

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, March 30, 2023 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau (presiding) (*via Zoom*), Mr. Rob Dubow (*via Zoom*), Mr. Steve Herzog (*via Zoom*), Mr. Jeremiah J. White, Jr. (*via Zoom*), Dominique Ward, Esq. (*via Zoom*), and Mr. Ronald Bradley (*via Zoom*)

Present for the Administration: Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Marsia Henley (*via Zoom*), Danielle Liautaud-Watkins, Esq. (*via Zoom*), Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Tim Trzaska, Victoria Zellers, Esq., Mr. John Wiggins, Mr. Barry Sulzberg, and Ms. Bayeh Harmon

Guests: Ms. Sabrina Maynard, Office of Finance, City of Philadelphia (*via Zoom*)

PUBLIC SESSION
AGENDA

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.

Mr. Soileau opened the meeting and pointed out that there are three budgeted items on the agenda that Mr. Eapen will walk through with the Committee today. He then asked Mr. Eapen to proceed with agenda item one.

(1) Stonhard Flooring for Dental Clinic Accreditation in West Building (Action Item)

Mr. Eapen stated that, as part of the accreditation process, the College needed to install new flooring in the Dental Clinic area. Mr. Eapen stated that the College received pricing from three vendors: Stonhard for \$114,000; LPE Flooring for \$125,400 and Epoxy Floor Now for \$120,000. Stonhard was the lowest responsible vendor. Mr. Eapen stated that the College is requesting that the Business Affairs Committee recommend to the full Board the approval of the contract, which Stonhard Flooring will be supplying and installing the flooring in the amount of \$114,000. The funds will be used from the Capital Budget. Mr. Eapen asked for Ms. Henley to briefly go over the demographics of Stonhard.

Ms. Henley stated that Stonhard's headquarters is located in Maple Shade, New Jersey. Stonhard has a total of 597 employees of which 21% are diverse. Mr. Soileau asked if there were any questions or comments.

Mr. Ronald Bradley asked if Stonhard was an MWBE. Ms. Henley stated that Stonhard is not. Mr. Bradley then asked if any of the vendors that bid were MWBE. Ms. Henley responded that none of the vendors were MWBE.

Ms. Ward asked if the College had a history with working with Stonhard. Ms. Henley stated that it is the College's first time working with Stonhard. Ms. Henley stated the Stonard is the manufacturer of the flooring and asked Mr. Wiggins if she was correct. Mr. Wiggins said that Stonhard is the manufacturer of the flooring. Ms. Ward asked what the College knows about Stonhard, and if

Stonhard is a good company? Ms. Ward further asked if Stonhard finishes their work timely and if Stonhard does good work? Mr. Wiggins responded that the College did some research and did not find anything negative about Stonhard. He stated that Stonhard has a good standing with the Better Business Bureau, and that the College believes that Stonhard will do a good job. Mr. Soileau asked if there were any more questions or comments.

Mr. Bradley suggested that the College consider if any of the companies would be willing to intern any students while they are doing work. Ms. Bradley stated that it is just a consideration and the Committee does not need to have a discussion. Ms. Soileau stated that Mr. Bradley's suggestion is a very good point and it has come up multiple times but the College does not have the structure set in place to his knowledge. Mr. Soileau asked what is Dr. General's thoughts on thinking how the College might have students intern. Dr. General stated that the College does have internship opportunities, but they are content program specific so the College does not have anything in this particular field but that it is possible. Mr. Bradley stated he was looking at the concept of the construction going on in the building and there are some students that are in one of the College's programs who are actually studying that would put those windows in or put those floors in the building. Mr. Bradley suggested that moving forward, it should be something the College considers in the future.

Action: Mr. Dubow moved, and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the full Board the approval of Stonhard Flooring to supply and install flooring for the amount of \$114,000. The funds will be used from the Capital Budget. The motion passed unanimously. Mr. Soileau stated it will move to the full Board for approval.

(2) Dolan Plumbing Change Order One for the Career & Advanced Technology Center Project (Action Item)

Mr. Eapen stated that Dolan Plumbing is the first change order for the work relating to the Career & Advanced Technology Center Project. The College had some issues relating to design changes, educational needs and unforeseen conditions which resulted in the change order for \$130,450. He stated that original contract amount was for \$1,738,000 and the change order will increase the original contract by 7.5%. Mr. Eapen asked for Mr. Wiggins to briefly talk about the Dolan Plumbing change order. Mr. Wiggins stated that the change order was primarily due to the fact that the dental equipment was not on hand when the College started the building and design. The added equipment had to be completed so the College can make it functional. Mr. Wiggins stated that this was the majority of the cost of the change order. Mr. Soileau asked if the original contract will be increased by 7.5%, and Mr. Eapen replied roughly. Mr. Soileau asked if there were any questions or comments.

