

UPDATED AGENDA
HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, April 19, 2023 – 9:00 A.M.

TO: Members of the Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: April 18, 2023
SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee is scheduled for Wednesday, April 19, 2023 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.

Business Affairs Committee Hybrid Meeting of the Board of Trustees - Public Session
Join Zoom Meeting
<https://ccp.zoom.us/j/92570089983?pwd=SkdUa241NkM1TGFOUVhkUkNEWFZKZz09>
Meeting ID: 925 7008 9983
Passcode: 8029
One tap mobile
+13126266799,,92570089983# US (Chicago)
+16465588656,,92570089983# US (New York)

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) Friends of the Railroad (Information Item)

Trustee Soileau will introduce this agenda item to the Business Affairs Committee.

(2) EAB Global, Inc. Starfish Enterprise Success Platform – 5-Year Renewal Agreement with EAB, Global Inc. (Action Item)

The College is proposing to enter into a 5-year renewal agreement with an option to opt out after the 3rd year with EAB Global, Inc., for services delivered through the Starfish software platform. The Starfish Enterprise Success Platform guides students along their academic pathway to achieve their goals through academic planning and proactive

advising that allows faculty and staff to identify, track, and engage students with the resources aligned to their specific needs. This includes academic planning, case management, intervention inventory, student-level analytics tools, as well as strategic consulting and professional services. The cost for the five-year renewal will be \$885,000. If the College were to opt out after the 3rd year, the College would then pay \$525,000. Please refer to Attachment B regarding the STARFISH Fall 2022 Early Alert System.

Staff is requesting that the Business Affairs Committee recommend to the full Board that the College enter into a 5-year renewal contract with EAB Global, Inc. at a total amount of \$885,000 with an option to opt out after the 3rd year, for services delivered through the Starfish software platform effective July 2023. The funds will come out of the Operating Budget.

(3) NTIA Grant Partner Agreements (Action Item)

The Community College of Philadelphia was recently awarded a \$2.9 million NTIA (National Telecommunications and Information Administration) Grant to address digital equity and inclusion gaps in underserved communities in Philadelphia through wireless infrastructure deployment, expansion of access to community-based broadband services and equipment, and digital literacy education.

The College has partnered with the City of Philadelphia, Amazon Web Services (AWS), Bloc Power, PC'sforPeople, and Wilco to realize the Grant. This investment in broadband expansion throughout the community will enable continued learning on and off campus and create expanded broadband access for families throughout the local community.

Wilco Electronic Systems, Inc., is a Philadelphia based company, and for over 40 years, has been dedicated to providing cable television, telecom, and technology services to underserved and low-income multifamily housing developments, throughout the Greater Philadelphia and Delaware Valley region. Wilco recognizes how imperative community engagement is to implementing technology projects in underserved communities, and has developed best practices in outreach, engagement and value proposition development. Wilco's outreach process centers around leveraging its brand to reach out to community anchor institutions such as the Philadelphia Housing Authority, Philadelphia Works Board, the Philadelphia Public Health Management Company, Iron Stone Real Estate Partners, Science Center, and the Economy League in addition to working with community advisory boards and local workforce development organizations. Wilco's responsibilities will include community stakeholder engagement and outreach.

BlocPower is an energy technology startup that focuses on developing healthy, green, and smart cities. BlocPower is based in Brooklyn, New York with offices in Philadelphia. Their responsibilities will include workforce development and developing employer partners for job placement opportunities.

PCsforPeople is a national nonprofit social enterprise working to get low-cost quality computers and internet into the homes of individuals, families, and nonprofits with low income. By recycling and then refurbishing computers, PCsforPeople provides a valuable service to businesses, families, and the planet by keeping computers out of landfills and

repurposing them to advance digital inclusion. PCsforPeople has been distributing over 260,000 computers since 1998. They offer quality refurbished desktops, laptops, internet, and accessories to thousands of individuals and nonprofits in 9 States through 10 locations. PCsforPeople in March 2023 opened an office in Philadelphia and a won a large award with the City of Philadelphia and Temple University for providing 10,000 laptops. PcsforPeople responsibilities will include the design and construction of the fixed wireless network and providing 300 laptops for the program recipients.

Staff is requesting that the Business Affairs Committee recommend to the full Board that the College enter into a contract with Wilco, BlocPower and PC'sforPeople to seek services to fulfill the Grant requirements. The not-to-exceed contract amounts are as follows: Wilco - \$240,000, BlocPower - \$240,000 and PC'sforPeople - \$1,122,710. The funds will be paid from the NTIA Grant.

