

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, January 18, 2012 – 9:00 A.M.**

**Present:** Mr. Jeremiah White, Jr. (Chair), presiding; Mr. Matthew Bergheiser (Vice Chair), Mr. Bart Blatstein, Ms. Varsovia Fernandez, Mr. Gil Wetzel (teleconference), Dr. Stephen M. Curtis, Ms. Jody Bauer, Mr. Gary Bixby, Dr. Thomas R. Hawk, and Mr. James P. Spiewak

**AGENDA – PUBLIC SESSION**

**(1) Information Technology Infrastructure Upgrade (Action Item):**

Discussion: Ms. Bauer provided an overview on the need for a comprehensive upgrade of the College's technology infrastructure. She noted that the 2010-11 year had been used by ITS staff to plan for an infrastructure refresh that will ensure that the campus expansion projects and the existing main campus and regional center facilities have adequate bandwidth to meet the future needs of instruction, administrative systems, and student support activities.

This infrastructure refresh will provide the College with a 10G (gigabyte) capacity for an expanded backbone structure with single-mode fiber and for the existing fiber ring connecting all campus locations. The new design and updated equipment will increase the capabilities at all network equipment locations. The fiber plant upgrade is a critical part of the infrastructure upgrade. Without the fiber replacement, 10G bandwidth will not be possible.

This investment, with a life expectancy of at least seven years, mirrors the investment made by the College in 2000-01 in preparation for the Banner implementation. This 2012 upgrade will provide the College with the ability to meet the growing connectivity needs of hand-held-device generation, and the increasing need for bandwidth in teaching and learning processes. The project will provide increased bandwidth to all 5,000 workstations at all campus locations. The improved infrastructure will also support the move to increasing WiFi access for students and staff.

Ms. Bauer noted that the Board of Trustees previously approved this project in the 2011-12 budget based upon an earlier estimated cost of \$1,685,000. The project now has a projected cost of \$2,467,040, an increase of \$782 thousand. Mr. Blatstein stated that he was concerned that the final numbers for the project were so much greater than originally estimated. He asked what contributed to the cost increase. Ms. Bauer cited several factors. The consultant who helped developed the upgrade plan underestimated the equipment costs. The Cisco switches and router costs after bidding were significantly greater than originally estimated. In addition, the fiber replacement cost was a staff estimate; and, when bid, the cost exceeded the original project estimate. Another key factor contributing to the cost was the opportunity to upgrade to 10G bandwidth which became feasible for the College to undertake after the initial estimates were made. This project scope expansion greatly enhances the capacity of the network to meet the College's future technology needs.

The table below shows the originally projected costs for the project and current costs. The project will be financed with a seven year lease. Staff have been able to partially reduce the annual budget impact of the cost increase through improved leasing terms. Based upon the revised project costs, the annual lease costs will be \$378,514. For the 2011-12 budget year, the actual cost will be less than budgeted (\$254,546 versus \$285,300). Mr. Bergheiser asked if seven years was too long of time to finance the investment. Ms. Bauer responded that the infrastructure being put in place was modular and could be easily upgraded if technology changes required it to be done.

STATUS OF IT INFRASTRUCTURE UPGRADE					
	Originally Budgeted Purchase Price	2011-12 Budgeted Lease Cost	Actual Purchase Price	2011-12 Actual Lease Cost	2012-13 and Subsequent Annual Lease Cost
10g Fiber	\$ 185,000	\$ 33,300	\$ 458,900	\$ 23,471 *	\$ 70,414 *
Infrastructure Equipment	\$ 1,500,000	\$ 252,000	\$ 2,008,140	\$ 231,075	\$ 308,100
<b>Total for Infrastructure Upgrade</b>	<b>\$ 1,685,000</b>	<b>\$ 285,300</b>	<b>\$ 2,467,040</b>	<b>\$ 254,546</b>	<b>\$ 378,514</b>
* Estimate - Lease will be bid.					

Mr. Blatstein expressed concern that the College's technology planning may be incomplete and not result in the College becoming a leader in the use of technology. He questioned whether or not staff have fully considered the benefits of thin-client and cloud-computing approaches. He requested that staff present a more comprehensive plan for technology to the Committee at a later date.

