

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

Present for the Business Affairs Committee: Ms. Mindy Posoff, (presiding and via zoom), Mr. Jeremiah White (via zoom), Mr. Harold Epps (via zoom), Mr. Rob Dubow (via zoom), Ms. Dominique Ward (via zoom), Ms. Chekemma J. Fulmore-Townsend

Present for the Administration: Dr. Donald Generals, Dr. Shannon Rooney, Mr. Jacob Eapen, Dr. Thomas, Ms. Jasmine Sessoms, Dr. Mellissia Zanjani, Ms. Carolyn Flynn, Esq., Ms. Danielle Liautaud-Watkins, Mr. Derrick Sawyer, Mr. Gim Lim, Ms. Marsia Henley, Mr. John Wiggins, Ms. Lisa Johnson, Dr. Darren Lipscomb, Mr. Tim Trzaska

Guests: Dr. Judith Gay, Vice President Emerita (via zoom)

Ms. Posoff called the meeting to order at 9:08 A.M. Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with item one.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

Please see 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) Construction for Nursing/Respiratory Project (Action Item)

Discussion: Mr. Eapen stated that the College is seeking approval for construction of nursing simulation lab, respiratory lab, and respiratory care lab. The design includes the creation of a new nursing simulation lab for student hands-on experience (W1-01) as well as renovation to upgrade the respiratory lab (W2-36) and respiratory care lab (W2-37) including new lighting, ceilings; floor, wall finishes and equipment.

The College issued RFP #10210 On May 29, 2024, via Penn Bid. The Pre-bid meeting was held June 5, 2024, and 10 bidders attended. The College received 9 responses and below are the lowest responsible bidder fees by trade. (Please see Attachment B).

| | |
|---|-------------------|
| General Construction: Tricon Construction | \$1,075,350 |
| Fire Protection: Wayman Fire Protection | \$ 29,400 |
| HVAC | No Bid |
| Plumbing | No Bid |
| Electrical: Hyde Electric Corporation | <u>\$ 735,395</u> |

Grand Total: \$1,840,145

The HVAC and Plumbing work are currently being re-bid.

PDE will be funding \$362,500 and the rest of the funds will be from the capital budget.

Dr. Generals stated that the Health Sciences fields of Nursing and Respiratory will be a remodel of the existing space.

Ms. Lisa Johnson described the space to be a life-like environment such as mock healthcare simulation, and nursing activities including respiratory care, and DMI. Ms. Johnson's vision is to include healthcare simulation which is different from a skills lab (individual skills), but is a wholistic healthcare. Ms. Johnson also mentioned this will include a nursing station, and a medical surgery room with interchangeable mannequins. The room has windows for students and faculty to see inside. Next to the nursing station, there will be two medication rooms. There will also be a control room where the faculty can monitor the students. There will be a critical care room which will have a defibrillator, to allow students to make and learn from mistakes. Ms. Johnson also stated that simulations benefits all allied health students. CCP is the only school in area that does not do simulations. Ms. Johnson also stated the simulations are an equitable learning experience for the students. It will give student experience in areas such as CPR and blood transfusion as well as safety skills. This will create confidence in working in high pressure areas and allowing them to navigate through difficult situations.

Ms. Johnson also stated that there is a return on investment on equipment because the equipment is designed to last five (5) years. Ms. Johnson stated that our mannequins are 10 years old. Ms. Johnson also mentioned that equipment is interchangeable and does not require wi-fi.

Ms. Johnson stated that there 305 students for the Fall semester which is up from 259 in Fall 2022. Ms. Johnson also mentioned the need to apply with the State Board of Nursing. The challenge to grow the program is faculty and space. Ms. Johnson stated that they need three (3) faculty. Ms. Johnson stated that the problem is attracting qualified applicants because of competitive salary.

Ms. Ward asked if the cost from the capital budget will have impact on the budget going forward. Mr. Eapen responded that it will not impact the budget going forward as the Pennsylvania Department of Education will be funding \$362,000, and the balance of the funds from the capital budget.

Mr. Epps asked what the square feet was of the space. Mr. Wiggins stated that is approximately 3,000 square feet. Ms. Posoff asked if this will bring CCP up to market or ahead of the market. Ms. Johnson responded that once all faculty are trained, it will put CCP ahead of the market. Mr. Dubow asked if this gives us the capacity? Ms. Johnson responded that we will have the capacity, but we need the faculty. Ms. Posoff asked Mr. Eapen the number of faculty openings in Nursing. Mr. Eapen responded that there are three Nursing faculty vacancies of which two new hire contracts have been executed, and Human Resources is sourcing to fill the third vacancy.

