

**AGENDA**  
**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE**  
**OF THE BOARD OF TRUSTEES**  
**Community College of Philadelphia Wednesday,**  
**April 17, 2024 – 9:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen  
**DATE:** April 12, 2024  
**SUBJECT: Business Affairs Committee Meeting**

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A hybrid meeting of the Business Affairs Committee of the Board of Trustees is scheduled for **Wednesday, April 17, 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:

**04/17/2024 Hybrid Meeting of the Business Affairs Committee of the Board of Trustees**  
**Public Session**

<https://ccp.zoom.us/j/94820881657?pwd=Y3Z4OEUrcnc0SXhld21abngxSzVCQT09>

**Meeting ID: 948 2088 1657**  
**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) 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 issued 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.

**(2) CI Solutions: Enclosed Glazed Wall Systems for Winnet S1SW Project (Action Item)**

The Facilities Department requests approval for the purchase of powered enclosed glazed wall systems from CI Solutions for the Winnet S1SW Project.

This project aims to expand, renovate, and modernize the existing 8,000 sq. ft. Student Services Space on the first floor of the Winnet Building to accommodate the needs of various student services programs. The space, formerly the old cafeteria, will be redesigned to facilitate diverse programs and student gatherings.

CI Solutions is one of our preferred vendors authorized to sell Hayworth products for Office systems solutions and furniture. They are a WMBE vendor based in the Philadelphia market. Furthermore, leveraging our existing contract with Hayworth ensures cost-effectiveness and compliance with procurement procedures.

We propose to utilize our national contract with Hayworth (Purchasing Agreement NSA 81246) which offers a substantial 65% discount. The proposed price of \$440,805 covers design, equipment, installation, and project management for the wall systems.

These enclosed glazed wall systems from CI Solutions align perfectly with our project goals, offering both functionality and aesthetic appeal. This product also allows for the flexibility to reconfigure room sizes and use functions as program and space needs come up in future without the need to bring in major construction crews and cost of remodeling.

Staff requests that the Business Affairs Committee to recommend to the full Board the approval of the purchase of the enclosed wall systems from CI Solutions as outlined above in the amount of \$440,805. These funds will be from the College's capital budget.

**(3) Design for Winnet Renovation Project (Action Item)**

Staff seeks approval to engage Paradigm Architecture + Urban Design for architectural design services to prepare documentation for construction of Winnet renovations. The project includes the expansion, renovation and modernization of the existing Student Services space in the Winnet Building first floor to accommodate the needs of KEYS, Women's Center, Career Connections, MarcDavid LGBTQ, and the Office of Collegiate Recovery.

The initial contract cost for design was \$98,850 and the additional construction administration/engineering cost are \$29,500 for a total of \$128,350.

Staff request that the Business Affairs Committee recommended to the full Board approval to contract with Paradigm Architecture + Urban Design (MBE) in the amount of \$128,350 to perform the work specified.

Staff requests that the Business Affairs Committee recommend to the Board of Trustees to award Paradigm Architecture & Urban Design (MBE) in the amount of \$128,350. These funds for this contract will be funded from the College's capital budget.

**(4) Continuation of Appointment of O&S Associates, Inc. as Expert Engineering Consultant for the CATC (Action Item)**

The College's Construction Counsel Fox Rothschild recommended that the College obtain an engineering expert to assist the College in legal matters related to the completion of the Career & Advanced Technology Center and recommended O&S Associates, Inc., an MBE firm with offices in Pennsylvania and New Jersey. Given the ongoing and complicated construction disputes with the Construction Manager and some of the contractors, O&S Associates, Inc.'s services have exceeded what was initially anticipated and has now reached the level requiring Board approval.

O&S Associates, Inc. has been instrumental in guiding the College through these construction disputes and ensuring the Contractors meet the standards required by their contracts. Current invoices for fiscal year 2024 for have reached \$92,533. The rate for the primary engineer assigned to this project is \$400 per hour. O&S offered a 15% discount moving forward, and the revised rate will be \$340.

The College administration recommends that the BAC approve O&S Associates, Inc. as Expert Engineering Consultant for all matters related to the CATC through the completion of the CATC and all legal matters related to the CATC contractors and recommend their appointment to the College's Board of Trustees. The funds will be from the College's operating budget.

**(5) Resolution: Release of Transcripts to Students with Outstanding Balances Owed to the College (Action Item).**

Effective July 1, 2024, § 668.14(b)(34) of the Code of Federal Regulations will require post-secondary institutions to provide an official transcript that includes all the credit or clock hours for payment periods in which a student received Title IV, HEA funds and for which all institutional charges were paid at the time the request is made. In turn, the administration seeks authorization from the Board of Trustees to make complete college transcripts available to students regardless of whether they have any outstanding balance owed to the College. See Attachment B.

College administration requests to the Business Affairs Committee to recommend the attached resolution to the Full Board of Trustees for approval.

**(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, May 15, 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  
Ms. Victoria Zellers, Esq.  
Dr. Judith Gay, Vice President Emerita

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

**AGENDA: April 17, 2024**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1	Cozen & O'Connor	\$180,000 (annual)	Operating Budget
2	CI Solutions	\$440,805	Capital Budget
3	Paradigm Arch & Urban Design	\$128,350	Capital Budget
4	O&S Associates		Operating Budget

**ATTACHMENT B**

RESOLUTION: RELEASE OF TRANSCRIPTS TO STUDENTS WITH OUTSTANDING  
BALANCES OWED TO THE COLLEGE

Resolution: FY 2024-007

**Resolution of the Community College of Philadelphia’s Board of Trustees Regarding the Release of Transcripts to Students with Outstanding Balances owed to the College**

Fiscal Year 2024 - 007

WHEREAS, the Code of Federal Regulations has been amended to add § 668.14(b)(34) which requires a post-secondary institution to *provide an official transcript that includes all the credit or clock hours for payment periods in which a student received Title IV, HEA funds and for which all institutional charges were paid at the time the request is made*, effective July 1, 2024;

WHEREAS, the College seeks to treat students who do not receive Title IV funds equitably with those who do receive Title IV funds and make all transcripts available to students regardless of whether they have any outstanding balance owed to the College and the College is not able to provide partial transcripts;

NOW, therefore on this 2<sup>nd</sup> day of May, 2024, the Board of Trustees for the Community College of Philadelphia, hereby authorizes the release of transcripts to students with outstanding balances to the College, effective July 1, 2024. This authorization does not include the release of diplomas and does not impact the requirement for students to satisfy payment of their balance prior to registering for subsequent terms.

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Harold T. Epps, Chair of Board of Trustees

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Dominque Ward, Secretary of the Board of Trustees

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Donald Generals, Ed.D., President

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Jacob Eapen, Treasurer