

**TELECONFERENCE**  
**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.**  
**DIAL-IN NUMBER: 1-888-675-6779; PARTICIPANT PASSCODE: 2050590#**

Business Affairs Committee: Mr. Matthew Bergheiser, Mr. Steve Herzog and Mr. Michael Soileau

Executive Committee: Mr. Jeremiah J. White, Jr., (Chair), Mr. Matthew Bergheiser, Ms. Mary Horstmann, Hon. James Roebuck, and Dr. Judith Rényi

Administration: Mr. Jacob Eapen, Mr. Gim Lim, Mr. James P. Spiewak, and Victoria Zellers, Esq.

**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):**

Discussion: Mr. Eapen explained the PDE process for submitting capital projects and stated that the 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. The application is 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. Mr. Spiewak noted that all applications are rated; those projects involving instructional activities receive the highest ratings. Projects are funded based upon available State capital funds. Mr. Eapen provided information on the four projects to be submitted.

The West Regional Center Expansion project is being submitted as the College's carry-over project which designates it as the College's highest priority. With this designation, the College is acknowledging to the State that it is ready to move forward with the project for fiscal year 2018-19, if funded. Mr. Eapen explained that the expansion of the Automotive Technology Center will serve as the anchor program for this site. He discussed the planning that has taken place to-date concerning this project, including a potential partnership with a third party, potential funding sources, and the required land acquisitions. The comprehensive costs for the project is estimated at \$25 million and the request being submitted to the State is for \$20 million. In response to questions, Mr. Spiewak stated that annual debt service on a \$20 million bond issue would be approximately \$1.4 million. If the State funds 50% (\$700,000), the remaining \$700,000 would need to come from City appropriations unless other sources were identified.

The Library/Learning Commons Project – Phase 2 is a new capital project. Mr. Eapen noted that the projected cost for the Library/Learning Commons project is \$15 million and that the State is providing 50% funding to a level of \$9 million. Submitting a Phase 2 project is the method in which the additional \$6 million costs can be 50% funded

by the State.

The Physics Instructional Space Enhancements and Mint Building Elevator are submitted as Cash Projects. Mr. Eapen noted that the Physics Lab is the only laboratory space in the West Building that has not been renovated. In regards to the Mint Building Elevator, he noted that the College has been experiencing more frequent maintenance issues and that this elevator was originally installed in 1983. Please refer to Attachment A for detail on each of the projects.

Action: Mr. White moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend that the Executive Committee adopt the Resolution approving the submission of the application for capital projects for PDE funding. Please refer to Attachment A for the full Resolution. The motion passed unanimously.

Action: Mr. White, on behalf of the Business Affairs Committee, moved and Ms. Rényi seconded the motion that the Executive Committee of the Board of Trustees adopt the Resolution approving the submission of the application for capital projects for PDE. Please refer to Attachment A for the full Resolution. The Resolution passed unanimously.

## **AGENDA – BUSINESS AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES**

### **(2) CSI Contract Renewal (Action Item):**

Discussion: Mr. Eapen reported that 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

Mr. Eapen stated that 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.

Additionally, 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. Mr. Eapen noted that contracting out the 3<sup>rd</sup> shift cleaning will resolve difficulties that the College has been experiencing with staff. In response to questions, Mr. Eapen stated that there are currently four vacant positions for the 3<sup>rd</sup> shift and that the College had been utilizing temporary staff so no employees would lose jobs. There are no anticipated savings from this change; it is being done more for efficiency purposes.

Action: Mr. Soileau moved and Mr. Bergheiser seconded the motion that the Business Affairs Committee recommend to the full Board that staff extend 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 motion passed unanimously.

Action: Mr. Soileau moved and Mr. Bergheiser seconded the motion that the Business Affairs Committee recommend to the full Board that 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 be approved. The motion passed unanimously.

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

Discussion: Mr. Eapen stated that 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. He stated that the staff recommends awarding a service contract for modernization of the Bonnell Freight Elevator for \$146,400. In response to questions, Mr. Eapen stated that the funding for this project would come from the capital budget.

Action: Mr. Bergheiser moved and Mr. Soileau seconded the motion that the Business Affairs Committee recommend to the full Board the awarding of a service contract to Schindler for modernization of the Bonnell Freight Elevator in the amount of \$146,400. The motion passed unanimously.

**(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.

**ATTACHMENT A**

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

Board of Trustees

TITLE: FISCAL YEAR 2018-19 PDE CAPITAL PROJECTS APPLICATIONS

BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE OF PHILADELPHIA APPROVE THE SUBMISSION OF PDE APPLICATIONS FOR THE FOLLOWING CAPITAL PROJECTS:

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

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

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.

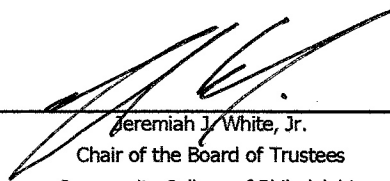
Estimated Total Cost of Project \$627,000  
Cash Project

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

  
Jeremiah J. White, Jr.  
Chair of the Board of Trustees  
Community College of Philadelphia

DATE OF BOARD

March 21, 2018

**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.