

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

Present for the Business Affairs Committee: Mr. Michael Soileau (presiding) (*via Zoom*), Mr. Ronald Bradley (*via Zoom*), Mr. Rob Dubow (*via Zoom*), Mr. Steve Herzog (*via Zoom*), and Mr. Harold Epps (*via Zoom*)

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

Guest: Ms. Kate McClinchey, Chief of Staff in 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 called the meeting to order at 9:00 A.M. He asked Mr. Eapen to proceed with the first agenda item.

(1) Naming Opportunity: Dr. Stanley Merves Open Study in Library and Learning Commons (Action Item)

Discussion: Mr. Eapen stated that the first agenda item is the Naming Opportunity: Dr. Stanley Merves Open Study in the Library and Learning Commons. He asked Dr. Zanjani to provide background information.

Dr. Zanjani reported that the Gilroy and Lillian P. Roberts Foundation expressed their intent to pledge \$1,000,000 to the Community College of Philadelphia Foundation (the "Foundation"). \$550,000 of said pledge will be to name the Open Study area of the Library and Learning Commons. The remaining \$450,000 will be designated for costs for a curator of exhibits and taking the exhibits for a road show which will be educational in nature. She stated that 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 \$1,000,000 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.

Mr. Eapen stated that 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."

Mr. Soileau asked for a motion.

Action: Mr. Steve Herzog moved and Mr. Ronald Bradley seconded the motion 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." The motion passed unanimously.

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

Discussion: Mr. Eapen stated that 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. He asked Dr. Rege to provide additional information.

Dr. Rege stated the Canvas Learning Management System is currently used by all faculty to deliver course content and course information to students. She expressed that 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.

Dr. Rege reported that this spring, the College surveyed the current LMS market. She stated that Canvas is nationally the number one LMS platform at present. Dr. Rege stated that although the College reviewed their top two competitors, Canvas is still the top choice for the College. She reported that 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. Dr. Rege highlighted that 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.

Dr. Rege stated that 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. She added that 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

Mr. Bradley shared his positive experiences with Canvas.

Mr. Eapen stated that 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.

Mr. Soileau asked for a motion.

Action: Mr. Steve Herzog moved and Mr. Ronald Bradley seconded the motion that the Business Affairs Committee recommend to the Board of Trustees 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. The motion passed unanimously.

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

Discussion: Mr. Eapen stated that 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. Mr. Eapen asked Mr. Trzaska to provide additional information.

Mr. Trzaska stated that pricing was obtained by Weatherproofing Technologies, Inc. through Cooperative Purchasing Contract (AEPA/KPN Contract #-A-202012-04). He explained that Keystone Purchasing Network (KPN) is a program of the Central Susquehanna Intermediate Unit, a political jurisdiction of the Commonwealth of Pennsylvania. Mr. Trzaska stated that 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. See Attachment C.

Mr. Trzaska reported that pricing obtained by Weatherproofing Technologies, Inc. through Cooperative Purchasing Contract (AEPA/KPN Contract #-A-202012-04) is as follows:

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

Mr. Bradley asked if the College will receive a warranty. Mr. Trzaska responded that the College will receive a 20-year warranty.

Mr. Eapen asked Ms. Henley to provide the demographics on Workforce Demographics for the Winnett Roof project for Weatherproofing Technologies, Inc. and subcontractor Robert Ganter Contractors. Ms. Henley reported the following demographics:

60% - WBE (Women Business Enterprise) - Ownership
127 Employees
33% Diversity

Mr. Eapen stated that 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.

Mr. Soileau asked for a motion.

Action: Mr. Ronald Bradley moved and Mr. Rob Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees 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. The motion passed unanimously.

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

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

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.

Mr. Eapen stated there will be no tuition or fee increase and that the level of services will be at the same level as the current year.

Mr. Soileau asked for a motion.

Action: Mr. Rob Dubow moved and Mr. Ronald Bradley seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the 2023-2024 College Budget. The motion passed unanimously.

(5) Next Meeting (Information Item)

Mr. Soileau stated that 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.

The Public Session adjourned at 9:20 A.M.

EXECUTIVE SESSION

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

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	\$1,000,000	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

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

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

WHEREAS, on May 4, 2023, the Gilroy and Lillian P. Roberts Foundation (“GLR Foundation”) confirmed its intent to direct contributions totaling \$1,000,000 to the Community College of Philadelphia Foundation (“Foundation”) over a period of ten (10) years per the payment schedule outlined below as part of a Gift Agreement to be entered by and between the Foundation, the GLR Foundation and the Community College of Philadelphia (“the College”) hereinafter (“Gift Agreement”):

- A. First payment of \$200,000 by June 30, 2023, with \$75,000 designated for the operating support and \$125,000 designated for the naming opportunity;
- B. Second payment of \$200,000 by June 30, 2024, with \$25,000 designated for the operating support and \$175,000 designated for the naming opportunity;
- C. Third payment of \$200,000 by June 30, 2025, with \$50,000 designated for the operating support and \$150,000 designated to support the naming opportunity;
- D. Fourth payment of \$100,000 by June 30, 2026, with \$50,000 designated for the operating support, and \$50,000 designated the naming opportunity;
- E. Fifth payment of \$100,000 by June 30, 2027, with \$50,000 designated for the operating support, and \$50,000 designated for the naming opportunity;
- F. Sixth payment of \$40,000 by June 30, 2028, with \$40,000 designated for the operating support, and \$0 designated for the naming opportunity;
- G. Seventh payment of \$40,000 by June 30, 2029, with \$40,000 designated for the operating support, and \$0 designated the naming opportunity;
- H. Eighth payment of \$40,000 by June 30, 2030, with \$40,000 designated for the operating support, and \$0 designated for the naming opportunity;
- I. Ninth payment of \$40,000 by June 30, 2031, with \$40,000 designated for the operating support and \$0 designated for the naming opportunity;
- J. Tenth payment of \$40,000 by June 30, 2032, with \$40,000 designated for the operating support, and \$0 designated for the naming opportunity.

