

**UPDATED**  
**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE**  
**OF THE BOARD OF TRUSTEES**  
**Community College of Philadelphia**  
**Wednesday, September 21, 2022 – 9:00 A.M.**

**TO:** Members of the Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen  
**DATE:** September 19, 2022  
**SUBJECT: Committee Meeting**

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A meeting of the Business Affairs Committee is scheduled for Wednesday, September 21, 2022 at 9:00 A.M. It will be held as a hybrid meeting. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom, M2-1 or *via* Zoom.

**PUBLIC SESSION**  
**AGENDA**

The Zoom information for the Public Session is as follows.

Topic: Business Affairs Committee Meeting - Public Session  
<https://ccp.zoom.us/j/95050282199?pwd=dSs1QIRxTE83VVlkYUxtK0FEbVRUUT09>  
Meeting ID: 950 5028 2199  
Passcode: 8029  
One tap mobile  
+13092053325,,95050282199# US  
+13126266799,,95050282199# US (Chicago)

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) CBI Heat Pump Replacement (Action Item):**

The heat pumps in the Center for Business and Industry (CBI) have outlived their lifecycle. In an attempt to repair them, staff have found it is difficult to find parts and also parts are cost prohibitive. It is more cost-effective to replace with new heat pumps.

The age of the heat pumps in CBI is about 20 years which means the manufacturers and the retailers do not sell the parts or the refrigerant (R22) for these systems. Also, the refrigerant called (R22) also known as Freon and HCFC-22 Freon is a chemical that has been banned. On January 1, 2020, the U.S. Environmental Protection Agency (EPA) banned the production and import of R22 because of its particularly harmful impact on the ozone layer when released into the air.

Staff requested pricing from PT Mechanical, DeWitt Mechanical, and Chadwick Mechanical all under COSTARS. The College received responses from PT Mechanical and DeWitt Mechanical.

Staff recommends Dewitt Mechanical as the vendor of choice. Dewitt Mechanical was lowest in cost at \$159,949 compared to PT Mechanical at a cost of \$164,675. DeWitt Mechanical is a minority-owned company based in Philadelphia.

Staff request that the Business Affairs Committee recommend to the full Board the approval to enter into a contract with DeWitt Mechanical to replace 15 heat pumps in the CBI building at a cost of \$159,949. The funds will be provided from the Capital Budget.

**(2) Renewal of Contract with Cozen O'Connor Public Strategies (Action Item)**

In Fall of 2021, the College awarded Cozen O'Connor Public Strategies ("Cozen") with a one-year lobbying services agreement for local, state and federal lobbying at \$15,000 per month.

The College and Government Relations Officer are very satisfied with Cozen's services. Cozen has been instrumental in providing the College with opportunities to participate in state-led policy discussions and in fostering new relationships with external partners like SEPTA. The College would like to renew Cozen for local, state, and federal lobbying at Cozen's current rate of \$5,000 each per month for local, state and federal lobbying services for a total of \$15,000 per month and not to exceed \$180,000 per year. Cozen's lead lobbyist is a minority male. Cozen also subcontracts 10% of the Agreement to an MBE firm, Maven, Inc.

Staff requests that the Business Affairs Committee recommend to the full Board to renew its one-year lobbying services agreement with Cozen O'Connor Public Strategies at \$15,000 per month for local, state and federal lobbying services at a total not to exceed \$180,000 per year. The lobbying services agreement will be paid from the Operating Budget.

**(3) Three-Year Capital Budget Plan (Information Item)**

The staff will provide an overview of the three-year Capital Budget Plan. Attachment B contains the College's proposed capital budget three-year plan for fiscal years 2022-2023, 2023-2024 and 2024-2025.

**(4) Next Meeting (Information Item)**

The next regularly scheduled meeting of the Business Affairs Committee is set for Wednesday, October 19, 2022 at 9:00 A.M.

## **EXECUTIVE SESSION**

An Executive Session will follow the Public Session. The Zoom information for the Public Session is as follows.

