

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Thursday, October 16, 2024 – 9:00 AM**

**Present for the Business Affairs Committee:** Ms. Mindy Posoff, (presiding and via zoom), Mr. Harold Epps (via zoom), Mr. Rob Dubow (via zoom), Mr. Timothy Ford, Ms. Keola Harrington (via zoom), Mr. Jeremiah White (via zoom), Pastor Jonathan Mason (via zoom)

**Present for the Administration:** Dr. Donald Generals, Dr. Shannon Rooney, Mr. Jacob Eapen, Dr. David Thomas, Dr. Alycia Marshall (via zoom), Dr. Mellissia Zanjani, Ms. Carolyn Flynn, Esq., Mr. Derrick Sawyer, Mr. Gim Lim, Ms. Marsia Henley, Mr. John Wiggins, Dr. Darren Lipscomb, Ms. and Ms. Josephine DiGregorio

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

Ms. Posoff called the meeting to order at 9:01 AM. Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with the first agenda item.

**AGENDA**  
**BUSINESS AFFAIRS COMMITTEE**  
**PUBLIC SESSION**

Please see Attachment A that 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) HVAC for Center of Business & Industry (Action Item)**

Discussion: Mr. Eapen stated that there are 8 heat pumps in the Center of Business & Industry (CBI) building that are not working. In an attempt to fix them, staff has found it difficult to find replacement parts. Manufacturers and retailers do not sell the parts or the refrigerant (R22) for these systems. Hence, the College has to replace the 8 heat pumps.

Mr. Eapen stated that CBI commissioned classes in Spring 2003. The average age of the heat pumps in CBI is 20 – 25 years. CCP requested pricing from PT Mechanical, Dewitt Mechanical, L&L Construction and Elliott-Lewis all under COSTAR. The responsible bidder was PT Mechanical at a cost of \$143,855. We received responses from all 4 vendors, however, we are not considering L&L Construction because they are not a Mechanical Contractor (See Attachment B).

Mr. Eapen asked MS. Henley to give the demographics on PT Mechanical. Ms. Henley

stated that PT Mechanical is out of Moorestown, NJ. They have 46 employees of which 21% are unrepresented minority groups. Mr. Eapen asked Mr. Wiggins to talk about the heat pumps. Mr. Wiggins that they have been addressing the heat pump issues stating that last year 6 heat pumps went down which were replaced this year. A few more broke down, and we are trying to get those replaced. When considering the age of the building and the equipment, and as time goes on, we will be looking to replacing pumps in the near future. Jacob stated that the funding for this project will be coming from the capital budget. Mr. Dubow asked that the heat pumps take up most of the \$200,000 for the 24-2025 budget (referring to the capital budget spreadsheet), and Mr. Eapen stated that if there are additional heat pumps that break, we may have to request a reallocation of the budget, to continue to stay within the budget. Pastor Mason asked how many heat pumps are in total that are used in the building? Mr. Wiggins responded that on average there are approximately 20 per floor (3 floors), for a total of 60-70 heat pumps in that building.

Staff requests that the Business Affairs Committee recommend to the full Board to award PT Mechanical to replace 8 heat pumps in the CBI building at the cost of \$143,855. These funds will be coming from the capital budget.

Action: Mr. White moved, and Mr. Dubow seconded the motion to recommend to the Board of Trustees to award PT Mechanical to replace 8 heat pumps in the CBI building at the cost of \$143,855. These funds will be coming from the capital budget. This motion passed unanimously.

## **(2) Capital Budget Plan - (Information Item)**

Discussion: Mr. Eapen stated the Capital Budget plan is completed each September/October. This capital budget plan will take us through fiscal years 2024-2025, 2025-2026 and 2026-2027 (See Attachment C).

Mr. Eapen referred to spreadsheets starting with sources of funds, the uses of MEP funds, what monies were used last year, what projects has been rolled over summary requirement, debt service schedule, which includes the amount of principle and interest outstanding for the next several of years.

