

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

Present for the Business Affairs Committee: Mr. Michael Soileau, (presiding and via zoom), Mr. Jeremiah White (via zoom), Mr. Harold Epps (via zoom), Mr. Rob Dubow (via zoom), and Ms. Dominique Ward (via zoom)

Present for the Administration: Dr. Donald General, Dr. Shannon Rooney, Ms. Josephine DiGregorio, Mr. Jacob Eapen, Ms. Jasmine Sessoms, Dr. Mellissia Zanjani (via zoom), Ms. Victoria Zellers, Esq., Dr. Danielle Liautaud-Watkins, Ms. Carolyn Flynn, Esq., Mr. Derrick Sawyer, Mr. Gim Lim, Mr. John Wiggins, Ms. Marsia Henley, and Dr. Darren Lipscomb

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

Mr. Soileau called the meeting to order at 9:05 A.M. Mr. Soileau highlighted the agenda items, and asked Mr. Eapen to proceed with item one.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

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)

Discussion: Mr. Eapen stated that the he 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

Mr. Eapen stated that 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.

Ms. Sessions stated that she co-handles city and state, and Mr. Dunbar is a liaison to Mayor Parker. Mr. Dubow asked why did no one else respond to the RFP. Ms. Sessions stated that Lobbyists are over extended. Ms. Sessions added that Cozen and O'Connor does a great job, and CCP picked the best of the best. Mr. Epps added that Mr. Joe Hill at Cozen and O'Connor does an outstanding job.

Action: Mr. Dubow motioned, and Mr. White seconded to motion that the Business Affairs Committee recommend to the full Board 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. The motion passed unanimously.

Please note that Mr. Epps did not vote on this agenda item.

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

Discussion: Mr. Wiggins stated that the Facilities Department requests approval for the purchase of powered enclosed glazed wall systems from CI Solutions for the Winnet S1SW Project.

Mr. Wiggins also stated that 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. Ms. Henley added that CI Solutions is located on Germantown Avenue in Philadelphia, and they have seven (7) employees and 72% are people of color.

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. Mr. Wiggins added that the cost is slightly higher, but will payout in the long run.

Action: Mr. White motioned, and Mr. Dubow seconded the motion 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)

Discussion: Mr. Wiggins stated that 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.

Mr. Wiggins added that 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. Ms. Henley reported that Paradigm is located in Philadelphia with 6 employees, and 67% are people of color.

Mr. Dubow asked if this was from the capital budget, and Mr. Eapen confirmed that it is from the capital budget.

Action: Mr. White motioned, and Mr. Dubow seconded the motion 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)

Discussion: Ms. Zeller's reported that 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.

Ms. Zellers stated that O&S reviewed the Northwest Regional Center, and recovered \$1,000,000 of damages. Ms. Zellers also stated that O&S brought McGoldrick to completion.

Mr. Dubow asked if there is an anticipation that the fees could go over \$100,000. Ms. Zellers responded that it depends how long it would take.

Action: Mr. White motioned, and Mr. Dubow seconded the motion to 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).

Discussion: Dr. Rooney stated that 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.

Ms. Zellers stated that this only applies to students who receive Title IV funds, however, it is recommended that CCP treat all students the same. Ms. Zellers gave an example that two years ago, CUNY was accused of being anti-racist. Mr. Epps added that this is a pro social justice issue.

Dr. Lipscomb stated the college writes off \$1.3 million in debt, and receives \$143,000 back. Currently they are not seeing a successful number of students who pay for transcripts. Ms. Zellers noted that \$143,000 are not from Title IV students. Ms. Zellers also added that 60% of students are on financial aid, and 38% do not receive Title IV.

Action: Mr. Dubow motioned, and Mr. White seconded the motion to recommend this resolution of the full Board.

**(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.

The meeting was adjourned at 9:55 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

Agenda No.	Vendor/Consultant	Amount	Source
1	Cozen & O'Connor	\$180,000 (annual)	Operating Budget
2	CI Solutions	\$440,805	Capital Budget & RACP
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 2nd 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.

Harold T. Epps, Chair of Board of Trustees

Dominique Ward, Secretary of the Board of Trustees

Donald Generals, Ed.D., President

Jacob Eapen, Treasurer