

AGENDA
HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia Wednesday,
March 13, 2024 – 9:00 A.M.

TO: Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: March 1, 2024
SUBJECT: Business Affairs Committee Meeting

A hybrid meeting of the Business Affairs Committee of the Board of Trustees is scheduled for **Wednesday, March 13, 2024 at 9:00 A.M.** Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom. The Zoom information for the Public Session is as follows:

Topic: 03/13/2024 Hybrid Business Affairs Committee of the Board of Trustees – Public Session

Topic: Hybrid Business Affairs Committee of the Board of Trustees
<https://ccp.zoom.us/j/94894848877?pwd=NFArMDZjZXZnZ0I4WmhnMEcybHdXQT09>

Meeting ID: 948 9484 8877
Passcode: 8029

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.

(1) Campus Consortium/Unified (Action Item)

Campus Consortium – Unified delivers affordable and flexible solutions in partnership with the higher education community and serves over 150 colleges and universities around the world. CCP has been a Unified customer since August, 2015.

The various applications we currently license are as follows:

Unified Engage + Verify: Helps improve student engagement and communication. It offers unique features such as single sign-on, targeted messaging, pre-built apps that integrate with enterprise applications, student engagement apps, content management and engagement analytics. Students and staff can access Unified via all browsers and app stores.

Unified Engage + Verify: Helps improve student experience engagement and communication. It offers unique features such as single sign-on, targeted messaging, pre-built apps that integrate with enterprise applications, student engagement apps, content management and engagement analytics. Students and staff can access Unified via all browsers and app stores.

Unified Engage Portal

Unified Student + Verify: Helps improve student experience by federating single sign-on access to enterprise applications and providing self-service password to students.

Unified Student: Engage: Portal and Mobile Application

Unified Support and Services

Unified Password Manager with Multi-Factor Authentication

Unified Passwordless Authentication

We currently pay \$168,000 per year for the licensing of the above-mentioned applications. The current agreement covered a period of 5-years from 2020 – 2025. Starting September 2025, we would be subjected to an annual 3% increase year-over year.

We have negotiated a substantial discount of \$33,882 per year along with adding Unified Student Verify: Quick launch Resources to free up the unused student portal licenses. In addition, the new renewal will result in zero percent annual increase for the years 2025-2029,

Attachment B contains a detailed listing of all the technology components and pricing.

Staff requests that the Business Affairs Committee recommend to the Board of Trustees, the renewal of a 4-year agreement (08/30/2025 – 08/29/2029) with Campus Consortium – Unified at an annual cost of \$168,000. The funds for this project will be paid from the operating budget.

(2) Contract with Cozen & O'Connor for Lobbying Services (Action Item)

The College issued an RFQ for Lobbying Services for qualified Lobbying firms. The last time an RFQ was issues was in 2019 when Cozen O'Connor was selected and is currently providing these services. The scope of services sought were to engage a firm who specializes in issue-based City, State and Federal lobbying services. The selected firm will track and monitor legislation that advances the College's legislative agenda as set forth by the College. The firm will strategize with key individuals at the College on funding sources and programs that align with the College's priorities. This includes but is not limited to budget season, funding streams through PDE, DCED, The City of Philadelphia Grants Office, and Economic Development Assistance Programs. The selected firm will also monitor and compile all legislation that is pertinent to the College. This would include, proposed bills, amendments to bills, and memorandum. The firm would also provide compliance assistance

to the College's staff for lobbying disclosures.

Evaluative criteria consisted of the following factors:

- Expertise in influencing legislation
- Demonstrated commitment to diversity
- Demonstration of State, City and Federal relationships

RFQ #10205 was issued on February 9, 2024 to 5 firms who have strong local, state and federal alliances; Buchanan & Ingersoll, Ballard Spahr, Hazzouri & Associates, William Dunbar and Cozen & O'Connor. We received one response from Cozen & O'Connor Public Strategies (CPS) who held firm their current fees of \$15,000 monthly flat fee.

The Cozen & O'Connor Public Strategies (CPS) team that supports CCP is led by a Black Managing Director, Joseph Hill, is 40% people of color, and 80% women. CPS is a wholly owned subsidiary of Cozen O'Connor, an AmLaw 100 law firm. The College has been very pleased with the work Cozen has provided.