Mr. Eapen stated that the sources of funds are the money that are in the plant maintenance reserves of \$6,400,000, capital fees of \$1,300,000, PDE funding (two small projects) for \$690,000, West Philadelphia project \$5,200,000 in RACP, RACP for the Main Campus for \$3,000,000. The remaining money in BNY series 2019 of \$6,400,000, City Funding of \$7,100,000 for a total source of funds of \$30,226,695. The City is the remaining money of the \$15,000,000, spent approximately \$8,000,000 and we have approximately \$7,100,000 remaining for a total of \$30,226,695.

Mr. Eapen emphasized that projects over \$100,000 needs Board approval. Mr. Eapen stated that this is just a plan, and we are not asking for any approvals at this time.

Mr. Eapen referenced the spreadsheet that shows the Building Group, New/Carried Over, Facility Projects, and the total spending starting with the current year broken down by years. Mr. Eapen listed the Facility Projects to include Cooling Tower Dunnage & Pipping, Parking lot lighting, CBI Heat Pumps, Mint Building Front Doors, Mint Lighting,

Mint Façade Cleaning, Board Room Renovations & AV (already approved by the Board; however, the work has not begun yet), Office Moves to from 1500 Spring Garden to the main campus (lease ends in October 2025) will save \$300,000 on the operating budget once the moves are done. Mr. White asked if we were doing anything with the signage regarding the Mint building façade. Mr. Trazka responded that in the lighting package, there are enhancements to the existing signage. Mr. Trazka stated that as part of the Mint building lighting packing on Spring Garden Street is to put lighting on the Mint Building to highlight the architectural features on the Mint Building. The lighting on the on the bridge that connects the Mint Building and the West Building has been started, and also some lighting on the trees on Spring Garden Street as well as the columns. This lighting will make the College stand out from Spring Garden Street.

Mr. Eapen stated that at the NERC there are challenges with the heat pumps, and we are converting one of the labs into a Nursing Skills lab as requested by Dr. Marshall, also putting in a surgical tech lab, work needs to be done on the parking lot and bridge must be replaced.

Mr. Eapen stated the work has been done on the parking garage on the main campus over three phases. There is structural work that still needs to be done. The lighting has been completed. There is some additional work needed such as cameras and additional electrical work. Mr. White asked if all the water problems were taken care of in the garage. Mr. Wiggins responded that this will be some of the structural work that will be addressing in phase IV & V. Mr. Wiggins added there is no major water damage, but some of the structural work and enhancements of the expansion is where the water is coming from. Mr. Eapen stated that the simulation lab has been started in the West building. Mr. Eapen recommended to plan for a tour for the Business Affairs and other Trustees to see the facility improvements.

Mr. Eapen stated that the West Philadelphia Regional Center has challenges with the parking lot. There needs to do some fencing and lighting that will cost \$600,000. Mr. Eapen stated that we need to look the entrance to the West building from Ludlow street. There needs to be a new entrance, split air condition system, and reconfiguration of office spaces and classroom space at a cost of \$773,000.

Mr. Eapen stated that the Great Hall in the Winnet Building needs to be renovated. The Great Hall is old and requires substantial renovations and AV work to be done. That project will be completed in 2025-2026. The work in the old cafeteria project and moving offices such as Single Stop and KEYS has already started, and that cost is \$3,900,000. We need to replace a compressor in the Winnet Building at a cost of \$30,000. Once the cafeteria space conversion is complete, we will start the working on the front space \$2,600,000 primarily for CME and SGA offices.

Mr. Eapen stated there are several roof replacements. The generator needs replacing. The atrium/skylights connecting the Mint and Bonnell buildings needs to be replaced because there are leaks. This project has already been out to bid. The bathroom renovations need to be completed, and the sidewalk repair at \$75,000.

