

**AGENDA**  
**COMBINED/HYBRID MEETING OF THE**  
**BUSINESS AFFAIRS AND EXECUTIVE**  
**COMMITTEES OF THE BOARD OF TRUSTEES**  
**Community College of Philadelphia**  
**Wednesday, May 20, 2026 – 9:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Carolyn Flynn  
**DATE:** May 18, 2026  
**SUBJECT: Combined/Hybrid Meeting of the Business Affairs and Executive Committees of the Board of Trustees**

A combined/hybrid Business Affairs and Executive Committees of the Board of Trustees meeting is scheduled for **May 20, 2026 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: 05/20/2026 Combined/Hybrid Business Affairs**  
**And Executive Committees of the Board of Trustees Meeting**  
**Public Session**

<https://ccp.zoom.us/j/94316715051?pwd=qnk8kZdX5ZVLfKNTblc56mUaMmCBzO.1>

**Meeting ID: 943 1671 5051**  
**Passcode: 146874**

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

The Business Affairs and Executive Committees will meet in Executive Session immediately prior to the start of the public session of the Business Affairs Committee to discuss real estate, personnel and contract negotiation strategy.

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

**(1) Renewal of Contract with Oracle for Oracle Technical Support Services**

**(Action Item)**

CCP uses the Ellucian Banner enterprise system as its institution-wide Enterprise Resource Planning (ERP) and Student Information System (SIS). Banner manages student records, enrollment, human resources, payroll, financials, and related administrative data. The Oracle Database is the required underlying database platform for Ellucian Banner and is a mandatory dependency for Banner to operate.

The College's Information Technology Services (ITS) staff recommends renewing the College's agreement with Oracle for Oracle Technical Support Services for one-year for software updates, maintenance and vendor support services. The renewal includes continuation of Technical Support Services for Oracle software licenses that the College already owns and Oracle Database Enterprise Edition and related management tools. The Oracle Technical Support Services term is from June 1, 2026 through May 31, 2027 and it costs a total amount of \$307,737.39. These funds will be coming from the operating budget.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award a one-year contract to Oracle for Technical Support Services in the total amount of \$307,737.39.

**(2) Amendment to Contract with Naval Welding Institute for Additional Services (Action Item)**

In February 2025, the Executive Committee approved a contract with the Naval Welding Institute (NWI) for consultative services for the Advanced Manufacturing Education Improvement Program (Program) funded by the Navy. Since then, NWI has supported the College with the development, launch and administration of the Program at the College, specific to welding, nondestructive testing (NDT) and metallurgy. The amount paid to NWI for the consultative services was \$640,200, which was paid for with funds from the Navy through its funding source, BlueForge Alliance.

During Cohort 1 of the Program, the College was not successful in employing a full-time instructor for the Program. As a result, the College requested NWI to provide direct instruction to students in the Program. The instruction was outside the scope of the original contract with NWI. For the instruction through December 31, 2025, the College paid NWI an additional \$85,000 for these additional responsibilities pursuant to a First Amendment to the NWI contract.

The College requests the approval of a Second Amendment to the NWI contract, which will include an additional payment to NWI for providing direct instruction to students in the Program from January through March 2026 and two (2) weeks in May 2026. The amount for these additional services is not to exceed \$153,700. The total amount that would be paid to NWI for services outside the scope of the

original contract would be \$238,700. These funds will be coming from the operating budget.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve a Second Amendment to the College's contract with NWI from providing direct instruction services between January 1, 2026 and March 31, 2026 and two (2) weeks in May 2026 in the amount of \$153,700.

**(3) Purchase of FANUC Robotics Equipment from Integrated Systems Technologies (Action Item)**

The College was recently awarded the PASmart Advanced Manufacturing Grant for a total of \$600,000. The two opportunities awarded under the grant are to support the College's Industrial Maintenance Mechanic (IMM) pre-apprenticeship program and to develop an IMM Registered Apprenticeship. The grant budget includes the purchase of robotics equipment, including several robotic arms, requested to upgrade the curriculum and ultimately strengthen the training outcomes for the College's students.