WHEREAS, upon approval by the College, the GLR Foundation will enter into the Gift Agreement with the Foundation and the College, confirming a pledge of \$550,000 as part of the \$1,000,000 Gift Agreement to name the Open Study in the Library and Learning Commons on the Main Campus of the College the “Dr. Stanley Merves Open Study.”

WHEREAS, in accordance with the College’s Naming Policy and the terms of the Gift Agreement, 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 accept the Gift Agreement and name the Open Study area in the Library and Learning Commons, “The Dr. Stanley Merves Open Study.”



NAMING OF THE LIBRARY AND LEARNING COMMONS OPEN STUDY FOR DR. STANLEY MERVES

Dr. Stanley Merves

Stanley Merves was a CPA and founder of Merves & Company, an accounting firm. He earned a bachelor's degree in accounting from Temple University's Fox School of Business in 1951. He had served as Gilroy Roberts' accountant, and Gilroy Roberts bequeathed his estate to Dr. Merves, which was the seed money for the Gilroy and Lillian P. Roberts Foundation. Dr. Merves was also a friend of Joseph Segel, founder of the Franklin Mint and the QVC shopping network. Mr. Merves was a Franklin Mint board member for many years before it was sold to Warner Communications in 1981. A noted philanthropist whose benevolence extends well beyond the Philadelphia region, Dr. Merves is a strong supporter of Temple University and the Fox School of Business, and received an honorary doctorate from Fox in 2019. Dr. Merves had created an endowed chair Dr. Merves served on many local boards one of which was Bryn Mawr Hospital.

Gilroy and Lillian P. Roberts Foundation

The Gilroy Roberts Foundation began supporting the CCP Foundation with a \$1,000,000 pledge in April 2012. The purpose of this pledge was to build and design the Gilroy Roberts Exhibit and name the Rotunda after Gilroy Roberts. Gilroy Roberts was a sculptor and the ninth Chief Engraver of the US Mint, when the Mint was located at 1700 Spring Garden. He is most recognized for having designed the Kennedy half dollar. The mission of the Gilroy and Lillian P. Roberts Foundation is to promote Gilroy Roberts' work. The late Dr. Stanley Merves was the president of the Gilroy Roberts Foundation until his death in August 2021.

\$1,000,000 Pledge by June 30, 2023

The Gilroy and Lillian P. Roberts Foundation intends to make a second pledge of \$1,000,000 to the Community College of Philadelphia Foundation which will be paid over ten years. The first three pledge payments will be \$200,000 each year. \$550,000 of this pledge will name the Open Study of the Library and Learning Commons (LLC). The Open Study is the largest space of the LLC (see Exhibit A). The remaining \$450,000 is designated for operating support for the Gilroy Roberts Exhibit located in the Rotunda. The managing trustee of the Gilroy and Lillian P. Roberts Foundation is Jennifer Merves Robbins, Dr. Merves' daughter. The Gilroy and Lillian P. Roberts Foundation has recently named the art room for Gilroy Roberts at the lower school of Friends Select, where Ms. Robbins children are students.

The Gilroy Roberts Foundation confirmed intent to direct contributions totaling \$1,000,000 Agreement to make gifts to the FOUNDATION totaling no less than \$1,000,000 over a period of ten (10) years per the payment schedule outlined below.

- A. First payment of \$200,000 by June 30, 2023, with \$75,000 designated for the operating support and \$125,000 designated for the naming opportunity;
- B. Second payment of \$200,000 by June 30, 2024, with \$25,000 designated for the operating support and \$175,000 designated for the naming opportunity;
- C. Third payment of \$200,000 by June 30, 2025, with \$50,000 designated for the operating support and \$150,000 designated to support the naming opportunity;
- D. Fourth payment of \$100,000 by June 30, 2026, with \$50,000 designated for the operating support, and \$50,000 designated the naming opportunity;
- E. Fifth payment of \$100,000 by June 30, 2027, with \$50,000 designated for the operating support, and \$50,000 designated for the naming opportunity;
- F. Sixth payment of \$40,000 by June 30, 2028, with \$40,000 designated for the operating support, and \$0 designated for the naming opportunity;
- G. Seventh payment of \$40,000 by June 30, 2029, with \$40,000 designated for the operating support, and \$0 designated the naming opportunity;
- H. Eighth payment of \$40,000 by June 30, 2030, with \$40,000 designated for the operating support, and \$0 designated for the naming opportunity;
- I. Ninth payment of \$40,000 by June 30, 2031, with \$40,000 designated for the operating support and \$0 designated for the naming opportunity;
- J. Tenth payment of \$40,000 by June 30, 2032, with \$40,000 designated for the operating support, and \$0 designated for the naming opportunity.

Dr. Stanley Merves Open Study in Library and Learning Commons – Formal Description

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 Exhibit 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.”

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	137,262,934	9,614,144	11,700,000	158,577,078
TOTAL APPLICATION OF FUNDS	<u>\$137,262,934</u>	<u>\$9,614,144</u>	<u>\$11,700,000</u>	<u>\$158,577,078</u>