocation will come from Capital Budget and CCME.

(5) Contract with Columbus Construction, LLC for Mint Lobby Renovation (Action Item)

Staff seeks approval for renovation of the historic front doors and lobby of the Mint Building at Spring Garden Street.

The College issues RFP #10228 on March 19, 2025 via Penn Bid. The pre-bid meeting was held on 04/09/2025 and four (4) bidders attended. The College received 3 responses (Attachment B). Below are the lowest responsible bidders:

Columbus Construction:	\$ 977,950
Smith Construction:	\$1,324,000
Tricon Construction:	\$1,382,442

Staff request that the Business Affairs Committee recommend to the Executive Committee to award Columbus Construction, LLC for general construction in the amount of \$977,950.

This purchase will be paid from RACP and Capital Budget.

(6) Contract with Harmelin Media (Action Item)

The staff periodically review Harmelin media advertising with the Business Affairs Committee. The last such update was provided May 18, 2022.

The upcoming advertising push will promote enrollment for the fall semester, including for the Navy partnership programs Advanced Welding for Shipbuilding and Non-Destructive Testing. It also includes campaigns for CATC, workforce programs and other credit programming. The buy, which spans dozens of individual payments through Harmelin Media, includes advertising on television and streaming media platforms, paid search and social, visibility marketing on transit and via out-of-home opportunities and through sponsorships. The total budgeted spend for FY 2024-2025 is approximately \$1,515,000.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of payments for advertising through Harmelin Media in the amount of approximately \$1,515,010. This expense will be paid from the operating budget.

(7) Agreement with Association of Community College Trustees (ACCT) (Action Item)

Agreement with Association of Community College Trustees (ACCT) to provide comprehensive search services to assist the Board of Trustees in its search for a new President. The comprehensive search services began on or about April 21, 2025.

Services to be provided by ACCT staff/consultant(s) include: candidate recruitment; processing of candidate applications; In-Depth Summary Reference Reports on up to three final candidates (presented orally only); HireRight credit, civil, and criminal background reports on up to three final candidates; technical assistance; and preparation of candidate review materials. The College has the option of Consultant facilitation of meetings and interviews via interactive video teleconference sessions. Up to three on-site visits by the Consultant to facilitate meetings in-person are included in the search fee.

The fees for the services will be \$53,500 plus travel expenses.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval to contract with Association of Community College Trustees (ACCT) in the amount of \$53,500, plus travel expenses. This expense will be paid from the operating budget.

AGENDA
EXECUTIVE COMMITTEE
PUBLIC SESSION

Based on the recommendations of the Business Affairs Committee and the Executive Committees of the Board of Trustees will motion on the following action items:

- Main Garage Parking Rate Increase
- Award contract with Haverford Systems, Inc. for Auditorium Lighting Replacement
- Award Purchases for various office moves from The Riff Group, Wayne Moving, and Atlas Electrostatic Refinishing.
- Award contract to CI Solutions for the purchase of wall systems.
- Award contract to Columbus Construction, LLC for Mint Building renovation
- Award contract to Harmelin Media for advertising
- Award agreements to ACCT for search services for new President

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

The next meeting of the Business Affairs Committee is scheduled for June 18, 2025 at 9:00 am.

ATTACHMENT A
FUNDING FOR ACTION ITEMS
MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES

AGENDA: May 21, 2025

Agenda No.	Vendor/Consultant	Amount	Source
2	Haverford Systems, Inc.	\$299,500	Capital Budget
3	The Riff Group Wayne Moving Atlas Electrostatic Refinishing	\$124,379 \$131,529 \$105,279	Capital Budget Operating Budget Capital Budget
4	CI Solutions	\$407,650	Capital Budget & CCME
5	Columbus Construction, LLC	\$977,950	RACP & Capital Budget
6	Harmelin Media	\$1,515,000	Operating Budget
7	Association of Community Colleges (ACCT)	\$ 53,500	Operating Budget

ATTACHMENT B

Mint Building Renovation

Columbus Construction		Smith Construction Inc.		Tricon Construction N	
	\$977,950		\$1,324,000		\$1,382,442
	0		0		0
	\$0		\$0		\$0
UnitPrice	TotalCost	UnitPrice	TotalCost	UnitPrice	

	\$977,950	\$977,950		\$1,324,000	\$1,324,000	\$1,382,442
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