

AGENDA
COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE
BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, February 19, 2025 – 9:00 A.M.

TO: Members of Business Affairs and Executive Committees of the Board of Trustees

FROM: Jacob Eapen

DATE: February 6, 2025

SUBJECT: Hybrid Combined Meeting of Business Affairs and Executive Committees of the Board of Trustees

A hybrid meeting of the Combined Business Affairs and Executive Committees of the Board of Trustees is scheduled for **Wednesday, February 19, 2025 at 9:00 A.M.** Participants and attendees may attend in person in the Isadore A. Schragger Boardroom M2-1 or *via* Zoom.

The following is the Zoom information for the Public Session:

Topic: Combined Business Affairs and Executive Committees Meeting: Public Session
<https://ccp.zoom.us/j/96562935414?pwd=TPsJlKaDebLeYYCINO2l9AAByZWZf.1>
Meeting ID: 965 6293 5414
Passcode: 8029

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, Grant, or Bond Proceeds) which College Administration is seeking approval.

(1) **Capital Projects Paused; to be Revisited in March 2025 (Information Item)**

In consultation with the Chair of the Board of Trustees and the Chair of the Business Affairs Committee, the following capital projects have been paused and will be reviewed in March 2025:

• Mint Façade	\$ 300,000
• Boardroom Renovations and Audio Visual	\$ 900,000
• Great Hall Renovation	\$ 1,200,000
• Winnet Front Offices	\$ 2,600,000
	<u>\$ 5,000,000</u>
3- Year Capital budget plan:	<u>\$30,226,695</u>
Less: Projects that are paused	<u>\$ 5,000,000</u>
Projects approved:	<u>\$25,226,695</u>

(2) **Construction of NERC Pedestrian Bridge Award to Clemens Construction (Action Item)**

Staff seeks approval for construction for replacement of the pedestrian bridge at NERC. This bridge connects the rear parking lot to the front parking lot for building access. The current bridge was inspected and found to be structurally deficient and subsequently closed.

The College issued RFP #10223 on December 16, 2024 via Penn Bid. Bids were received January 30, 2025. The College received 3 responses Please refer to Attachment B.

• Clemens Construction	\$296,305
• Athena Construction	\$348,394
• AP Construction	\$597,160

These bids include the base bid for the bridge replacement as well as alternates to enhance the bridge. Alternate #2 is to upgrade the steel to galvanized steel to provide for a longer lifespan. Alternate #3 is to upgrade the wood planking to IPE wood, a long-lasting weather resistant wood.

Staff request that the Business Affairs Committee recommend to the full Board to award Clemens Construction in the amount of \$296,305 for NERC Pedestrian Bridge Project. The NERC Pedestrian Bridge Project will be paid from the Capital Budget.

(3) **Conversion of the Building Automation System to Honeywell BAS Platform (Action Item)**

Staff seeks approval of an allocation of \$114,610 for the conversion of the Building Automation System (BAS) to Honeywell's BAS platform in the CBI Building. This conversion is a critical part of our efforts to unify the College's BAS systems, ensuring that we transition from the current disparate setup independent systems to a single, integrated platform.

The existing system in the CBI building has become outdated and increasingly difficult to maintain, with parts becoming harder to source. Furthermore, operating seven separate BAS systems across the college presents numerous challenges in terms of efficiency, maintenance, and consistency. A unified Honeywell system would streamline these processes, improving operational effectiveness, reducing downtime, and ensuring a more reliable environment across all buildings.

This conversion not only addresses the technical limitations of the current system but also supports the college's long-term goal of standardizing building management systems, enhancing the capacity for centralized control and monitoring.

We believe that this investment is essential for both the present and future efficiency of building operations across campus, and we kindly request your approval of the proposed funding.

Staff requests that the Business Affairs Committee recommend to the full Board \$114,610 for the conversion of the Building Automation System (BAS) to Honeywell's BAS platform in the CBI Building. These funds will come from the Capital Budget.

(4) **Request for Extension of Food Services Contract with Canteen (Action Item)**

The College requests the Board's approval to extend the current food services contract with Canteen, which provides café operations, catering, and vending services on campus, set to expire on June 30, 2025. The existing contract originally awarded through a Request for Proposals (RFP) process in 2017, had only one vendor submitted a bid at that time.

Operating food services at a two-year college without meal plans presents a challenging market for vendors, making it difficult to attract multiple competitive bids. Despite these challenges, Canteen has remained a reliable partner, managing the café under a profit-and-loss (P&L) model along with a management fee and providing vending services with a commission structure that generates revenue for the institution.

Given the limited vendor interest in our last RFP process and the need to maintain uninterrupted food service for students, faculty, and staff, we recommend extending the current agreement under its existing terms. This extension will allow us to assess market conditions, explore potential service enhancements, and determine the best approach for the future of food services on campus.

