

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

Present for the Business Affairs Committee: Mr. Michael Soileau, (presiding and via zoom), Ms. Dominique Ahye (via zoom), Mr. Jeremiah White (via zoom), Mr. Ronald Bradley (via zoom), and Mr. Jeremiah White (via zoom)

Present for the Administration: Dr. Donald General, Mr. Jacob Eapen, Ms. Victoria Zellers, Esq., Ms. Marsia Henley, John Wiggins, Dr. Mellissia Zanjani, Mr. Gim Lim, Ms. Danielle Liautaud Watkins, Dr. Shannon Rooney, Mr. Vijay Sonty, Ms. Josie DiGregorio, Dr. Darren Lipscomb, and Ms. Carolyn Flynn, Esq.

Guests: Dr. Judith Gay, Vice President Emerita (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.

PUBLIC SESSION AGENDA

Mr. Soileau called the meeting to order at 9:01 A.M. Mr. Soileau asked Mr. Eapen to proceed with the first agenda item.

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)

Discussion: Mr. Eapen stated that 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. Mr. Sonty added that this is an important application for staff and faculty for single sign-on, mobile application, and several other new features. Mr. Sonty noted that there are currently over 473,000 users logged into the system in January. Mr. Sonty also mentioned that CCP has been using this system since 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 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

The annual cost was \$201,882, but since CCP receives a discount, the annual cost is \$168,000 effective September, 2025.

Along with the discounted cost, CCP is getting the 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.

Ms. Posoff asked about the 4-year agreement and if it would meet the College's needs with fast paced nature of technology changes. Mr. Sonty responded that this application integrates with our ERP. Mr. Sonty also stated that this is a widely used application and they provide very good support and have the flexibility to change with our needs.

Action: Mr. Bradley moved, and Ms. Posoff seconded the motion 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. The motion passed unanimously.

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

Jacob Eapen noted that this Agenda item will be moved to the April 17, 2024 Business Affairs Committee meeting.

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

Discussion: Mr. Eapen stated that 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.

Mr. Eapen asked Mr. Wiggins to talk about challenges. Mr. Wiggins mentioned that a

challenge is when leaks occur in pans above the gym floor. Mr. Wiggins stated if a leak should occur with the new Water Detection Smart Sensors, staff will be notified. Mr. Bradley asked if someone monitors the sensors. Mr. Wiggins responded that they are looking a Wi-Fi system that will directly notify the Engineer by phone. Ms. Posoff asked, about the timing of getting this done, and Mr. Wiggins responded 8-12 weeks.

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.

Action: Ms. Posoff moved, and Ms. Ahye seconded the motion 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. The motion passed unanimously.

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

Discussion: Dr. Zanjani stated that 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.

Ms. Posoff asked if The Ardmore & Central City Toyota approached Dr. Zanjani or if she approached them. Dr. Zanjani noted that Toyota has had many conversations with CCP people including Dr. Generals. Dr. Zanjani also stated that they were invited to the Grand Opening of CATC and they were very excited and continue to be impressed and "completely supportive of the College" and gave us a \$25,000 gift as part of the EITC program. Ms. Posoff asked about who they are and what is their motivation. The motivation is that CCP built the CATC and they are very happy to work with the College to advance the West Philadelphia community. Max Paul has stated, "CCP is on the move". Dr. Zanjani also noted that they have hired some of CCP's students. They started on Chestnut Street and built up their business to selling cars for Toyota and also have a location in Ardmore.

Action: Domanique Ayhe motioned, and Ms. Posoff seconded the motion that the Business Affairs Committee recommend to the Board of Trustees 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." The motion passed unanimously.

(5) Main Garage Parking Equipment (Action Item)

Discussion: Mr. Eapen stated that 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.

Mr. Wiggins stated that the "arms" at the entrances to the garage are very old and in need of replacement with new technology. Mr. Soileau asked about the existing technology. Mr. Wiggins stated the existing technology is that a customer pushes a button and a ticket is received, and pay at a kiosk before exiting the garage. The existing technology is at least 10 years old. Mr. Wiggins also stated that new technology is digital and allows payment using phones. Mr. Bradley asked about the warranty on the new equipment. Ms. Flynn confirmed that there is a one-year warranty. It was also suggested to look at extended warranty.

Action: Ms. Posoff moved, and Mr. White seconded the motion 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. The motion passed unanimously.

(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.

An Executive Session was held that was dedicated to the discussion of construction-related legal matters.

The meeting adjourned at: 9:33 am.

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
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