The total cost is \$30,226,695 split between three years (2024-2025, 2025-2026, 2026-2027). Mr. Eapen stated that we will come back to the Business Affairs Committee with any project over \$100,000.

Mr. Dubow asked what are the things that was working last year that fell off, and where are the things that were requested that were cut due to the level of resources? Mr. Eapen responded that last year approximately \$21,000,000 was approved over the 3-year plan. The projects that were completed, we spent approximately \$2,800,000. The projects that were dropped or moved into other funding sources was approximately \$1,100,000. The projects that we had to increase the scope, is approximately \$9,000,000. Mr. Dubow asked, of the \$1,100,000 how much were dropped, and how much were moved? Mr. Eapen responded that he will give Mr. Dubow a breakdown of what was dropped, and what was moved. Ms. Posoff asked, of the items that were carried forward or new, how much will get accomplished in 2024-2025? Mr. Eapen responded, that many of these projects go through a bidding process, the selection of a contractor, and the challenges of getting performance bonds, really extends the timeframes of the projects, and the cost of the projects. The projects that add up to \$9,000,000, the projects are in different stages of completion. Two examples are the Simulation Skills Lab (\$2,400,000), most of the initial work had to be done last year. The other example is the old Cafeteria renovation for Single Stop. Most of the work has been done, now we are preparing the project to get started. Mr. Eapen stated that the goal is to get that project done at the end of the fiscal year (\$2,800,000). Mr. Eapen stated that the time it takes from the moment we plan a project to the bid, to the selection of a contractor, and the contractors to respond to the needs under the regulations of the State takes a lot of time. Mr. Eapen stated that we are getting minimum bids, and many times we only receive one bid because the number of contractors that want to take public jobs have come down substantially after COVID.

Ms. Posoff requested to add at some point to highlight which is in the 60% done and which is in the starting phase. Mr. Eapen acknowledged Mindy's request.

Mr. Epps asked, to what degree do have we intentionally focused on local and diverse firms, do the size of these contracts fit the profile of their capability, and to what degree of being proactive incorporating Philadelphia Anchors for Growth & Equity (PAGE) learnings around these construction/engineering firms into your consideration? Mr. Wiggins responded that we have always put out our bids in PennBid that is part of the state regulations. We do reach out to minority vendors when we are putting bids out, but we are not getting the responses that we think we should be getting. Many of them are coming in higher than they should be coming in because 1) they are not familiar with public bidding, and 2) they don't want to front the cost up front. Some contractors want to get the money up front and they are asking on average 50% of the contract before we even give them a contract which put us in a difficult place in which we are not comfortable.

Mr. Wiggins also suggested that when we prepare the contracts we can always put in language that are looking to reach and meet some goals for minority sub-contractors to meet their targets because all they are going to do is find someone to say that it was submitted to their sub-contractor.

Mr. Epps asked, other than the City, are you utilizing PAGE's expertise in this area to remove barriers to get to the outcomes that is best for the City and for other diverse firms? Mr. Epps requested we do the same, because that is not using resources that are available to us.

Ms. Henley responded that she works a lot with Kenyatta, and she also stated that she could probably give some projects to him before hand, and get some ideas so he can rally folks who can participate on our bids. Ms. Henley stated that she has the quarterly meetings, and she lets him know what's coming up, and that we should be doing that on a regular basis.

Pastor Mason inquired about computer replacements and asked what is the timeline we used to make computer replacements, and what do we do with the hardware we replace? Mr. Eapen responded that we are primarily purchasing from Dell because we get the best price from Dell. The challenge we have is that we are unable to keep up with pace of the replacement given the dollars that we have. We have reached out to different vendors if they can come in and give us a price to take away old/used computers, and unfortunately, some computers are so old, they won't take them away. Mr. Eapen ask Pastor Mason if he had a contact, please let us know and we will reach out to them and ask if they are interested. Pastor Mason stated that he was thinking about Community Connections. Pastor Mason stated he was aware that universities get rid of computers after about 3 years. Pastor Mason mentioned that his church was able get some computers for their young people for a lab as the computers are still operational, it's just that it aged out of the use for the school. Pastor Mason asked what steps we take to get some of that hardware and give to schools/churches that are in need. Mr. Eapen stated that he will get a contact. Pastor Mason to follow-up.