Mr. Dubow asked if there was a contingency in the original contract. Mr. Eapen stated that the College has a pretty sizable contingency. Mr. Soileau asked if this was the first change order for Dolan Plumbing and Mr. Eapen said that was correct. Mr. Herzog asked if this is the total since the building is already completed. Mr. Eapen replied that for this particular contract, it will be the final change order relating to this work and the funds are coming from the New Market Tax Credits/Bond Issue. Mr. Soileau asked if there were any more questions or comments.

Action: Mr. Herzog moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the Dolan Mechanical Change Order One for the Career and Advanced Technology Center in the amount of \$130,450. This change order will be paid for from the New Market Tax Credit/Bond Issue. The motion passed unanimously. Mr. Soileau stated it will move to the full Board for approval.

(3) Supplemental HVAC Mechanics (Action Item)

Mr. Eapen stated the last action item is the Supplemental HVAC Mechanics. At one point in time, Facilities had 7 HVAC mechanics. He stated that the College has roughly over 1.1 million square feet of building space that the College has to maintain, and the College is now down to 3 HVAC mechanics for several reasons due to turnover, FMLA, or not having qualified applicants to the postings the College have had in place for over a year. The College has come to a critical stage it needs supplemental HVAC mechanics in order for the College to run its operations smoothly. Mr. Eapen stated that the College requested pricing from vendors under the COSTARS Program and the College received three proposals: PT Mechanical for \$549,120, Dewitt Mechanical for \$796,224 and Elliot Lewis Corporation for \$290,992. Mr. Eapen asked for Mr. Wiggins to briefly go over why there is a difference in the pricing.

Mr. Wiggins stated that the College looked at the pricing and went onto the internet to compare rates that are union rates for Union 420. Mr. Wiggins stated that Elliot Lewis Corporation is treating it more as a body shop and giving the College two mechanics with a slight increase in price. However, PT Mechanical and Dewitt Mechanical are treating this as a service contract which is standard with the rates they have been giving the College to do work. Mr. Wiggins stated that the College is looking for supplemental mechanics at this time so to the College feels that Elliot Lewis Corporation makes the best sense and Elliot Lewis Corporation is the most reasonable. Mr. Eapen stated the Mr. Wiggins contacted PT Mechanical and Dewitt Mechanical and asked if they could give the College pricing just from a body shop standpoint as opposed to a service contract and they were not willing to make any changes in their pricing. Mr. Eapen asked that Ms. Henley to briefly talk about Elliot Lewis Corporation's demographics and the two mechanics that will be assigned to the project.

Ms. Henley stated that Elliot Lewis Corporation is locally based in Philadelphia, Pennsylvania. They have 293 employees, which only 1% are diversity in their workforce. However, per the College's request, one of the two mechanics will be diverse. Ms. Henley stated that Elliot Lewis Corporation is working locally at the Curtis Institute, The Philadelphia Family Court and also at the Philadelphia Public Services Building. Mr. Soileau asked if there were any questions or comments.

Mr. Bradley asked if it is a supplemental labor contract to locally put out pieces of work discreetly to a company. Mr. Eapen stated that was correct. Mr. Bradley then asked if the mechanics will be under the leadership of the College's foreman or supervisor. Mr. Wiggins stated that the mechanics will be under his staff. Mr. Bradley stated that in his experience with these contracts in the past, he advises that the College to double-down on the safety requirements of the mechanics. Often, they will come in and will not have the same kind of work ethics as the College. Mr. Bradley stated that the College should make sure they understand the safety. Mr. Bradley stated that if any injuries should happen, it will duly to come back to the College. Mr. Soileau asked if there were any more questions or comments.

Action: Mr. Bradley moved, and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the Elliot Lewis Corporation proposal in the amount of \$290,992 for the Supplemental HVAC Mechanics and will be paid for from the College's Operating Budget. The motion passed unanimously. Mr. Soileau stated it will move to the full Board for approval.