**Topic: BAC - Executive Session**

**<https://ccp.zoom.us/j/93960238904?pwd=d2VkbDBnYVgvSkd6ZTBiKzNmcGtSQTO9>**

**Meeting ID: 939 6023 8904**

**Passcode: CCP**

**One tap mobile**

**+13092053325,,93960238904# US**

**+13126266799,,93960238904# US (Chicago)**

**Im**

**Attachments**

**c: Mr. Harold Epps  
Dr. Donald Generals  
Ms. Marsia Henley  
Danielle Liautaud-Watkins, Esq.  
Mr. Gim Lim  
Mr. Derrick Sawyer  
Mr. John Wiggins  
Victoria Zellers, Esq.**

**ATTACHMENT A**  
**FUNDING FOR ACTIONS ITEMS**

**BUSINESS AFFAIRS COMMITTEE MEETING**

**AGENDA: September 21, 2022**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1.	CBI Heat Pump Replacements – 15 DeWitt Mechanical	\$159,949	Capital Budget
2.	Renewal of Contract with Cozen O'Connor Public Strategies	A total not to exceed \$180,000 per year	Operating Budget

**ATTACHMENT B**

**Three-Year Capital Budget Plan**

<b>Community College of Philadelphia</b>		
<b>Multi-Year Capital Plan - Summary</b>		
<b>Fiscal Year 2023-2025</b>		
<b><u>Source of Funds</u></b>		<b>Revenues</b>
3 Years of Capital Fees (FY23, FY24, FY25)		842,818
Perkins (State Grant)		225,000
PA Department of Education (PDE)		338,000
Redevelopment Assistance Capital Program - RACP (State Grant)		7,650,000
Bank of New York Mellon		1,400,000
Maintenance Fund		4,829,695
Maintenance Fund (To be transferred from reserves)		5,000,000
		<b>\$ 20,285,513</b>
<b><u>Use of Funds</u></b>		<b>Capital Expenses</b>
Facility Projects		\$ 19,287,775
FF&E (Furniture, Fixtures & Equipment) Purchases		539,738
Divisional Priorities		458,000
		<b>\$ 20,285,513</b>

**Community College of Philadelphia**

**Multi-Year Capital Plan - Details**

**Fiscal Year 2023-2025**

<b>Building</b>	<b>FACILITY PROJECTS</b>	<b>Uses of Funds</b>	<b>22-23</b>	<b>23-24</b>	<b>24-25</b>	<b>RACP</b>
Bonnell	Electrical cost: Generator	1,000,076	1,000,076	-	-	-
Bonnell	Cooling Tower Dunnage & Piping	565,000	-	-	565,000	-
Bonnell	Replace Atrium Skylights - Mint/Bonnell	1,800,000	-	1,800,000	-	900,000
Bonnell	Chiller #3 Replacement	1,300,000	-	-	1,300,000	-
Bonnell	Parking lot lighting	60,000	60,000	-	-	-
Bonnell	Bathrooms renovation	447,225	447,225	-	-	-
Bonnell	Replacement - Bonnell Breaker	36,985	36,985	-	-	-
	<b>TOTAL BONNELL</b>	<b>5,209,286</b>	<b>1,544,286</b>	<b>1,800,000</b>	<b>1,865,000</b>	<b>900,000</b>
CBI	CBI Heat Pumps	160,000	160,000	-	-	-
	<b>TOTAL CBI</b>	<b>160,000</b>	<b>160,000</b>	-	-	-
Gym	Replacing Gym Floor/ Water Infiltration	1,566,013	1,566,013	-	-	-
Gym	GYM-Locker rooms/Bathrooms/coils	1,000,000	-	-	1,000,000	500,000
	<b>TOTAL GYM</b>	<b>2,566,013</b>	<b>1,566,013</b>	-	<b>1,000,000</b>	<b>500,000</b>
Main Garage	Main garage -Phase IV & V	721,000	361,000	360,000	-	-
	<b>TOTAL MAIN GARAGE</b>	<b>721,000</b>	<b>361,000</b>	<b>360,000</b>	-	-
Mint	Mint Building Front Doors	300,000	300,000	-	-	-
Mint	Replace Hot Water / Heat Exchanger System (MG-35)	325,000	325,000	-	-	-
Mint	Café in Mint Building	480,202	480,202	-	-	-
Mint	Mint Lighting	1,000,000	-	1,000,000	-	500,000
	<b>TOTAL MINT</b>	<b>2,105,202</b>	<b>1,105,202</b>	<b>1,000,000</b>	-	<b>500,000</b>
NERC	Reconfiguration of Medical Assistant Lab Space (NERC 203)	75,000	75,000	-	-	-
NERC	Heat Pumps Condensate Piping Repairs - NERC	94,100	94,100	-	-	-
NERC	NERC (Northeast Regional Center) Heat Pumps	332,000	-	332,000	-	-
NERC	Oil Tank Replacement & Ad hoc	107,917	107,917	-	-	-
	<b>TOTAL NERC</b>	<b>609,017</b>	<b>277,017</b>	<b>332,000</b>	-	-
NWRC	Northwest Regional Center Repairs	150,000	150,000	-	-	-
	<b>TOTAL NWRC</b>	<b>150,000</b>	<b>150,000</b>	-	-	-