Mr. White asked Mr. Eapen if the new Board members have seen a site maps of the various facilities? Mr. Eapen replied that that was something he and Mindy have spoken about. Mr. Eapen stated that they want to arrange a tour of the main campus, and the regional centers especially for the new Trustees. Mr. Epps noted that they will be meeting at the Northeast Regional Center in the near future. Mr. White suggested that site maps of the campus when talking about budgets would be helpful when looking at the different campuses.

Ms. Posoff stated that as it related to capital efforts, Ms. Posoff suggested that the full Board walk around main campus to see where our efforts are being expended.

Ms. Posoff summarized that the capital budget plan was discussed. Ms. Posoff stated than any project over \$100,000 will be presented to the Business Affairs Committee for discussion and approval.

Ms. Posoff asked Mr. Eapen to discuss the funds received from the City. Mr. Eapen

stated that we received \$15,000,000 from the City, and have spent \$8,000,000, and about \$7,000,000 remaining, and the goal is to spend that money within the 3-year plan.

Ms. Posoff stated that all Board members, especially those on the Business Affairs Committee, go back and look at the real estate study that the Mosaic did so everyone can get updated on the evaluations, and where the properties are, and any other recommendations. Ms. Posoff will work with Mr. Eapen to decide if there is a need for a special Business Affairs meeting, or a working group.

Mr. Eapen stated that CCP contracted for a study to look at the mechanical, electrical and plumbing systems college wide, and the life of the systems and a replacement strategy. The work that was done by Remington and Vermick shows the priority by tiers, the average by feet, the approximate area, and the estimated project cost and the estimated completed project time.

Mr. Traska stated that Remington and Vernick report that was done on the facilities is approximately a 300-page report. The consultants went through every building looking at all the equipment in each building. They wanted to know how old the equipment was, and what condition the equipment was in, and made recommendations on what tier it would fall in too. Tier one is the most immediate up to tier 6 is that the equipment is in fair condition, and it can be held off for a later time. Tier 1 is a life safety of controls. CCP does not have is a good control system that manages and monitors our building automation for the HVAC equipment. Tier 1 would be the Bonnell, Mint, and West buildings because they are main buildings when it come to the HVAC systems. Tier 2 would include more of the building automation in the other buildings as well as the aged-out equipment and equipment that needs to be replaced. Remington and Vernick made the recommendation based on their findings. Mr. Traska stated that he and Mr. Wiggins have been at the College for 4-5 years, things break and we want to get ahead of that and be proactive.

Mr. Eapen stated that from a funding standpoint, we have seen other community colleges have implemented GESA projects. Mr. Eapen had a conversation with Harrisburg Area Community College who did a GESA project, and phase 1 was above \$12,000,000 and they are starting to do phase 2. We need to think about how to fund this project, whether we finance through GESA or whether we want to do a bond issue. Mr. Dubow asked if any of this was reflected in the capital budget debt, or all above what we saw on the capital budget? Mr. Eapen responded that this is outside the capital budget plan that has been presented. Mr. Eapen also added that this is not life threatening, but this is all work that needs to be done. Mr. Dubow added that the City has a sustainability office does GESA projects to and added if its helpful you can talk to them.

Mr. Eapen explained the debt service that is still outstanding, the year it was issued, the balances, and the principle amount. We have broken that down the debt service by each of the years. The debt service goes down from about \$8,000,000 to about \$3,000,000 starting in 2029. As we look at new buildings or do a bond issue, there is a great opportunity for CCP to do some bond issues, and in the presentation by Dr. Generals, he talked about the Health & Life Sciences Building. Mr. Eapen stated there is a substantial reduction of the debit service going from \$8,900,000 to \$3,200,000 in 2029.