(4) Oracle Licensing (Action Item)

On Wednesday, January 6, 2021, staff requested the Business Affairs Committee of the Board of Trustees to recommend to the full Board of the College to move from a Campus License to a Processor based license. On January 7, 2021, the Board of Trustees approved the recommendation under the Consent Agenda.

Since December 2020, Oracle has made some additions to its software offerings and the College is interested in licensing an additional product – Oracle Advanced Security (ASO) to help address regulatory compliance requirements by protecting sensitive data on the network, on storage media and with the database from unauthorized disclosure. These regulatory requirements include Payment Card Industry Data Security Standard (PCI), Health Insurance Portability and Accountability Act (HIPPA), and recent breach notification laws such as Gramm-Leach-Bliley Act (GLBA). GLBA applies to higher education institutions specifically to the collection, storage and use of student financial records containing personally identifiable information.

The College has negotiated a new four-year contract with Oracle which will include the Oracle Advanced Security for a cost of \$1,454,670.

Staff is requesting that the Business Affairs Committee recommend to the full Board that the College enter into a four-year contract with Oracle, which will include the Oracle Advanced Security for an amount not to exceed \$1,454,670. This will be paid for with Operating Budget dollars.

(5) New Age Development Group Change Order Seven for the Library & Learning Commons Project (Action Item)

This is the final change order to close out this project. This change order is the result of unforeseen conditions, design changes to increase sustainability, and safety.

When the hidden stairs connecting the West Building to the Mint Building were revealed, it was discovered that the stairs were not demolished with a clean cut as shown on prints resulting in change in how the stair framing had to be reworked to attach new stairs to

existing conditions. The stairs called for wooden stair rails. Wooden stair rails have been problematic over time for the Facilities staff. College staff changed this to stainless steel for durability and to match the look of the rest of the project.

Additional waterproofing was added to the project to help protect the room on the ground that has been leaking. It was prudent to increase the amount of waterproofing in that area to help protect College assets.

For safety reasons, staff requested scaffolding to protect patrons that were entering the newly open Saxby's while construction was ongoing. Also, when this project was designed, locksets for doors were not on the same standard for the College's keying system. At that time, the College did not have a locksmith inhouse to bring this up to our safety regulations, so the College obtained the New Age Development Group to change these locks to help keep the door warranty in place. These change orders ([Attachment C](#)) amount to \$142,710, thereby increasing the original contract amount of \$7,693,491 to \$9,004,113.

Staff is requesting that the Business Affairs Committee recommend to the full Board the approval of the New Age Development Group Change Order Seven for the Library Learning Commons Project in the amount of \$142,710. The funds for these change orders will come from the Capital Budget.

(6) Approve the Engagement of Mattison Advisors, LLC to Lead the JP Morgan Grant for the Philadelphia Tech Pipeline Planning Consultant (Action Item)

Executive Summary

JP Morgan Chase selected Community College of Philadelphia (CCP) to lead and convene the Philadelphia Tech Pipeline Collaborative (PTPC) grant initiative to create a citywide technology career program targeting students ages 16-21 in underserved and underrepresented communities. JP Morgan identified three high schools that they believed would be amenable and nimble to partner with the PTPC partners, all of which serve a student population that is 100% economically disadvantaged (Community Eligibility Provision- CEP rate): Vaux Big Picture High School, El Centro Big Picture High School, and The Workshop School. This convening led to the creation of The Philadelphia Tech Pipeline Collaborative (PTPC). JPMC curated the list of partners which includes DiverseForce, Hopeworks, Graduate Philadelphia and CCP. JPMC awarded a planning grant to CCP in the amount of \$250,000 for a facilitated planning process to take place starting in February 2023, with a program launch envisioned for September 2024.

Program Summary

Believing that the opportunity gap can be closed by taking a skills-first approach to hiring, focusing on competencies rather than degrees, The Philadelphia Tech Pipeline Collaborative is at the vanguard of a movement toward a future in which jobs can be re-credentialed to remove the requirement for a four-year degree, where opportunities will be created for underserved talent to achieve success through earn-while-you-learn training, coaching and mentorship, and a supportive ecosystem that follows talent from training through employment.

Opportunity youth, over-aged and under-credited, out of school and without employment, have the potential to complete a secondary school credential, earn college credits, a post-secondary credential, and/or participate in career and technical education programs. This will provide livable wage job opportunities by completing short-term workforce development certificates and credentials in the technology industry. Students will have an opportunity to gain technical skills that are in demand and in short supply relative to the needs of Philadelphia area employers. In addition, Jobs for the Future recommends including evidence-based elements including wraparound supports, mentoring, mental health services and trauma-informed counseling, and other critical supports.