Mr. Eapen asked Ms. Henley to give the demographics on Tricon Construction and Wayman Fire Protection. Ms. Henley stated that Tricon Construction is located in New Castle, Delaware. There are six (6) employees, none of whom are persons of color and 17% are female. Ms. Henley stated that that Wayman Fire Protection company is located in Bensalem, PA with 105 employees; 19% are people of color. Ms. Henley stated that Hyde Electric Corporation is located in Philadelphia, and they have 15 employees; 7% are people of color. Ms. Posoff asked how long the project would take, and Mr. Wiggins responded that the project could start mid-September 2024, and finish by February, 2025.

Staff request that the Business Affairs Committee recommend to the full Board to award the Tricon Construction Management in the amount of \$1,075,350 for General Construction; Wayman Fire Protection in the amount of \$29,400 for Fire Protection; Hyde Electrical Corporation in the amount of \$735,395 for Electrical.

Action: Mr. Dubow moved, and Ms. Ward seconded the motion to recommend to the full Board to award Tricon Construction Management in the amount of \$1,075,350 for General Construction; Wayman Fire Protection in the amount of \$29,400 for Fire Protection; Hyde Electrical Corporation in the amount of \$735,395 for Electrical. These funds will come from PDE and the College's capital budget. This motion passed unanimously.

(2) **Board Room Project (Action Item)**

Discussion: Mr. Eapen stated that staff seeks approval for construction of audiovisual systems in the Mint Building boardroom. The design includes new audiovisual systems, lighting improvements, room shades, HVAC reconfiguration, and a control system to operate these elements. Conference room functions include in-person meetings with large groups at the table and in the gallery section as well as virtual and hybrid meetings. Mr. Wiggins stated that there will be two (2) large screens, a conference room table, and each section will have microphones.

Mr. Wiggins stated that the College issued RFP #10207 On May 15, 2024 via Penn Bid. The Pre-bid meeting was held on May 30, 2024, and 4 bidders attended. The College received 3 responses, and below is the lowest responsible bidder. (Please see Attachment C).

| | |
|--|------------------|
| • General Construction: New Age Development | \$402,979 |
| • HVAC Construction: New Age Development | \$ 83,503 |
| • Electrical Construction: New Age Development | <u>\$391,385</u> |
| Grand Total: | \$877,867 |

Ms. Posoff asked about the usage of the Boardroom. Mr. Eapen stated that the Boardroom is heavily used by the Board, Dr. Generals, Cabinet members, Negotiations, and several other meetings. Mr. Eapen also stated that it is the most used conference room on campus. Ms. Ward asked when is the plan to start the project? Mr. Wiggins stated that the architects are currently working with us. Ms. Posoff asked if we feel confident to do both projects at the same time.

Mr. Dubow asked the cost of the project, and Mr. Eapen stated that it was budgeted at \$800,000, but the cost is \$900,000. Mr. Eapen said the difference of \$100,000. Mr. Eapen expressed his appreciation to the City for those funds which helps with the overall capital budget.

Mr. Dubow asked if the projects will come in over budget. Mr. Eapen stated that the overall budget will be balanced.

Mr. Epps inquired about the DE&I Procurement Purchases meeting. Ms. Henley stated that she would schedule the meeting.

Ms. Posoff asked again about the priority of the Boardroom, and asked if a "re-fresh" can be done at a lower budget? Dr. Generals stated that this is a high priority, and that there have been many times in the recent past, that during high level meetings there have been several issues with the large screen monitor, and the microphones, etc., and that it is embarrassing especially when outside guests are in attendance. Mr. Epps mentioned the World Class Facilities Pillar in the Strategic Plan and that he agreed with the administration. Mr. White agreed with Mr. Epps on the importance of the boardroom renovation. Mr. Wiggins stated that it is important to note that the historic nature of this project in keeping the integrity of such an old building (Mint) where the Boardroom is located.

Staff requests that the Business Affairs Committee recommend to the full Board to award New Age Development the amount of \$877,867 for General Construction, HVAC Construction, and Electrical Construction.

The Board Room Project will be paid from the Capital Budget.