Mr. White asked what was our current bond rating? Mr. Eapen responded that the rating is Moody's A3 Stable. Mr. Dubow asked if we had a policy on where the debt service should be as a percent on overall costs? Mr. Eapen responded that there is no policy, we just have a policy on the reserves. Mr. Dubow asked if there is a level where we should start to worry that it is too high, and straining the budget? Mr. Eapen responded that with the overall budget we need to have a debt service that we can manage, and all the financial pieces have to tie together. Mr. Dubow asked if \$8,000,000 to \$9,000,000 million is in that range? Mr. Eapen stated that \$9,000,000 in debt service is manageable.

**(3) Next Meeting – Combined Business Affairs and Executive Committees of the Board of Trustees (Information Item)**

The next meeting of the Combined Business Affairs and Executive Committees of the Board of Trustees is scheduled for Wednesday, November 20, 2024 at 9:00 A.M.

The public session of the Business Affairs Committee meeting adjourned at 9:40 am.

**The Business Affairs Committee of the Board of Trustees went into Executive Session.**

Executive Session included discussions of negotiations, personnel, real estate, and litigation matters.

**Business Affairs Committee returned to Public Session**

**Salary increases for Administrators, Grant Administrators, and Confidential employees.**

The Business Affairs Committee recommends to the College Board of Trustees to approve a resolution that includes the language that subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential staff are eligible to receive a raise up to 5% retroactive to September 1, 2024.

**Action:** Mr. Epps motioned, and Mr. Dubow seconded the motion to approve the resolution that includes the language that subject to evaluation and performance, College Administrators, Grant Administrators, and Confidential staff are eligible to receive a raise up to 5% retroactive to September 1, 2024.

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

**AGENDA: October 16, 2024**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1	PT Mechanical	\$143,855	Capital Budget



# **ATTACHMENT B**

## **Vendor Summary**

**FURNISH AND INSTALL 8 NEW  
FIVE-TON HEAT PUMPS AT CBI**

<u>VENDOR</u>	<u>AMOUNT</u>
PT Mechanical	\$143,855
Dewitt Mechanical	\$171,215
Elliott-Lewis	\$144,183
L & L Construction *	\$123,895

\* Not a Mechanical Contractor

**ATTACHMENT C**

**3-Year Capital Plan  
2025-2027**

**Community College of Philadelphia**

**Multi-Year Capital Plan**

**Fiscal Year 2025-2027**

**Fiscal Year 2025-2027**

**Source of Funds**

**Amount**

<b>Plant Maintenance Reserves</b>	<b>6,400,000</b>
<b>Projected Capital Fees (FY 25-27)</b>	<b>1,371,467</b>
<b>PDE Funding</b>	<b>690,000</b>
<b>RACP West Philadelphia Project</b>	<b>5,250,000</b>
<b>RACP</b>	<b>3,000,000</b>
<b>BNY series 2019</b>	<b>6,359,248</b>
<b>City Funding</b>	<b>7,155,980</b>
<b>Total Source of Funds</b>	<b>30,226,695</b>