(4) Update on HEERF Funding (Information Item)

Mr. Eapen stated that the College received funding for HEERF Institutional Portion, MSI, Student Aid, SSARP & GEERF. Mr. Eapen stated the GEERF is the money that is coming through the State. The institutional portion of the funding was \$58.6 million, which the College has spent almost the full amount of the money. Mr. Eapen stated that the College received \$5.7 million in funding from MSI (Minority Serving Institutions), which the College has spent all of the money. The College received \$44.1 million for Student Aid, which the College has spent \$43.9 million. Mr. Eapen stated the Dr. Shannon Rooney is working towards getting out the remaining money. Mr. Eapen stated that SSARP is supplemental money the College received of \$5.1 million, which College has spent \$2.4 million. He stated that the College will be spending the rest of the money. Mr. Eapen stated that the College wanted to make sure to spend the student money first before the College uses the institutional money to capture loss revenue and GEERF is the funding that came through the State and the College has spent all of the \$2.8 million funding.

Mr. Soileau asked what is the timeline the College needs to spend all of the funding. Mr. Eapen stated the money needs to be spent by the end of June for the full amount and the College is confident it will be spent. Mr. Eapen stated that Mr. Barry Sulzberg and Ms. Bayeh Harmon who work in Accounting are working closely to make sure the College draw down the funds on a timely basis. Mr. Dubow asked if the money should be allocated or actually money out the door. Mr. Eapen stated that it is money out the door. Mr. Dubow stated he meant the June 30th requirement that the College needs to spend all of the funding. Mr. Eapen stated that all of the money should be drawn down.

Mr. Eapen stated in the detail of Attachment C, the College spent \$58.6 million in the HEERF Institutional Portion. He stated that, in accordance of the regulations, the funding was used for supplies, work with the computers in networking, getting all of the classrooms Clear Touch Smartboards, as well as building and plant maintenance. Mr. Eapen stated some of the money was also spent in the transitioning from being on campus to going online, which the Faculty needed training stipends and the biggest piece was capturing loss revenue, which boosted the reserves.

Mr. Eapen stated \$5.7 million was spent in MSI and the biggest piece of that was used for recovery of loss revenue. Mr. Eapen asked Dr. Rooney to briefly go over the student aid portion of the funding. Dr. Rooney stated that there is approximately \$260,000 that needs to be distributed to students. Dr. Rooney stated as of right now, the College is in the process of distributing to students. She stated in the College is giving full-time students who are PELL eligible the award amount of \$700.00; a part-time student who is PELL eligible the award amount is \$350.00; a full-time non-PELL eligible student the award is \$550.00; and a part-time non-PELL student the award amount is \$300.00. Dr. Rooney stated that any money that comes back via stale-dated checks, the College will very quickly redistribute the money to the students. Dr. Rooney stated that the College is very confident that the College will have it spent down by the end of the year. This will be a collaborative process between the Controller's Office and Financial Aid to make sure everything gets in quickly.

Mr. Eapen stated the last piece of the funding of \$2.8 million from GEERF, which came from the State and most of that funding was used for plant and building maintenance primarily for HVAC.

Mr. Soileau asked Dr. Rooney what was the period of time the \$44 million was spent. Dr. Rooney stated it begin with HEERF 1 in the Summer of 2020 and the College worked on the awards amounts over the Summer and the distribution went out in Fall of 2021. Ms. Ward asked if there a time limit on when the College needs to get the money to the students. Dr. Rooney replied that the money needs to be out by the end of June. Ms. Ward asked if the College gets back stale-dated checks, how is the College going to verify the students' addresses who are supposed to be receiving the money? Dr. Rooney replied that once the stale-dated check is received in the Controller's Office, Financial Aid and Enrollment will reach out to students to make every effort to find out the student's

new forwarding address. She further stated that the College has also been encouraging students to enroll in direct deposit so the student does not get into that situation. Any students that the College cannot reach, that money will then be redistributed to students who can be reached because the College is trying to spend as much funds by the end of June. Ms. Ward asked what is the process on how much times does the College reissue a stale-dated check? Is it one time and then if the College does not get a response, does the College hold to it or does the College try two or three more times? What is the requirements regulatory wise? Dr. Rooney replied it is a one-time process especially the round of funding given the timeline, the College can only do it one time to make sure all of the funds are spent by the end of June.