Over the past five years, CPS has lobbied for CCP at the federal, city and state levels to secure Redevelopment Assistance Capital Program (RACP) funding, including a \$3 million grant in 2021 for building renovations at CCP's Main Campus, and significant allocations from the annual city budget. Throughout this multi-year engagement, CPS has also assisted in raising the College's profile, supported the launch of the Octavius Catto Scholarship Program, organized several lobby days in both Washington, DC and Harrisburg, and nurtured positive, collaborative relationships with elected officials, community leaders, political influencers, and other important stakeholders, laying the groundwork for future success in achieving the College's government relations goals.

Staff requests that that Business Affairs Committee recommend to the Board of Trustees an award to CPS a three (3) year contract at an annual cost of \$180,000 with two one-year extensions at the same rate. The funds for this contract will be funded from the College's operating budget.

(3) Replacement of HVAC Units Over Gym Floor (Action Item)

The staff is recommending the replacement of the four (4) HVAC units which will protect the gym floor which was recently replaced at a cost of about \$1,000,000. These systems are over 20 years old, and their inefficiency poses a risk to both the comfort of the occupants and the long-term maintenance costs.

The College selected bids from two Co-Stars participants, PT Mechanical (\$234,900), and Elliott Lewis (\$248,893), and one non Co-Stars vendor, Seacoast (\$257,720). PT Mechanical is the lowest responsible bidder, and meets the required bid.

Below are the key points supporting this recommendation:

Age and Condition of Existing Systems: The HVAC units are over 20 years old, which puts them well past their expected lifespan. Operating aging equipment carries significant risks of breakdowns, increased maintenance costs, and reduced efficiency. Replacing these units

will mitigate these risks and ensure reliable performance.

Protection of Gym Floor: The location of these HVAC units above the gym floor presents a potential risk. A malfunctioning unit could cause damage to the floor, leading to costly repairs and disruptions to gym activities. Installing new, reliable units will safeguard the gym floor and prevent any such incidents.

Improvement in Efficiency: Modern HVAC systems are designed to be more energy-efficient compared to older models. By upgrading to newer units, we can expect to see improvements in energy efficiency, which will translate into lower utility bills over time. This aligns with our commitment to sustainability and responsible resource management.

Vendor Selection Process: The bids were solicited from both Co-Stars participants and non-award vendors, ensuring a competitive selection process. The chosen bid of \$234,900 falls within the expected range.

Replacing the four HVAC units above the Gym floor is a prudent investment that aligns with the goals of ensuring comfort, safety and efficiency with our facilities.

Staff is requesting that the Business Affairs Committee recommend to the Board of Trustees that that the College enter into an agreement with PT Mechanical Group in the amount of \$234,900 to replace the four HVAC units above the Gym floor. The funds for this project will be paid with capital funds.

(4) Naming Opportunities: Career and Advanced Technology Center, The Ardmore & Central City Toyota Community Room (Action Item)

On February 22, 2024, M & B Paul, Inc. confirmed their intent to direct contributions made to the Community College of Philadelphia Foundation to name the Ground Floor Lobby of the Community College of Philadelphia's Career and Advanced Technology Center "The Ardmore Toyota & Central City Toyota Community Room." Upon approval by the Board of Trustees, M & B Paul, Inc. will enter into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia, pledging \$100,000, to be paid in five annual installments of \$20,000 beginning in Fiscal Year 2024; and the purpose of the donation is for the naming of the Ground Floor Lobby of the College's Career and Advanced Technology Center "The Ardmore Toyota & Central City Toyota Community Room."

In accordance with the College's Naming Policy and the terms of the Gift Agreement, the College administration requests that the Business Affairs Committees recommend to the Board of Trustees, the Resolution attached hereto as Attachment C to properly recognize the donation from M&B Paul, Inc. and name the Ground Floor Lobby of the College's Career and Advanced Technology Center "The Ardmore Toyota & Central City Toyota Community Room." Resolution - Fiscal Year 2024-006.

(5) Main Garage Parking Equipment (Action Item)

The current parking equipment installed in 2015 has reached the end of its operational life, resulting in daily malfunctions that disrupt garage operations. In response to this issue, the decision has been made to install a new Amano ONE Entry Station, providing a streamlined solution for access and revenue control. This advanced system issues 2D barcode tickets and supports various credentials such as proximity, barcode, pre-paid, and frictionless options.