**Use of Funds**

<b>3 Year spending plans</b>	<b>30,226,695</b>
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<u>Building Group</u>	<u>New or C/O</u>	<u>FACILITY PROJECTS</u>	<u>Total Spending</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>
Bonnell	C/O	Cooling Tower Dunnage & Piping	92,000	92,000		
Bonnell	C/O	Parking lot lighting	60,000	60,000		
<b>Total Bonnell</b>			<b>152,000</b>	<b>152,000</b>	-	-
<b>Total CBI</b>	<b>C/O</b>	<b>CBI Heat Pumps (all)</b>	<b>300,000</b>	<b>200,000</b>	<b>100,000</b>	
Mint	C/O	Mint Building Front Doors	800,000	800,000		
Mint	C/O	Mint Lighting	1,000,000	554,200	445,800	
Mint	C/O	Mint Façade Cleaning	300,000	300,000		
Mint	C/O	Board Room Renovation & AV	900,000	900,000		
Mint	C/O	Office Moves related to 1500SG	1,421,800	1,421,800		
<b>Total Mint</b>			<b>4,421,800</b>	<b>3,976,000</b>	<b>445,800</b>	-
NERC	C/O	NERC Heat Pumps	64,052	64,052		
NERC	New	Nursing Skills Lab	300,000		300,000	
NERC	New	Surgical Tech Lab	300,000	300,000		
NERC	C/O	Parking lot & Bridge repairs	500,000	200,000	300,000	
<b>Total NERC</b>			<b>1,164,052</b>	<b>564,052</b>	<b>600,000</b>	-
Parking	C/O	Main garage -Phase IV & V	1,040,000		1,040,000	
Parking	C/O	Main garage:Lighting, Cameras, electrical	932,143	332,143	600,000	
<b>Total Parking</b>			<b>1,972,143</b>	<b>332,143</b>	<b>1,640,000</b>	-
West	C/O	Simulation Lab for Nursing & Allied Health;Renovation of respiratory care Lab	2,979,305	1,724,305	1,255,000	
West	New	Nursing Skills Lab	700,000	700,000		
West	C/O	Dental Clinic Floor & Cabinetry	151,333	151,333		
<b>Total West</b>			<b>3,830,638</b>	<b>2,575,638</b>	<b>1,255,000</b>	-
WRC	C/O	CATC Parking Lot	600,000	600,000		
WRC	C/O	New entrance/split system/reconfig rooms	773,905		773,905	

<u>Building Group</u>	<u>New or C/O</u>	<u>FACILITY PROJECTS</u>	<u>Total Spending</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>
<b>Total West Regional Center</b>			<b>1,373,905</b>	<b>600,000</b>	<b>773,905</b>	<b>-</b>
Winnet	C/O	Great Hall Renovation	1,200,000		1,200,000	
Winnet	C/O	Old Cafeteria renovation to single stop office space, Keys, etc.,	3,957,069	3,957,069		
Winnet	C/O	Compressor	30,000	30,000		
Winnett	New	Front Offices	2,600,000	1,300,000	1,300,000	
<b>Total Winnett</b>			<b>7,787,069</b>	<b>5,287,069</b>	<b>2,500,000</b>	<b>-</b>
Various	C/O	Roof Replacements	3,100,000	1400000		1,700,000
Various	C/O	Electrical cost: Generator	740,000	150,000	295,000	295,000
Various	C/O	Replace Atrium Skylights - Mint/Bonnell	1,350,000	1,350,000		
Various	C/O	Bath rooms renovation	575,630		478,862	96,768
Various	C/O	Sidewalk repairs(div prioritities)	75,000	25,000	25,000	25,000
Various	C/O	Miscellaeous (Contingencies)	462,226	462,226		
Various	C/O	Multi Media auditorium	390,000	390,000		
Various	C/O	Rebranding	537,637	537,637		
Various	C/O	Math, Science & Health Careers	58,000	58,000		
Various	C/O	Divisional Priorities	1,003,876	1,003,876		
Various	C/O	Computers	450,000	450,000		
Various	C/O	Furniture & Fittings	230,719	230,719		
Various	C/O	Public Safety	52,000	52,000		
Mint	New	Heat Exchanger	200,000		200,000	
<b>Total Various</b>			<b>9,225,088</b>	<b>6,109,458</b>	<b>998,862</b>	<b>2,116,768</b>
<b>Grand Total</b>			<b>30,226,695</b>	<b>19,796,360</b>	<b>8,313,567</b>	<b>2,116,768</b>