

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, March 21, 2018 – 10:00 A.M.**

TO: Business Affairs & Executive Committees of the Board of Trustees
FROM: Jacob Eapen 
DATE: March 20, 2018
SUBJECT: **Committee Meeting by Teleconference**

A combined meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on **Wednesday, March 21, 2018 at 10:00 A.M. by teleconference.** **DIAL-IN NUMBER: 1-888-675-6779; PARTICIPANT PASSCODE: 2050590#**

**AGENDA – JOINT MEETING OF THE BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEES OF THE BOARD OF TRUSTEES**

(1) Resolution of Support for 2018-19 PDE Capital Applications (Action Item):

Pennsylvania Department of Education (PDE) requires that all capital applications submitted during the annual capital application process include a Board Resolution of Support for the Project with the application due no later than April 2, 2018 which is prior to the scheduled Board of Trustees meeting of April 5, 2018. For the FY 2018-19 process, and all subsequent cycles, PDE is requiring that previously submitted projects be submitted with new Resolutions. The West Regional Center Expansion is the capital project initially submitted for fiscal year 2016-17. The Library/Learning Commons Project – Phase 2 is a new capital project. The Physics Instructional Space Enhancements and Mint Building Elevator are submitted as Cash Projects. The staff recommends that the Business Affairs and Executive Committees of the Board of Trustees approves the submission of the capital projects for PDE funding. Please refer to Attachment A for detail on each of the projects.

AGENDA – BUSINESS AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES

(2) CSI Contract Renewal (Action Item):

CSI, a contracted janitorial cleaning service provider, has completed 3 years of a base contract providing service at the Main Campus and is eligible for contract extension consideration for two option years. CSI has met the performance requirements and has been asked to provide a proposal to increase services to include nighttime cleaning at the Northeast Regional Center, an additional 109,000 sq. ft. Except for union labor and union health care costs, CSI was requested to hold pricing through the option years.

Building	Base / Current	Option YR 1	Option YR 2
Main Campus	\$1,151,371	\$1,216,000	\$1,245,763

The staff recommends extending the service contract with CSI for janitorial cleaning for the Main Campus for Option Year 1 in the yearly amount of \$1,216,000 and Option Year 2 in the amount of \$1,245,763.

The staff also recommends a new contract with CSI for the Northeast Regional Center in the amount of \$210,382 for Year 1 and \$211,635 for Year 2.

(3) Bonnell Freight Elevator Modernization (Action Item):

The primary freight elevator, located at the loading dock of the Bonnell Building, has reached the end of its service life and needs to be modernized to achieve performance standards. This elevator is the original unit, installed during the construction of the Bonnell Building, and needs full-scale modernization. Schindler is the service provider for the Educational & Institutional consortium contract and is the current contractor providing maintenance for all 29 elevators owned by CCP. The staff recommends awarding a service contract for modernization of the Bonnell Freight Elevator for \$146,400.

(4) Future Business Affairs Committee Meeting Dates (Information Item):

Please refer to Attachment B for the proposed future meeting dates.

(5) Next Meeting Date

The next meeting of the Committee is scheduled for **Wednesday, April 18, 2018 at 10:00 A.M.** in the Isadore A. Shrager Boardroom, M2-1.

JE/lm

c: Mr. Jeremiah J. White, Jr.
Dr. Donald Generals
Mr. Gim Lim
Mr. James P. Spiewak
Victoria L. Zellers, Esq.

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ATTACHMENT A

**RESOLUTION OF SUPPORT FOR
2018-19 PDE CAPITAL APPLICATION**

FISCAL YEAR 2018-19 PDE CAPITAL PROJECTS APPLICATIONS

PROJECT NAME: A. West Regional Center Expansion

This project involves the acquisition of additional property adjacent to the existing Automotive Technologies facility and the building of a new facility that will accommodate the existing programs and enable the department to create new programs related to diesel, electric and hybrid vehicles, among others. In addition to automotive bays and laboratory spaces, classrooms, storage space and student study space will be created. Additional parking capacity will also be added as part of the project.