Bid Summary for Consultant Candidates

On February 15th, RFP # 10190 was released to proposers and posted on Pennbid. There were four consultants that were referred for this grant by PTPC partners; Mattison Advisors, LLC, Catherine Cavanaugh Wolfgang, Equitable Cities Consulting, LLC and Rvesta. Out of the four referred consultants, Mattison Advisors LLC were the only referred consultant group that submitted a bid proposal. Inquiries for this bid were due on February 22nd and submission of proposals were due by March 17th. Four proposals were received from: Allegro Learning Solutions, Saperde, LLC, DuringConsult and Mattison Advisors LLC.

For Bid Results, please refer to Attachment D.

Mattison Advisors, LLC Budget Revisions

Mattison Advisors initial budget and scope of work was \$176,700 and was revised to reflect \$129,680. To ensure that the proposal that Mattison Advisors submitted wouldn't compromise the outcomes the PTPC partners expected to achieve during the planning grant phase, Mattison Advisors outlined specifically what would be removed from the current scope of work and budget.

Revised Scope of Work Submitted by Mattison Advisors, LLC

- Removed piloting the program to be considered for phase 2 (implementation)
- Removed the visioning exercise, and
- Reduced the hours for stakeholder engagement, curriculum design and the project management hours associated with the field testing.

This provided Mattison Advisors LLC with an opportunity to reduce their original budget by \$47,020. The original budget approved by JP Morgan was for \$91,000 which required the PTPC partners and CCP to agree on what budgeted resources the College could reallocate to cover the additional fees to cover the increased consultant budget. The original program budget included a \$12,000 allocation (budget of \$36,000) as a sub-grant to the 3 partnering high schools based on the funders request to ensure equitable allocation of the budget on behalf of the partnering schools. (See Attachment D.)

Staff is requesting that the Business Affairs Committee recommend to the full Board that the College enter into a contract with Mattison Advisors LLC, Planning Consultant to fulfill the Grant requirements in the amount of \$129,680. The funds will be paid from the JP Morgan grant.

(7) Next Meeting (Information Item)

The next regularly scheduled Hybrid meeting of the Business Affairs Committee is scheduled for Wednesday, May 24, 2023 at 9:00 A.M.

EXECUTIVE SESSION

An Executive Session will follow the Public Session. Discussions will center on personnel matters. The Zoom information for the Executive Session is as follows.

Topic: Business Affairs Committee Hybrid Meeting of the Board of Trustees - Executive Session

Join Zoom Meeting

<https://ccp.zoom.us/j/99661383791?pwd=dW9ldVJtY3QvaUNrdk1EQkxkMVRyZz09>

Meeting ID: 996 6138 3791

Passcode: CCP

One tap mobile

+13052241968,,99661383791# US

+13092053325,,99661383791# US

JE:lm
Attachments

ATTACHMENT A FUNDING
FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: April 19, 2023

Agenda No.	Vendor/Consultant	Amount	Source
2.	EAB Global, Inc.	\$885,000	Operating Budget
3.	Wilco BlocPower PC'sforPeople	Not-to-Exceed Contract Amounts: \$240,000 \$240,000 \$1,122,710	NTIA Grant
4.	Oracle	For an amount not to exceed \$1,454,670	Operating Budget
5.	New Age Development Group	\$142,710	Capital Budget
6.	Mattison Advisors LLC	\$129,680	JP Morgan Grant

ATTACHMENT B

STARFISH Fall 2022 Early Alert Assessment

STARFISH Fall 2022 Early Alert Assessment

▶ Raising Alerts – (FT and PT faculty initiated)

Faculty Use by Term	Fall 20	Spring 21	Fall 21	Spring 22	Fall 22
FT/PT faculty using Starfish	257	226	268	185	313
Total # of faculty teaching	597	531	618	491	608
Percentage using Starfish	43.34%	42.56%	43.37%	37.68%	51.48%

▶ Intervention/ Student Grade Outcomes- Students who receive an intervention are more likely to successfully complete course(s) than those who don't receive intervention

Grade Category	Student responded to faculty/staff intervention	Student did not respond to faculty/staff intervention
Successfully Completed Course (A,B,C)	41.8% 442	25.6% 168
Non-Complete (D,F)	37.7% 402	44.7% 293
Stopped Attending (FS)	11.0% 122	20.5% 134
Withdrawal (W)	9.5% 100	9.2% 61
Total	1,066	656

Note: A 16.2% difference is noted between the 41.8% and 25.6% for Successfully Completed Course (A,B,C).