Ms. Bauer responded that the proposed infrastructure upgrade was essential to any future directions that the College would take to enhance the use of technology. Expanded bandwidth is required to ensure that the growing use of hand-held devices and the growing number of campus applications requiring greater bandwidth to run can all be accommodated. The proposed infrastructure was carefully researched and will ensure the College is able to move forward with emerging new directions in technology including potential future expansion of cloud-based computing and use of thin-client technology.

Mr. White stated that the Committee would clearly benefit from having a full presentation on the vision and plan for future technology use at the College. He suggested that the Committee recommend moving forward with the infrastructure upgrade, with the understanding that staff would make a presentation at an upcoming meeting on technology planning including an analysis of where the College is relative to its peers in the effective use of technology. After discussion, this recommendation was accepted.

Action: Mr. White moved and Mr. Wetzel seconded the motion that the Committee recommend to the full Board the authorization for staff to complete the IT infrastructure upgrades with a value of \$2,467,040 using seven year lease financing with a projected annual lease amount of \$378,514. This motion was made with the expectation that staff will present an overview of the comprehensive plan for future directions in technology at a subsequent meeting of the Committee. The motion passed with Mr. Blatstein abstaining.

**(2) Migration from Novell to Microsoft Active Directory (Action Item):**

Discussion: Ms. Bauer explained that the current network file, print and authentication services have been provided by Novell since late 1996. This network operating system (OS) is now being eliminated as a result of the purchase of Novell by Attachmate in 2011. This will require replacement of the current GroupWise e-mail system. As part of the transition away from Novell, it is essential to implement a single sign-on strategy for staff, faculty and students to continue to provide secure and consistent access to College services.

The recommended new e-mail provider is Google, a Cloud-based e-mail service. Microsoft Active Directory is recommended to replace Novell. Implementation of Microsoft Active Directory (AD) will bring the needed Identity Management (IDM) services required to move the College email to Google. This outsourcing of email will lead to cost savings as well as increased functionality for users. In addition, IDM will bring true single sign-on capabilities to all systems provided at the College (e.g., Banner, Hyperion, Document Imaging, etc.). An essential feature of the Google e-mail is that it will ensure that all faculty and staff e-mails continue to be archived for possible future e-discovery purposes as legally required.

This migration will also provide the College with the ability to begin virtualizing the server environment. Virtualization will decrease the size and amount of equipment operated by the College which will lead to a 'greener' environment within the server locations. The VMWare software will enable the virtualization to be established.

As shown in the following table, the cost of this project for 2011-12 will be \$77,030. Based upon the implementation of cost savings measures identified by ITS staff, the cost of this migration project will have no impact on the FY12 budget. In addition, the future annual cost of the Novell Academic License cost will be eliminated saving \$120,000 per year as of January 2013. The Microsoft site license is an existing annual expenditure of \$45,000. This cost will not increase as a result of the migration project.

<b>BUDGET IMPLICATIONS OF ACTIVE DIRECTORY PROJECT</b>			
		2011-12	
		Fiscal Year	Ongoing
	Purchase	Budget	Annual
<u>Project Costs</u>	<u>Price</u>	<u>Implication</u>	<u>Costs</u>
Consultants		\$ 58,000	
Server Lease	\$ 78,000	\$ 10,380	\$ 20,760
VMWare Licensing*	\$ 65,000	\$ 8,650	\$ 17,300
Total		\$ 77,030	\$ 38,061
<u>2011-12 Budget Savings</u>			
Consultant - SDW		\$ 61,000	
Lease/Purchase of Servers		\$ 14,000	
ITS Contingency Fund		\$ 2,030	
Total		\$ 77,030	
* Cost includes 36 months of maintenance.			

Action: Mr. Bergheiser moved and Ms. Fernandez seconded the motion that the Committee recommend to the full Board that staff be authorized to complete the Active Directory project with a planned 2011-12 cost of \$77,030. The motion passed with Mr. Blatstein abstaining.

**(3) Resolution for a Capital Application to be Submitted to the Pennsylvania Department of Education – Creation of 10 Smart Classrooms (Action Item):**

Information: Dr. Hawk stated that the College lags behind some of its peer institutions in the development of a robust technology environment in all instructional classrooms and laboratories. According to a recent Educause Core Data Survey, 80% of community college classrooms have both a computer and a data projector for the instructor. At CCP, only 40% of our classrooms are equipped with this level of technology. In order to enable CCP faculty to achieve their full teaching potential; most, if not all, classrooms must have digital projection capability. The Division of Flexible Learning Options and Technology has developed a plan which will move the College toward the goal of creating a robust learning environment in all classrooms and laboratories. Currently, this need is met by using technology carts which permits technology resources to be placed in classrooms on an as-needed basis. This approach is staff-intensive and does not guarantee that all faculty needs at peak-demand times can be met.