FANUC is an industry leader across manufacturing and has authorized training facilities that certify technicians. No center currently exists in Pennsylvania, giving the College the opportunity to lead the state in this training through FANUC's FAST program. Integrated Systems Technologies (IST) is the only regional reseller of FANUC products. The total cost for the purchase of five (5) FANUC ER-4iA robots and related equipment products is \$160,275. Also, as part of the purchase, IST is providing a \$300,000 Gift-in-kind to the College for training seats and access to the FANUC learning academy, which is supported by the FANUC Education Grant.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve the purchase of FANUC robotics equipment, including five (5) robotic arms and other related equipment, in the total amount of \$160,275.

**(4) Bond Issuance Update (Information Item)**

Staff will provide an update on the status of the bond issuance process related to the College's mechanical, electric and plumbing (MEP) infrastructure upgrade project.

**(5) Purchases Authorized by Dr. Marshall in Accordance with Resolution to Authorize President Marshall to Approve Perkins Grant Purchases of One Hundred Thousand Dollars or Greater through June 30, 2026 (Information Item)**

In accordance with the resolution authorizing Dr. Alycia Marshall to approve Perkins grant purchases of one hundred thousand dollars (\$100,000) or greater through June 30, 2026, which was ratified by the Board of Trustees on April 2, 2026, staff will provide an update on all Perkins-funded purchases of one hundred thousand dollars (\$100,000) or greater that were authorized by Dr. Marshall since April 15, 2026.

**(6) First Review of 2026-2027 College Budget (Information Item)**

Staff will provide a first review of the proposed College budget for 2026-2027.

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

**(1) Inclusion of Small and Local Businesses in College Purchasing Activities (Policy #216)**

General Counsel, in collaboration with the Policy Working Group, proposes revisions to and the renaming of Policy #216, currently the Inclusion of Diverse Suppliers and Philadelphia-Based Businesses in College Purchasing Activities. General Counsel recommends revising the policy so that it is consistent with the City of Philadelphia's shift to prioritizing small and local businesses via Executive Order No. 6-25 and changing the name of the policy to "Inclusion of Small and Local Businesses in College Purchasing Activities" (Policy #216). Clean and redlined (to indicate the proposed revisions) versions of the Inclusion of Small and Local Businesses in College Purchasing Activities (Policy #216) are attached as Attachment B.

General Counsel requests that the Executive Committee approves and recommends for approval to the Board of Trustees the Inclusion of Small and Local Businesses in College Purchasing Activities Policy (Policy #216).

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

- Renewal of Contract with Oracle for Oracle Technical Support Services
- Amendment to Contract with Naval Welding Institute for Additional Service
- Purchase of FANUC Robotics Equipment

cc: Dr. Alycia Marshall  
Mr. Gim Lim  
Mr. Derrick Sawyer

# **Attachment A**

**FUNDING FOR ACTION ITEMS MEETING OF THE BUSINESS AFFAIRS  
COMMITTEE OF THE BOARD OF TRUSTEES  
AGENDA: May 20, 2026**

Agenda Item No.	Vendor Consultant	Amount	Source
1	Oracle	\$307,737.39	Operating
2	NWI	\$153,700	Operating
3	IST	\$160,275	Operating (Reimbursement under grant)

# **Attachment B**

# INCLUSION OF SMALL AND LOCAL BUSINESSES IN COLLEGE PURCHASING ACTIVITIES

## Memorandum #216 Inclusion of Small and Local Businesses in College Purchasing Activities

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Revised: June \_\_\_\_, 2026  
Original Date of Issue: November 1, 2012  
Approved by: Board of Trustees  
Policy Owner: Director of Purchasing

Support of small and local-based businesses is a business objective of the College in undertaking its procurement of goods and services. Supplier diversity fosters positive economic impact and increases competition within the College's pool of goods and service suppliers. The Purchasing Department is committed to including small and local suppliers in procurement procedures whenever possible. The Purchasing Department is the College's organization unit with the responsibility for identifying and qualifying small and local-based suppliers capable of meeting the College's procurement requirements.