▶ Student Direct Access to Academic Advising

- Schedule appointments online
- Use links from Advisors' emails to schedule appointments
- View history of advisor notes from meetings (case management)

Academic Advising Meetings: Fall 2018 – Fall 2022

Term	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Fall	2624	2752	2503	3013	4326
Spring	2914	2162*	2932	3344	
Summer	1994	1995	2817	2885	
Total	7532	6909	8252	9242	

* College closed for two weeks due to Covid-19, continued virtually for the remainder of the term

Starfish Student Survey Fall 2022: sent to 4422 students who had at least 1 Starfish tracking item raised in the spring of 2022 and were enrolled in the fall of 2022. 372 respondents =8% response rate.

Question	Yes	No	# Responses
Do you know how to log into Starfish?	328 (88.4%)	43 (11.6%)	371
Have you ever received a Starfish email notification about an instructor's concern about your performance in a course?	191 (51.3%)	181 (48.7%)	372
If you received the Starfish email, did you talk with your instructor or take another action to address the concern?	133 (74.3%)	46 (25.7%)	179

ATTACHMENT C

**New Age Development Group Change Order Seven for the
Library & Learning Commons Project**

New Age Development Group
Change Order Seven for the Library Learning Commons Project

Change Order Description	Amount
Café Stair Framing	\$27,473
IPE Courtyard Benches	\$6,637
Café stairs Solid Surface Wall Cap	\$10,462
SS Handrails in lieu of wooden	\$42,879
IPE bench light installation	\$2,200
Locksets	\$11,440
Steel Fireproofing	\$5,500
Saxby's Scaffolding	\$9,623
Additional Waterproofing	\$10,192
INT Soffit	\$3,500
Sprinkler Mods	\$8,195
Steel Lintels	\$4,609
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Change Order Seven Total	\$142,710

ATTACHMENT D

PHILLY TECH PIPELINE COLLABORATIVE

ATTACHMENT D – PHILLY TECH PIPELINE COLLABORATIVE

Scope of Work Descriptions		Allegro Learning Solutions	Saperde, LLC	DuringConsult	Mattison Advisors LLC
1	Evaluate PTPC Existing Partners, Establish Asset Mapping	\$9,625.00	\$28,180.00	\$22,000.00	\$36,000.00
2	Identify PTPC gaps for reaching scale for this tech initiative & Identify KPI's that PTPC needs to achieve for Grant Planning Process	\$9,625.00	\$22,160.00	\$15,000.00	\$21,600.00
3	Identify Best in Class Models & Develop Scalable Tech Program Model • Include Wrap Around Supports for Group Participants	\$9,625.00	\$29,400.00	\$33,000.00	\$46,800.00
4	Create Repository for Data Management Resources & Outcomes	\$9,625.00	\$7,400.00	\$10,000.00	\$39,500.00
5	Write narrative and develop budget for implementation funding proposal	\$9,624.00	\$11,740.00	\$24,000.00	\$28,800.00
Submittal Fees (Pricing Form)		\$48,124.00	\$98,880.00	\$104,000.00	\$172,700.00
Total Extended		\$48,124.00	\$98,880.00	\$104,000.00	\$172,700.00

Original Program Budget

Category	Request to JPMC
Personnel	\$25,000
Program Admin Costs (i.e. Recruitment, IT, evaluation)	\$114,000
Project Management Consultant, including	
Marketing Plan	\$91,600
CCP Overhead	\$20,000
Hospitality	\$2,400
Sub-grants to Partner Organizations: 3 @ \$25K each	\$ 75,000
Sub grants to High Schools at \$12K each	\$ 36,000
Total	\$250,000

**Revised Program Budget
Approved by JP Morgan and PTPC Partners**

Category	Request to JPMC
Personnel	\$ 24,480
Program Admin Costs (<i>i.e. Recruitment, IT, evaluation</i>)	\$152,080
Project Management Consultant, including	
Marketing Plan	\$129,680
CCP Overhead	\$20,000
Hospitality	\$2,400
Sub-grants to Partner Organizations: 3 @ \$24,480K each	\$ 73,440
Sub grant allocations to High Schools will be reevaluated during the implementation phase if we win the grant	\$0
Total	\$250,000

Each partner agreed to reallocate \$520 of their grant allocation to cover the balance of the consultant’s fees which is reflected in the revised program budget.