

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, May 24, 2023 – 9:00 A.M.**

TO: Members of the Business Affairs Committee of the Board of Trustees

FROM: Jacob Eapen

DATE: May 22, 2023

SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee is scheduled for Wednesday, May 24, 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.

Topic - BAC Public Session
Join Zoom Meeting
<https://ccp.zoom.us/j/93685446189?pwd=ZjQwa0VweWx3dVp1N1V3Tjd0Z0cxZz09>
Meeting ID: 936 8544 6189
Passcode: 8029
One tap mobile
+13126266799,,93685446189# US (Chicago)
+16465588656,,93685446189# 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) Naming Opportunity: Dr. Stanley Merves Open Study in Library and Learning Commons (Action Item)

The Gilroy and Lillian P. Roberts Foundation expressed their intent to pledge \$550,000 to the Community College of Philadelphia Foundation (the "Foundation") to name the Open Study area of the Library and Learning Commons. The Gilroy and Lillian P. Roberts Foundation will enter into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), to confirm their \$550,000 pledge for the purpose of the naming of the Open Study in the Library and Learning Commons on the Main Campus of the College once approval of this naming has been approved by the Board of Trustees.

In accordance with the College's Naming Policy and the terms of the not yet executed Gift

Agreement, the College administration requests that the Business Affairs Committee recommend to the Board of Trustees, the Resolution attached hereto as Attachment B to properly recognize the donation from the Gilroy and Lillian P. Roberts Foundation and name the Open Study in the Library and Learning Commons, "The Dr. Stanley Merves Open Study."

(2) Proposal for Instructure (Canvas LMS) Contract Renewal (Action Item)

The College is proposing to enter into a 5-year renewal agreement with the option to opt out after year three with Instructure Inc. for services delivered through the Canvas Learning Management System (LMS) software platform. The Canvas Learning Management System is currently used by all faculty to deliver course content and course information to students. It is the backbone system of the College's teaching and learning operation and is necessary for the delivery of courses in the online, hybrid and HyFlex formats.

This spring, the College surveyed the current LMS market. Canvas is nationally the number one LMS platform at present. Although the College reviewed their top two competitors, Canvas is still the top choice for the College. At this time, 100% of the credit faculty are using Canvas in some capacity and many of the Workforce Development faculty and student services areas use it as well. If the College selected another system, the transition time would be 18-24 months and would incur additional expenses of having to run two systems concurrently through the migration process.

For FY23, the College paid \$264,552.96 plus an additional \$103,674.59 for support for a total of \$368,227.55. Based on calculated ROI (Return on Investment), the College is proposing to discontinue the additional Tier 1 support service that was procured during the pandemic. The College also negotiated with Instructure to hold the year-over-year price increase to 7% for the first year and 5% for each remaining year, as well as an option to opt out of the contract after year three for the pricing as follows:

Year 1 \$267,067
Year 2 \$280,433
Year 3 \$294,436
Year 4 \$309,212
Year 5 \$324,732

Staff is requesting that the Business Affairs Committee recommend to the full Board that the College enter into a 5-year renewal contract, with an option to opt out after year 3, with Instructure at a total amount of \$1,475,880 for the period of July 1, 2023 to June 30, 2028. The funds will be paid from the Operating Budget.

(3) Winnet Roof Replacement/Restoration Project (Action Item)

The roof at Winnet is 30+ years' old and showing signs of deterioration. The roof has outlasted its useful life. This request is to approve the project for replacement and restoration of the upper and lower roofs on the Winnet Building. Also included will be the replacement of the gutter on the southside.

Bid pricing was obtained by Weatherproofing Technologies, Inc. through Cooperative Purchasing Contract (AEPA/KPN Contract #-A-202012-04). Keystone Purchasing Network (KPN) is a program of the Central Susquehanna Intermediate Unit, a political jurisdiction of the Commonwealth of Pennsylvania. Bidding and awards are made under the authority granted by state law and under the local jurisdiction of the CSIU Board of Directors. For the purpose of leveraging volume and to achieve lower prices, KPN often cooperates with the Association of Educational Purchasing Agencies ([AEPA](#)), a group of 29 state cooperatives that jointly solicit bids, but make local awards. AEPA is a national cooperative of education purchasing professionals representing lead agencies in their respective states. The Association of Educational Purchasing Agencies (AEPA) is a multi-state non-profit organization made up of Educational Service Agencies/political subdivisions organized through a Memorandum of Understanding between all participating states. AEPA member states craft contracts and bids competitively that are tailored to meet each state's specific legal requirements. Awarded contracts are available statewide and facilitated by one cooperative member agency acting as the contract administrator. The AEPA member in Pennsylvania is the Keystone Purchasing Network.

Aetna Roofing:	\$1,091,453
Arc Roofing Corporation:	\$1,169,409
Belcher Roofing Corp.:	\$916,990
Robert Ganter Contractors:	\$916,482
United States Roofing Corporation:	\$1,105,487

Staff is requesting that the Business Affairs Committee recommended to the full Board the awarding of Weatherproofing Technologies, Inc. to engage Robert Ganter Contractors (WBE) in the amount of \$916,482 to perform the work for replacement and restoration of the upper and lower roofs on the Winnet Building. Also included will be the replacement of the gutter on the southside. The funds will come from the Capital Budget.