**Community College of Philadelphia**

**Multi-Year Capital Plan - Details**

**Fiscal Year 2023-2025**

<u>Building</u>	<u>FACILITY PROJECTS</u>	<u>Uses of Funds</u>	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>	<u>RACP</u>
West	Create a Simulation / Skills Lab for Nursing & Allied Health	725,000	-	725,000	-	-
West	Physics Lab	627,000	627,000	-	-	-
West	Renovation of Respiratory Care Lab Space (W2-36)	30,000	30,000	-	-	-
West	Dental Clinic Floor	114,000	114,000	-	-	-
	<b>TOTAL WEST</b>	<b>1,496,000</b>	<b>771,000</b>	<b>725,000</b>	-	-
Winnet	Great Hall Renovation	900,000	-	900,000	-	-
Winnet	Compressor	30,000	30,000	-	-	-
Winnet	SLIB and Gym heating system pumps	36,000	36,000	-	-	-
Winnet	Student Life Freight Elevator Rebuild	47,000	-	47,000	-	-
Winnet	Old Cafeteria renovation to single stop office space, Keys, etc.,	1,000,000	500,000	500,000	-	500,000
	<b>TOTAL WINNET</b>	<b>2,013,000</b>	<b>566,000</b>	<b>1,447,000</b>	-	<b>500,000</b>
WRC	New entrance/split system/reconfigure rooms	240,000	-	120,000	120,000	-
	<b>TOTAL WRC</b>	<b>240,000</b>	-	<b>120,000</b>	<b>120,000</b>	-
Various	Replace sprinklers head College Wide	1,380,000	-	690,000	690,000	-
Various	Roof Replacements	2,390,421	68,370	1,122,051	1,200,000	-
Various	FCTL, Cooling Tower, Music Area, Piano Lab etc.	147,836	147,836	-	-	-
Various	CME- Flooring	100,000	100,000	-	-	-
	<b>TOTAL VARIOUS</b>	<b>4,018,257</b>	<b>316,206</b>	<b>1,812,051</b>	<b>1,890,000</b>	-
	<b>Subtotal Facility Projects</b>	<b>19,287,775</b>	<b>6,816,724</b>	<b>7,596,051</b>	<b>4,875,000</b>	<b>2,400,000</b>
	<b><u>FURNITURE, FIXTURES &amp; EQUIPMENT PURCHASES</u></b>					
NERC	NERC Labs Chairs (78)	31,100	31,100	-	-	-
Various	Replacement of Classroom Tablet Armchairs (Qty 25 rooms)& Various	258,638	258,638	-	-	-
Various	Interior Wayfinding Signage	25,000	25,000	-	-	-
West	Dental Equip	225,000	225,000	-	-	-



Community College of Philadelphia						
Multi-Year Capital Plan - Details						
Fiscal Year 2023-2025						
<u>Building</u>	<u>FACILITY PROJECTS</u>	<u>Uses of Funds</u>	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>	<u>RACP</u>
	<b>Subtotal Furniture, Fixtures &amp; Equipment Purchases</b>	<b>539,738</b>	<b>539,738</b>	<b>-</b>	<b>-</b>	
	<b><u>DIVISIONAL PRIORITIES</u></b>					
Various	Math, Science & Health Careers - Instructional Equipment	58,000	58,000	-	-	-
Various	1500 Spring Garden St. Office Relocations	400,000	-	200,000	200,000	-
	<b>Subtotal Divisional Priorities</b>	<b>458,000</b>	<b>58,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>
	<b>TOTAL MULTI-YEAR CAPITAL PLAN</b>	<b>20,285,513</b>	<b>7,414,462</b>	<b>7,796,051</b>	<b>5,075,000</b>	<b>2,400,000</b>