The academic technology plan recommends phasing in the installation of essential technology in all classrooms and laboratories that are currently dependent

upon portable carts to use technology. Once the technology infrastructure is in place, it will be possible to extend its use by incorporating support for emerging technologies that enhance student success, such as lecture capture.

At the same time the technology is being permanently installed into the classroom, the overall classroom environment will be enhanced. This will include new flooring, new classroom furniture designed to support collaborative learning, and new lighting configurations to ensure optimal visibility for digital images. A sample budget for a comprehensive classroom renovation is shown below:

ITEM	COST
Computer	\$ 1,110
Projector	2,000
Extron Controller	875
Podium	2,000
Smartboard	2,000
Document camera	1,000
Cables, connectors, projector mount, Miscellaneous supplies/components	805
Technology Installation	3,000
Flooring	2,500
Classroom Furniture and Whiteboards	23,000
Lighting Reconfiguration	500
Wireless Lock System	3,500
<b>Total Estimated Cost per Classroom</b>	<b>\$42,290</b>

Some capital support for the phased classroom enhancement project may be available from the 2012-13 State capital funding. Small-scale cash-funded projects will be funded by the State on a competitive basis if capital funds are allocated in the 2012-13 State budget process. If funded, the State would provide fifty percent of the cost with the College being required to provide funding for the other fifty percent. Mr. Blatstein asked if this was the only option to fund the classroom technology project. Dr. Hawk responded that other approaches were feasible, e.g., direct borrowing for a larger amount. However, the State capital application process is the only approach available that might result in fifty percent State funding for the 2012-13 year.

Because of current funding constraints for the College, a ten classroom project is recommended for 2012-13. A capital application to undertake the renovation of ten classrooms will be submitted to the State for the 2012-13 capital budget cycle. Submission of a State capital application requires a Board Resolution of support for the project.

**Action:** Mr. White moved and Mr. Blatstein seconded the motion that the Committee recommend to the full Board that staff be authorized to submit an application to PDE for the conversion of ten general-purpose classrooms into smart classrooms for a total projected cost of \$422,900. The motion passed unanimously.

**Note:** Three other capital applications previously approved by the Board, but not funded by the State, will be resubmitted as part of the 2012-13 application process.

These include: Chemistry Laboratories Renewal (\$1,089,000); West Building Escalators Replacement (\$2,180,000); and Mint Entry Steps Renovation (\$400,000).

**(4) Update on Construction Projects (Information Item):**

Mr. Bixby provided progress to date on the Main Campus Construction Projects. The last contractor recently completed their work at the Northeast Center. The only remaining task for the Northeast Project is completing the LEED certification process.

Punch-list efforts are continuing in the Pavilion Building. Most issues have now been addressed. A new mural, which is a collage of images from the City's Mural Arts Program, was just installed on the second floor of the Pavilion. The Welcome Center staff have moved into the new location in the Pavilion. All spaces in the Pavilion area are now fully in use.

The ground floor space renovations in the Mint Building have all been completed except for the space to be occupied by campus security. Staff will gradually move into the renovated Mint space over the next several months. The ground floor of the Bonnell Building is scheduled to be completed as of September 2012. The last phase of the project—renovations to portions of the second, third and fourth floors of the West Building—will be completed by December 2012.

Mr. Blatstein asked about the status of the Burt Hill claim. Staff stated that, with the assistance of an outside construction expert from Reynolds, the value of the College's damages have been documented to be in excess of \$2.6 million. With the assistance of Fox, Rothschild attorneys, a dispute resolution process was underway with attorneys representing Burt Hill's insurance carriers. Currently, negotiations are underway to try to resolve the matter without having to resort to a formal judicial process.

**(5) Next Meeting Date**

The next meeting of the Committee is scheduled for **Wednesday, February 22, 2012 at 11:45 A.M** in the Isadore A. Shrager Boardroom, M2-1.