(4) 2023-2024 College Budget (Action Item)

Mr. Eapen will review the highlights of the proposed 2023-2024 College Budget focusing on the operating, capital, and Catto Scholarship Program. Please refer to Attachment C.

The Total Sources of Funds was \$137.3 million in operating; \$9.6 million in capital; \$11.7 million in the Catto Scholarship Program, totaling \$158.6 million.

The Total Uses of Funds was \$137.3 million in operating, \$9.6 million in capital; \$11.7 million in the Catto Scholarship Program, totaling \$158.6 million.

(5) Next Meeting (Information Item)

The next scheduled Hybrid meeting of the Business Affairs Committee will be a combined meeting of the Business Affairs Committee and the Executive Committee of the Board of Trustees which is scheduled for Wednesday, June 21, 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: BAC Executive Session

Join Zoom Meeting

<https://ccp.zoom.us/j/93443461685?pwd=TDFPVmFHZkNtSE5lUStJeFU3aFloQT09>

Meeting ID: 934 4346 1685

Passcode: CCP

One tap mobile

+13052241968,,93443461685# US

+13092053325,,93443461685# US

ATTACHMENT A FUNDING
FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: May 24, 2023

Agenda Number	Vendor/Consultant	Amount	Source
1.	Naming Opportunity: Dr. Stanley Merves Open Study in Library and Learning Commons	\$550,000	Gift Agreement
2.	5-year renewal contract, with an option to opt out after year 3, with Instructure at a total amount of \$1,475,880 for the period of July 1, 2023 to June 30, 2028.	\$1,475,880	Operating Budget
3.	Winnet Roof Project: Robert Ganter Contractors	\$916,482	Capital Budget

ATTACHMENT B

**Resolution on the Dr. Stanley Merves Open Study in the Library
and Learning Commons**

Resolution on the Dr. Stanley Merves Open Study in the Library and Learning Commons

WHEREAS, on May 4, 2023, the Gilroy Roberts Foundation confirmed intent to direct contributions totaling \$550,000 to the Community College of Philadelphia Foundation (the "Foundation") to name the Open Study in the Library and Learning Commons as the "Dr. Stanley Merves Open Study."

WHEREAS, upon approval by the Community College of Philadelphia Board of Trustees, the Gilroy and Lillian P. Roberts Foundation will enter into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia (the "College"), confirming a pledge of \$550,000 to name the Open Study in the Library and Learning Commons on the Main Campus of the College.

WHEREAS, in accordance with the College's Naming Policy and the terms of the Gift Agreement (heretofore unexecuted), the College desires to properly recognize the donation from the Gilroy and Lillian P. Roberts Foundation;

NOW THEREFORE, on this June 1, 2023, the Board of Trustees hereby resolves that the College shall name the Open Study area in the Library and Learning Commons, "The Dr. Stanley Merves Open Study."

ATTACHMENT C

BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS FOR THE FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

TABLE I

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024**

FUNDING SOURCES	Operating	Capital	Catto Scholarship Program	Total
Student Tuition	\$42,420,709			\$42,420,709
Student Technology Fee	7,295,974			7,295,974
Credit Course Fee	2,616,918			2,616,918
Distance Education Fee	1,755,248			1,755,248
Adult Literacy Program Fee	44,194			44,194
Senior Citizen Fee	5,600			5,600
Other Non-Instructional Fees	658,542			658,542
City of Philadelphia	34,843,914	\$4,459,267	\$11,700,000	51,003,181
Commonwealth of Pennsylvania	35,677,648	4,459,267		40,136,915
Interest Income	294,742			294,742
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	3,361,175			3,361,175
Reserves	5,605,485			5,605,485
Total Current Operating Revenues	135,231,708	8,918,534	11,700,000	155,850,242
Student General, and Other Fees	1,426,102	295,610		1,721,712
Grant Capital Revenues		400,000		400,000
Total Educational and General Revenues	136,657,811	9,614,144	11,700,000	148,357,811
Auxiliary Enterprises	605,123			605,123
TOTAL SOURCES OF FUNDS	<u>\$137,262,934</u>	<u>\$9,614,144</u>	<u>\$11,700,000</u>	<u>\$158,577,078</u>
APPLICATION OF FUNDS				
Operating Budget Salary Expenses	75,276,880			\$75,276,880
Operating Budget Staff Benefits Expenses	34,162,535			34,162,535
All Other Operating Budget Expenses	25,792,292			25,792,292
Catto Scholarship Program Expenses			\$11,700,000	11,700,000
Reduced Current Operating Expenses	135,231,708		11,700,000	146,931,708
Student Activities & Commencement	1,655,978			1,655,978
Total Educational and General Expenditures	136,887,687		11,700,000	148,587,687
Auxiliary Enterprises	375,247			375,247
Capital Acquisitions		\$695,610		695,610
Debt Service		8,918,534		8,918,534
TOTAL USES OF FUNDS	<u>137,262,934</u>	<u>9,614,144</u>	<u>11,700,000</u>	<u>158,577,078</u>
TOTAL APPLICATION OF FUNDS	<u>\$137,262,934</u>	<u>\$9,614,144</u>	<u>\$11,700,000</u>	<u>\$158,577,078</u>