	Vending Commission	Subsidy	
22	\$ 37,705	\$ 181,420	
23	\$ 24,445	\$ 241,200	
24	\$ 27,157	\$ 226,671	
25 (YTD)	\$ 22,168	\$ 123,930	
The College receives 11.5% on traditional vending services			
The College receives 7.5% on unattended vending services / micro markets			

Staff requests the contract with Canteen to be extended until June 30, 2027. The subsidy is paid from the college’s operating budget.

(5) Contract with Naval Welding Institute for Consulting Services related to Advanced Manufacturing Education Improvement Program (Action Item)

Staff seeks approval for the payment of consultative services for the Advanced Manufacturing Education Improvement Program funded by the Navy. The services would be rendered by Mr. Kris Jones, Founder and CEO of the Naval Welding Institute (NWI). Mr. Jones and his company NWI, support academic institutions with the development, launch and administration of advanced manufacturing programs, specific to welding, nondestructive testing (NDT) and metallurgy.

NWI will assist CCP in:

1. Aligning the welding program with industry needs
2. Instructor support, instruction audits, and student assessments
 - Periodic audits of instruction
 - Periodic debriefs with new instructors to answer any questions they have on material from upcoming modules in a cohort
 - Independent student assessments to ensure student development and corrective action recommendations for any deficiencies identified
 - Development of new quizzes and exams as needed to ensure student performance is being adequately assessed
 - Final grading determinations and pass/fail assessments of students
3. Workforce pipeline development and engagement with industry associations
 - Development of new pipelines for student placement
 - Assessments of student performance in new positions and feedback from employers into curriculum gaps
4. Lab space development and continuous improvement
 - Preliminary and detailed planning support for new lab and instructional space construction at CCP and at future training locations.
 - Sourcing recommendations and quote solicitation from external suppliers for lab equipment and consumable orders.
5. Certification of curriculum, testing, and instructors for validation with employers written practices to ensure compliance with standards for Qualification of Nondestructive Testing Personnel.
6. Assistance with hiring new instructors to include support for interview panels, requisition writing, and recruiting.
7. Sourcing of Industry Materials (inspection report examples, castings, forgings).
8. Direct instructional support will be provided for the first cohort to aid CCP staff members.
9. The College has entered into an agreement with Blue Forge Alliance for the Advanced Manufacturing education improvement program in the amount of \$2,760,037.

Staff requests that the Business Affairs Committee recommends to the Board of Trustees the service contract with NWI Institute in the amount of \$640,200. The payment will be made from funds made by the Navy through its funding source, Blueforge Alliance.

(6) **Business Affairs Committee Meeting Dates for 2025-2026 (Information Item)**

Proposed Business Affairs Committee of the Board of Trustees meeting dates for 2025-2026. These meetings are usually the 3rd or 4th Wednesday depending on the number of weeks in a month and taking into consideration holidays. See Attachment C.

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

The next meeting of the Business Affairs Committee is scheduled for Wednesday, Wednesday, March 19, 2025 at 9:00 AM.

EXECUTIVE SESSION

An Executive Session will follow the Public Session. Discussions will center on negotiations.

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

AGENDA: February 19, 2025

Agenda No.	Vendor/Consultant	Amount	Source
2	Clemens Construction	\$296,305	Capital Budget
3	Honeywell	\$114,610	Capital Budget
7	Grants	\$640,200	Blueforge Alliance Agreement

ATTACHMENT B

NERC Pedestrian Bridge

NERC BRIDGE BIDS

	<u>Athena</u>	<u>AP Construction</u>	<u>Clemens</u>
Base Bid	\$ 267,678	\$ 486,660	\$ 254,095
Alt #1: Steel to aluminum	\$ 75,000	\$ 45,000	\$ 50,652
Alt #2: Steel to galvanized	\$ 61,924	\$ 80,500	\$ 30,954
Alt #3: IPE decking	\$ 18,792	\$ 30,000	\$ 11,256
Alt #4: Plastic decking	\$ 16,027	\$ 25,000.00	\$ 22,512
Total including Alt #2 & #3	\$ 348,394	\$ 597,160	\$ 296,305

ATTACHMENT C

**Proposed Business Affairs Committee Meeting
Dates for 2025-2026**

**BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
MEETING DATES
2025-2026**

Wednesday, July 16, 2025

Wednesday, August 20, 2025

Wednesday, September 17, 2025

Wednesday, October 15, 2025

Wednesday, November 19, 2025

**** A DATE MAY BE ESTABLISHED IN DECEMBER 2025**

Wednesday, January 14, 2026

Wednesday, February 18, 2026

Wednesday, March 18, 2026

Wednesday, April 15, 2026

Wednesday, May 20, 2026

Wednesday, June 17, 2026