### **Definitions:**

#### Small Business Enterprise (SBE):

Business that is certified as a Small Business Enterprise by an approved agency, such as the City of Philadelphia, PA Unified Certification Program or the Pennsylvania Department of Transportation. "Self-certification" of SBE status is not accepted. Existing Disadvantaged Business Enterprises (DBEs) are automatically eligible for SBE status. DBEs are defined as a small business that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26 and certified in accordance with those federal regulations.

#### Local Business Enterprise (LBE):

Business that is registered as an LBE in Philadelphia. To be an LBE in Philadelphia, the business must be headquartered in Philadelphia or, if the business is not headquartered in Philadelphia, it must meet two of the following requirements:

- More than 60% of the business' full-time employees live in Philadelphia. These employees must list Philadelphia as their address on the City of Philadelphia Annual Reconciliation of Employer Wage Tax.
- More than half of the business' full-time employees work in the city at least 60% of the time.

- More than 75% of the business' gross receipts reported on their Business and Income Receipts Tax (BIRT) come from Philadelphia.

### **Responsibilities of the Purchasing Department:**

The Purchasing Department is responsible for:

- identifying SBE and LBE suppliers
- assisting SBE and LBE suppliers in understanding the College procurement process
- mentoring SBE and LBE suppliers before and after awards are made to promote and facilitate continued business growth within the College
- delivering an on-going effort to increase the amount of purchases from SBE and LBE suppliers
- encouraging all internal departments to include SBE and LBE suppliers when looking to source a service or commodity
- providing annual reports of SBE and LBE supplier participation

### **Identifying and Certifying Suppliers:**

The Purchasing and Services Department has established and will maintain partnerships SBEs and LBEs to assist the College with obtaining qualified and varied suppliers.

The College recognizes and accepts the certifications of agencies acceptable to the City of Philadelphia. The City of Philadelphia Office of Economic Opportunity provides a complete listing of acceptable certifying agencies, which can be found at: <https://phila.mwdsbe.com/>In addition, the College has an Equal Opportunity Program (EOP) for large scale construction projects that mirrors the City of Philadelphia and State of Pennsylvania goals for small and local supplier participation.

### **Other Related College Policies:**

Policy #201, Open Market Purchasing;  
Policy #202, Purchases and Contracts Requiring Specific Board Authorization; and  
Policy#203, Expenditure Approval Requirements

# INCLUSION OF ~~DIVERSE SMALL SUPPLIERS~~ AND ~~LOCAL PHILADELPHIA-BASED~~ BUSINESSES IN COLLEGE PURCHASING ACTIVITIES

## Memorandum #216 Inclusion of ~~Diverse Suppliers~~~~Small~~ and ~~Philadelphia~~~~Local-based~~ Businesses in College Purchasing Activities

Revised: June 2026  
Original Date of Issue: November 1, 2012  
Approved by: Board of Trustees  
Policy Owner: Director of Purchasing

Support of ~~diversity~~~~small~~ and ~~use of Philadelphia~~~~local~~-based businesses is a business objective of the College in undertaking its procurement of goods and services. Supplier diversity fosters positive economic ~~impacts~~~~impact~~ and increases competition within the College's pool of goods and service suppliers. The Purchasing Department is committed to including ~~diverse~~~~small and local~~ suppliers in procurement procedures whenever possible. The Purchasing Department is the College's organization unit with the responsibility for identifying and qualifying ~~diverse~~~~small~~ and ~~Philadelphia~~~~local~~-based suppliers capable of meeting the College's procurement requirements.