Action: Mr. Dubow moves, and Mr. White seconded the motion to award New Age Development in the amount of \$877,867 for General Construction, HVAC Construction, and Electrical Construction. These funds will be paid from the Capital Budget. The motion passed unanimously.

(3) Proposed Business Affairs Committee Meetings Dates for FY 2024-2025

Attached is a list of the proposed Business Affairs Committee meeting dates for fiscal year 2024-2025. (See attachment D)

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

The next meeting of the Business Affairs Committee is scheduled for Wednesday, August 21, 2024 at 9:00 A.M.

The meeting adjourned at 10:08 am.

AGENDA EXECUTIVE COMMITTEE
PUBLIC SESSION

Mr. Epps opened the Executive Committee at 10:11 am. Based on the Business Affairs Committee, the Executive Committee of the Board of Trustees motion on the following items:

(1) Based on the recommendation of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following action items:

Tricon Construction Management
Wayman Fire Protection
Hyde Electrical Corporation
New Age Development

Action: Ms. Posoff moved and Mr. White seconded the motion that the Executive Committee of the Board of Trustees award Tricon Construction Management in the amount of \$1,075,350 for General Construction; Wayman Fire Protection in the amount of \$29,400 for Fire Protection; Hyde Electrical Corporation in the amount of \$735,395 for Electrical. These funds will come from PDE and the College's capital budget. This motion passed unanimously.

Action: Ms. Posoff moved and Mr. White seconded the motion that the Executive Committee of the Board of Trustees award New Age Development the amount of \$877,867 for General Construction, HVAC Construction, and Electrical Construction. The Board Room Project will be paid from the Capital Budget. The motion passed unanimously.

Both the Business Affairs Committee and the Executive Committees of the Board of Trustees went into Executive Session.

Executive Session include discussions of labor negotiations, and personnel matters.

JE/tn

c:

Mr. Michael Soileau
Ms. Mindy Posoff
Dr. Donald Generals
Mr. Gim Lim
Ms. Marsia Henley
Mr. Derrick Sawyer
Mr. John Wiggins
Ms. Carolyn Flynn
Dr. Judith Gay, Vice President Emerita

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

AGENDA: July 17, 2024

| Agenda No. | Vendor/Consultant | Amount | Source |
|-------------------|---|--|---|
| 1 | Tricon Construction Management Wayman Fire Protection Hyde Electric Corporation | \$1,075,350 \$29,400 \$735,395 (\$ 362,500) | Capital Budget Capital Budget Capital Budget PDE |
| 2 | New Age Development | \$ 877,867 | Capital Budget |

ATTACHMENT B

Nursing/Respiratory Project

Construction Nursing/Respiratory Project

General Construction

| RFP 10210 - Respiratory & Nursing Simulation Labs - Bid Results - General (GC) | DK CONSTRUCTION SERVICES | | New Age Development Group | | Robert Michaels and Associates, Inc | | Smith Construction Inc. | | TE Construction Services, LLCC | | Tricon Construction Management | |
|--|--------------------------|----------------|---------------------------|-----------------|-------------------------------------|----------------|-------------------------|----------------|--------------------------------|----------------|--------------------------------|----------------|
| | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost |
| | \$ 1,500,000.0 | | \$ 1,246,484.24 | | \$ 1,460,700.0 | | \$ 1,315,279.0 | | \$ 1,165,000.0 | | \$ 1,075,350.0 | |
| | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | |
| | \$ 0 | | \$ 0 | | \$ 0 | | \$ 0 | | \$ 0 | | \$ 0 | |
| Items | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost | UnitPrice | TotalCost |
| Total Base Bid cost per the | \$ 1,500,000.0 | \$ 1,500,000.0 | \$ 1,246,484.24 | \$ 1,246,484.24 | \$ 1,460,700.0 | \$ 1,460,700.0 | \$ 1,315,279.0 | \$ 1,315,279.0 | \$ 1,165,000.0 | \$ 1,165,000.0 | \$ 1,075,350.0 | \$ 1,075,350.0 |

scope of work defined within

Construction Nursing/Respiratory Project

Fire Protection

| Total Cost Selected # Selected (\$) | | | | | | | Wayman Fire Protection | |
|-------------------------------------|--------|----------------------|----------|-------------|-----------|-------------|------------------------|---------------------|
| | | | | | | | \$ 29,400.0 | |
| | | | | | | | 0 | |
| | | | | | | | \$ 0 | |
| # | Locked | Items | Selected | Lowest | UnitofMea | QuantityReq | UnitPrice | TotalCost |
| 1 | | Base Bid Pricing (1) | | | | | | |
| #1-1 | FALSE | Total Base | \$ 0 | \$ 29,400.0 | LS | 1 | \$ 29,400.00 | \$ 29,400.00 |