Estimated Total Cost of Project \$20,000,000
Initially submitted for Fiscal Year 2016-17

PROJECT NAME: B. Library/Learning Commons Project - Phase 2

The initial plans for phase 1 renovations to the existing library were aesthetic and included partial enhancements to aging systems. Phase 2 will intentionally reconfigure the Library to support improved learning and study areas as defined within a new Learning Commons using both interior and exterior learning environments. Comprehensive technology upgrades will be used to modernize all systems and embrace the demands to support the paradigm in academic pedagogies and student success. These technologies will be available to students, tutors, staff, work-force development efforts and casual community users. This effort will create an ideal mix of spaces for: library management, library instructional spaces, wide-scale tutoring, increased access to technology for student access to materials, presentation development space, study group areas, quiet rooms, seminar spaces, conference / meeting rooms, bound volume storage and retrieval, and a café. Accessibility improvements, daylighting, implementation of comprehensive energy efficiency strategies and an exhibit center for the arts with interconnection to the Rotunda within the historic Mint Building are all included in Phase 2 efforts.

Estimated Total Cost of Project \$6,000,000
New Project

PROJECT NAME: C. Physics Instructional Space Enhancements

The enhancement of the Physics learning environment consists of facilitating an integrated lecture and laboratory approach, providing easy access to technology and space for demonstration, increased and more efficient space utilization for materials handling / storage, and re-structuring of areas for lab preparation that are needed to support the new technologies, the state-of-the-art equipment and evolving pedagogy of the fields of Physics and Engineering Science. This update will include life-safety and improve accessibility throughout. Instructors and students will have technology rich tools for discovering information and acquiring knowledge thus creating an interactive environment that will foster the ability to exchange information and improve the students' learning experience and course outcomes. The estimated costs for the enhancements to the Physics instructional space are \$627,000 which includes all equipment.

Estimated Total Cost of Project \$627,000
Cash Project

PROJECT NAME: D. Mint Building Elevator

This project involves the reconditioning of the existing freight elevator in the Mint Building. This manually operated electro-mechanical heavy duty elevator is the only means of vertical transportation in the Mint Building for equipment and products from the ground floor service entrance and/or from the loading dock of the adjoining Bonnell Building to their destination. It is also heavily used by the Facilities and Information Technology staffs in their daily operations. This manual elevator needs to be upgraded with modern control and operating systems for improved operations and safety.

Estimated Total Cost of Project	\$300,000
Cash Project	

ATTACHMENT B
FUTURE BUSINESS AFFAIRS COMMITTEE
MEETING DATES

**APRIL 2018 THROUGH AUGUST 2019
BUSINESS AFFAIRS COMMITTEE MEETING DATES
ISADORE A. SHRAGER BOARDROOM, M2-1**

2018

- Wednesday, April 18, 2018 – 10:00 A.M.
- Wednesday, May 16, 2018 – 10:00 A.M.
- Wednesday, June 20, 2018 – 10:00 A.M. (Meeting if required)
- No meeting in July
- Wednesday, August 22, 2018 – 10:00 A.M.
- Wednesday, September 26, 2018 – 10:00 A.M. (Last Wednesday due to Yom Kippur)
- Wednesday, October 24, 2018 – 10:00 A.M.
- Wednesday, November 28, 2018 – 10:00 A.M.
- No meeting in December

2019

- Wednesday, January 23, 2019 – 10:00 A.M.
- Wednesday, February 20, 2019 – 10:00 A.M. (Meeting if required)
- Wednesday, March 20, 2019 – 10:00 A.M.
- Wednesday, April 17, 2019 – 10:00 A.M.
- Wednesday, May 22, 2019 – 10:00 A.M.
- Wednesday, June 19, 2019 – 10:00 A.M. (Meeting if required)
- No meeting in July
- Wednesday, August 21, 2019 – 10:00 A.M.