To address the urgency of the situation, the College has entrusted SP+ (current garage management contractor) with procuring the parking revenue and control equipment. The College will reimburse the Contractor for the equipment cost through four equal monthly charges of \$44,100, totaling \$176,400. This reimbursement process will commence on the first day of the first month following the installation of the new equipment and will continue until all monthly charges have been settled.

Staff is requesting that the Business Affairs Committee recommend to the Board of Trustees to approve SP+ to purchase parking equipment for \$176,400, and the College will reimburse SP+ in four installments of \$44,100 with funds from the Auxiliary services budget.

(6) Next Meeting – Business Affairs Committee of the Board of Trustees (Information Item)

The next meeting of the Business Affairs Committee is scheduled for Wednesday, April 17, 2024 at 9:00 A.M.

EXECUTIVE SESSION

An Executive Session will follow the Public Session. Discussions will center on negotiations and resolutions.

The zoom information for the Executive Session will be provided in a separate email.

JE/tn

c: Mr. Michael Soileau
Dr. Donald Generals
Mr. Gim Lim
Ms. Marsia Henley
Mr. Derrick Sawyer
Mr. John Wiggins
Mr. Vijay Sonty
Ms. Victoria Zellers, Esq.
Dr. Judith Gay, Vice President Emerita

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS
MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES

AGENDA: March 13, 2024

Agenda No.	Vendor/Consultant	Amount	Source
1	Campus Consortium (Unified)	\$168,000 (annual)	Operating Budget
2	Cozen & O'Connor	\$180,000 (annual)	Operating Budget
3	PT Mechanical	\$234,900	Capital Budget
5	SP+	\$176,400	Auxiliary Services Budget

ATTACHMENT B

Campus Consortium/Unified

Campus Consortium (Unified) – Summary of Fee

S. No.	Product / Service	Year 1 August 30, 2025 August 29, 2026	Year 2 August 30, 2026 – August 29,2027	Year 3 August 30, 2027 August 29, 2028	Year 4 August 30, 2028 August 29, 2029
Schedule 0012	Unified Student – Engage + Verify: - Mobile & Portal - Apps - Sandbox - Platinum Support (60 Incidents) Unified Verify: -SSO & IDP -Password Manager with MFA -Adaptive Authentication -First Time Users -Passwordless Authentication -Platinum Support (60 Incidents) - QuickLaunch Resource to Free up the Licenses (Bi-weekly)	\$201,882.25	\$201,882.25	\$201,882.25	\$201,882.25
Subtotal		\$201,882.25	\$201,882.25	\$201,882.25	\$201,882.25
Discount		\$33,882.25	\$33,882.25	\$33,882.25	\$33,882.25
Total Fees		\$168,000.00	\$168,000.00	\$168,000.00	\$168,000.00

ATTACHMENT C

**Naming Opportunities: Career and Advanced
Technology Center, The Ardmore & Central
City Toyota Community Room**

Resolution on the Ground Floor Lobby of the College’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Community Room”

Fiscal Year 2024 - 006

WHEREAS, on February 22, 2024, M & B Paul, Inc. confirmed their intent to direct contributions made to the Community College of Philadelphia Foundation to name the Ground Floor Lobby of the Community College of Philadelphia’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Community Room.”

WHEREAS, by March 10, 2024, M & B Paul, Inc. will enter into a Gift Agreement with the Community College of Philadelphia Foundation and the Community College of Philadelphia, pledging \$100,000, to be paid in five annual installments of \$20,000 beginning in Fiscal Year 2024; and the purpose of the donation is for the naming of the Ground Floor Lobby of the College’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Community Room.”

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 M & B Paul, Inc.

NOW THEREFORE, on this 14th Day of March 2024, the Board of Trustees hereby resolves that in accordance with the terms of the Gift Agreement the College shall name the Ground Floor Lobby of the College’s Career and Advanced Technology Center “The Ardmore Toyota & Central City Toyota Community Room.”

Harold T. Epps, Chair

Dominique Ward, Secretary

Donald Generals, Ed.D., President

Jacob Eapen, Treasurer