Construction Nursing/Respiratory Project

Electrical

| | | | | | | Hyde Electric Corporation | | Palman Electric, Inc. | | |
|------|--------|----------------------|----------|-------------|-----------|---------------------------|--------------|-----------------------|-------------|---------------|
| | | | | | | Total Cost | \$ 735,395.0 | \$ 866,099.21 | | |
| | | | | | | Selected # | 0 | 0 | | |
| | | | | | | Selected (\$) | \$ 0 | \$ 0 | | |
| # | Locked | Items | Selected | Lowest | UnitofMea | QuantityRe | UnitPrice | TotalCost | UnitPrice | TotalCost |
| 1 | | Base Bid Pricing (1) | | | | | | | | |
| #1-1 | FALSE | Total Base | \$ 0 | \$ 735,395. | LS | 1 | \$ 735,395. | \$ 735,395.0 | \$ 866,099. | \$ 866,099.21 |

ATTACHMENT C

Boardroom Project

Construction Boardroom Project

General Construction

| | | | | | | | New Age Development Group | | S.B. Conrad, Inc | | |
|------------------------|--------|------------------|----------|-------------|-----------|------------|---------------------------|---------------|------------------|--------------|--------------|
| | | | | | | | Total Cost | \$ 402,979.34 | | | \$ 475,000.0 |
| | | | | | | | Selected # | 0 | | | 0 |
| | | | | | | | Selected (\$) | \$ 0 | | | \$ 0 |
| # | Locked | Items | Selected | Lowest | UnitofMea | QuantityRe | UnitPrice | TotalCost | UnitPrice | TotalCost | |
| 1 Base Bid Pricing (1) | | | | | | | | | | | |
| #1-1 | FALSE | All Work in \$ 0 | | \$ 402,979. | LS | 1 | \$ 402,979.34 | \$ 402,979.34 | \$ 475,000.0 | \$ 475,000.0 | |

Construction Boardroom Project

HVAC Construction

| | | | | | | | New Age Development Group | |
|------|--------|----------------------|----------|-------------|-----------|------------|---------------------------|---------------------|
| | | | | | | | Total Cost | \$ 83,502.79 |
| | | | | | | | Selected # | 0 |
| | | | | | | | Selected (\$) | \$ 0 |
| # | Locked | Items | Selected | Lowest | UnitofMea | QuantityRe | UnitPrice | TotalCost |
| 1 | | Base Bid Pricing (1) | | | | | | |
| #1-1 | FALSE | All Work in \$ 0 | | \$ 83,502.7 | LS | 1 | \$ 83,502.79 | \$ 83,502.79 |

Construction Boardroom Project

Electrical Construction

New Age Development Group

Total Cost \$ 391,385.29
 Selected # 0
 Selected (\$) \$ 0

| # | Locked | Items | Selected | Lowest | UnitofMea | QuantityRe | UnitPrice | TotalCost |
|-------------------------------|--------|------------------|----------|----------------|-----------|------------|---------------|----------------------|
| 1 Base Bid Pricing (1) | | | | | | | | |
| #1-1 | FALSE | All Work in \$ 0 | | \$ 391,385. LS | | 1 | \$ 391,385.29 | \$ 391,385.29 |

ATTACHMENT D

Proposed Business Affairs
Committee Meeting Dates
FY 2024-2025

PROPOSED BUSINESS AFFAIRS COMMITTEE MEETING

FY 2024-2025

**(Usually the 3rd or 4th Wednesday Depending on the Number of Weeks
In a Month and Taking into Consideration Holidays)**

Wednesday, July 17, 2024

Wednesday, August 21, 2024

Wednesday, September 18, 2024

Wednesday, October 16, 2024

Wednesday, November 20, 2024

*A date may be established in December 2024

Wednesday, January 15, 2025

Wednesday, February 19, 2025

Wednesday, March 19, 2025

Wednesday, April 16, 2025

Wednesday, May 21, 2025

Wednesday, June 18, 2025