Mr. Dubow stated that now that the College has used up the loss recovery revenue, how does the College make up for loss revenue going forward? Mr. Dubow stated that he knew the Committee has talked about it in the past but wanted to review it. Mr. Eapen stated that the College went through the detail of the budget because he recalled the reserves are almost \$33 million of the loss revenue that has been coming into the reserves. This is the reason why the College has boosted up the reserves. Mr. Dubow stated so the idea is to build up the College's reserves to use over time and will use that reserve as a cushion as the College builds up in other ways going forward. Mr. Eapen replied that is correct. Mr. Soileau asked if there were any more questions or comments. Mr. Soileau stated that the information was very helpful and thanked Jacob and his team.

(5) Next Meeting (Information Item)

The next regularly scheduled Hybrid meeting of the Business Affairs Committee is scheduled for Wednesday, April 19, 2023 at 9:00 A.M.

EXECUTIVE SESSION

An Executive Session followed the Public Session. Discussions centered on legal and personnel matters.

Lmh
Attachments

ATTACHMENT A FUNDING
FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

MINUTES: March 30, 2023

Agenda No.	Vendor/Consultant	Amount	Source
1.	Stonhard Flooring	\$114,000	Capital Budget
2.	Dolan Plumbing Change Order One for the Career & Advanced Technology Center Project	\$130,450	New Market Tax Credit/Bond Issue
3.	Elliot Lewis Corporation	\$290,992	Operating Budget

ATTACHMENT B

**Dolan Plumbing Change Order One for the Career & Advanced Technology
Center Project**

Dolan Activities Detail Change Order One

Change Order Requests	Amount
Fixtures and HW meter	\$ 6,189.14
Dynometer pit additional coring	\$ 3,741.78
Revised concertic heating route	\$ 4,114.02
Design Revision sink	\$ 2,507.67
Fire Pump wiring	\$ 718.31
Sprinkler head for overhead door	\$ 1,129.86
Drain clean out	\$ 1,649.60
Ice maker boxes	\$ 1,312.74
Dental lab plumbing	\$ 47,974.83
Roof Drain investigation	\$ 1,073.42
Compressed air piping addition	\$ 60,038.78
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Change Order One Total:	\$ 130,450.15

ATTACHMENT C

Update on HEERF Funding

Community College of Philadelphia
March 29, 2023

1 HEERF Institutional Portion	58,679,634	
Spent to Date	58,679,049	
Balance	585	100%
2 MSI	5,728,975	
Spent to Date	5,728,975	
Balance	0	100%
3 Student Aid	44,192,537	
Spent to Date	43,933,374	
Balance	259,163	99%
4 SSARP	5,196,028	
Spent to Date	2,450,459	
Balance	2,745,569	47%
5 GEERF	2,817,174	
Spent to Date	2,817,174	
Balance	0	100%

Community College of Philadelphia
March 29, 2023

<u>HEERF Institutional Spending</u>	<u>Amount</u>
Supplies (Instructional, Lab, Office, Audiovisual)	1,976,969
Contracted Services (Computer, Engineering, Other)	6,406,978
Building & Plant Maintenance	3,534,303
Equipment	4,084,682
Leased Equipment, Software & Telecommunications	1,660,672
Equipment - CIP	1,757,178
Faculty training, stipends	1,381,216
Student Reengagement & Awards	4,259,270
Lost Revenue Recovery	33,482,488
All Other	135,293
TOTAL	<u><u>58,679,049</u></u>

<u>CARES Minority Serving Institutions(MSI)</u>	<u>Amount</u>
Contracted Services (Other)	1,288
Lost Revenue Recovery	5,727,688
TOTAL	<u><u>5,728,975</u></u>

<u>HEERF Student Aid Spending</u>	<u>Amount</u>
Student Financial Aid	43,933,374
TOTAL	<u><u>43,933,374</u></u>

<u>SSARP Spending</u>	<u>Amount</u>
Student Financial Aid	2,450,459
TOTAL	<u><u>2,450,459</u></u>

<u>GEERF Spending</u>	<u>Amount</u>
Supplies (Instructional, Lab, Office, Audiovisual)	31,908
Contracted Services (Computer, Engineering, Other)	98,922
Building & Plant Maintenance	1,842,118
Equipment	90,885
Leased Equipment, Software & Telecommunications	264,370
Faculty training, stipends	436,649
All Other	52,322
TOTAL	<u><u>2,817,174</u></u>