

**HYBRID SPECIAL MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
January 24, 2024 – 10:30 A.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau, (presiding and via zoom), Mr. Rob Dubow (via zoom), Ms. Mindy Posoff (via zoom), and Mr. Epps (via zoom)

Present for the Administration: Dr. Donald General, Mr. Jacob Eapen, Ms. Victoria Zellers, Esq., Ms. Marsia Henley, Mr. Derrick Sawyer (via zoom), Mr. John Wiggins, Dr. Mellissia Zanjani (via zoom), Mr. Gim Lim, Ms. Josie DiGregorio (via zoom), Ms. Danielle Liataud Watkins, and Dr. Shannon Rooney, Mr. David Solomon, Esq., Mr. Dan Sadwick

Guests: Dr. Judith Gay, Vice President Emerita (via zoom), and Ms. Kate McGlinchey (via zoom)

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.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

Mr. Soileau called the meeting to order at 10:30 A.M. Mr. Soileau asked Mr. Eapen to proceed with the first agenda item.

(1) Garage Lighting Project (Action Item)

Mr. Eapen gave a recap of the meeting from January 17, 2023, and introduced Mr. Dan Sadwick, Manager, Procurement and Construction during which the Trustees requested the College provide more information regarding the potential eligibility for rebates for the Garage Lighting Project and whether Hyde Electrical Services had take them into account related to their bid as the lowest responsive bidder.

Mr. Wiggins confirmed that Hyde Electrical Services did not take rebates into consideration in their bid and the College would be eligible to apply for any applicable rebates.

Mr. Sadwick, Manager of Procurement, stated that he is working with Mr. Michael Johns from Mdesigns + MWJ Consulting LLC, the architect for the project, on the rebates including

the submission of the application. Mr. Sadwick stated there will be a verification of the correct equipment. Mr. Johns will work with the contractor, and the final application must be completed in 180 days. Mr. Sadwick stated that Mr. Johns estimated that the College would be eligible to receive up to \$30,000 in rebates. Mr. Dubow asked if the \$30,000 were to be received, then the net cost would be \$288,175. Mr. Eapen confirmed that the amount was correct.

Recommendation: Staff requests that the Business Affairs Committee recommend to Board of Trustees to award the contract to Hyde Electrical Corporation in the amount of \$318,175 for the lighting upgrade to the Main Parking Garage. The project will be funded with capital funds.

Action: Mr. Dubow motioned and Ms. Posoff seconded the motion that the college enter into contract with Hyde Electrical Corporation in the amount of \$318,175. The funds for this project will be funded with capital funds.

(2) Next Meeting (Information Item)

The next meeting of the Business Affairs Committee of the Board of Trustees will be Wednesday, February 21, 2024 at 9:00 A.M.

The meeting adjourned at 10:37 A.M.

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

**MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES**

AGENDA: January 24, 2024

Agenda No.	Vendor/Consultant	Amount	Source
1	Hyde Electric Corporation	\$318,175	Capital Funds