### Definitions:

~~Minority, Woman or Disabled~~Small Business Enterprise (M/W/DSBE)SBE):  
Business that is ~~certified as a sole proprietorship owned and controlled Small Business Enterprise by a minority, woman or disabled person, or a partnership, joint venture, corporation or other entity where at least 51% of an approved agency, such as the business interest~~City of Philadelphia, PA Unified Certification Program or the Pennsylvania Department of Transportations. "Self-certification" of SBE status ~~is held by one or more minority, woman or disabled persons.~~

~~not accepted. Existing~~ Disadvantaged Business Enterprise (DBE)  
~~Small Business Enterprises (DBEs) are automatically eligible for SBE status. DBEs are defined as a small business~~ that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26 and certified in accordance with those federal regulations.

Local Business Enterprise (LBE):

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Business that is registered as an LBE in Philadelphia. To be an LBE in Philadelphia, the business must be headquartered in Philadelphia or, if the business is not headquartered in Philadelphia, it must meet two of the following requirements:

- More than 60% of the business' full-time employees live in Philadelphia. These employees must list Philadelphia as their address on the City of Philadelphia Annual Reconciliation of Employer Wage Tax.
- More than half of the business' full-time employees work in the city at least 60% of the time.
- More than 75% of the business' gross receipts reported on their Business and Income Receipts Tax (BIRT) come from Philadelphia.

### **Responsibilities of the Purchasing Department:**

The Purchasing Department is responsible for:

- identifying ~~certified diverse~~SBE and LBE suppliers
- assisting ~~SBE and LBE diverse and Philadelphia-based~~ suppliers in understanding the College procurement process
- mentoring ~~SBE and LBE diverse and Philadelphia-based~~ suppliers before and after awards are made to promote and facilitate continued business growth within the College
- delivering an on-going effort to increase the amount of purchases from ~~diverse and community~~SBE and LBE suppliers
- encouraging all internal departments to include ~~SBE and LBE diverse~~ suppliers when looking to source a service or commodity
- providing annual reports of ~~diverse~~SBE and LBE supplier participation

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### **Identifying and Certifying Suppliers:**

The Purchasing and Services Department has established and will maintain partnerships ~~SBEs and LBEs with the following local business organizations~~ to assist the College with obtaining qualified ~~and diverse varied~~ suppliers:

- ~~Minority Supplier Development Council (MSDC) PA-NJ-DE~~
- ~~Minority Business Development Agency (MBDA) Center of Pennsylvania~~
- ~~Office of Economic Opportunity, City of Philadelphia~~
- ~~Women Business Enterprise Council PA-DE-NJ~~
- ~~Greater Philadelphia Chamber of Commerce~~
- ~~African American Chamber of Commerce of Pennsylvania, New Jersey & Delaware~~
- ~~Asian American Chamber of Commerce of Greater Philadelphia~~
- ~~Greater Philadelphia Hispanic Chamber of Commerce~~
- ~~Greater Philadelphia Urban Affairs Coalition~~

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The College recognizes and accepts the certifications of agencies acceptable to the City of Philadelphia. The City of Philadelphia Office of Economic Opportunity ~~website~~ at ~~https://www.phila.gov/departments/office-of-economic-opportunity/~~ provides a complete

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listing of acceptable certifying agencies, which can be found at: <https://phila.mwdsbe.com>In addition, the College has an Equal Opportunity Program (EOP) for large scale construction projects that are acceptable to mirrors the City of Philadelphia and State of Pennsylvania goals for small and local supplier participation.

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~~The College has an Equal Opportunity Program (EOP) for large scale construction projects which mirrors the City of Philadelphia and State of Pennsylvania goals for diverse supplier participation.~~

**Other Related College Policies:**

~~All purchasing procedures are guided by College Policies Numbers~~

~~Policy #201, 201, Open Market Purchasing;~~

~~Policy #202, Purchases and Contracts Requiring Specific Board Authorization; and~~

~~Policy#203, Expenditure Approval Requirements~~

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