

**HYBRID MEETING OF THE BUSINESS
AFFAIRS OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, October 15, 2025 – 9:00 A.M.**

Present for the Business Affairs Committee: Ms. Mindy Posoff (presiding), Mr. Tim Ford, Mr. Harold Epps (via zoom), Ms. Keola Harrington (via zoom), Mr. Rob Dubow (via zoom)

Present for the Administration: Dr. Alycia Marshall, Mr. Jacob Eapen, Mr. Derrick Sawyer (via zoom), Dr. Mellissia Zanjani, Dr. Shannon Rooney, Mr. Gim Lim, Mr. John Wiggins, Ms. Josephine DiGregorio, Mr. Tim Traszka, Dr. Linda Powell, Ms. Carolyn Flynn, Ms. Marsia Henley, Ms. Anita Li, and Mr. Moe Rahman

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

Ms. Posoff called the meeting to order at 9:00 am. Ms. Posoff highlighted the agenda items, and asked Mr. Eapen to proceed with the first agenda item.

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) Ellucian Banner Advisory Services Contract Renewal (Action Item)

Discussion: Mr. Eapen stated that since 2002, the Community College of Philadelphia (CCP) has utilized Ellucian Banner as its enterprise-wide system to support and manage critical institutional functions, including student information, human resources, and financial operations. Mr. Eapen stated that the College has been using Ellucian for over a decade. Mr. Eapen stated that last year, the Trustees approved the College to enter into a contract for \$142,500 for services. We are using Ellucian Advisory Services because we get a broad range of advisory services on critical institutional priorities. Mr. Eapen stated that we are very pleased with the services that we received last year.

The Information Technology Services (ITS) – Application Group is responsible for the analysis of business processes; the development, maintenance, and administration of software applications; end-user training to ensure proper and effective system utilization; and the design, development, and administration of institutional databases.

Founded in 1968, Ellucian is a leading global provider of technology solutions for higher education, serving more than 2,700 institutions across 50+ countries. In addition to the Banner enterprise system, Ellucian offers a comprehensive portfolio of professional services, including software implementation, training, education, and management consulting. The company's depth of expertise enables it to effectively support the College's broad and evolving application needs.

In alignment with the emerging needs to leverage Banner's baseline functionality, renewing Ellucian's advisory services will support several key institutional priorities:

- Streamlining and optimizing business processes through vendor-supported best practices.
- Ensuring ongoing access to newly released features and enhancements.
- Preparing for a future migration to a Software-as-a-Service (SaaS) environment.
- Mitigating institutional risk associated with staff retirements, knowledge gaps due to attrition, and historical challenges in filling vacant technical positions.

The College has been satisfied with the quality and effectiveness of the services Ellucian has provided under the current agreement. The proposed renewal will also include 25 On-Demand Learning licenses for campus use, designed to expand Banner expertise and strengthen process understanding in key operational areas. Our last contract was \$142,500 and with a 5% standard increase, the new contract would come close to \$150,000. For an additional \$10,000, we are getting a better value through the On Demand training, expanded consulting offerings and SaaS aligned support for future readiness.

Mr. Eapen stated that we are requesting an increase in the contract to \$160,000 for expanded consulting service on demand training, and one particular area that we need to talk about is in the next two to three years is moving the Ellucian Banner which is residing on our servers on premise and moving into the cloud.

Mr. Eapen stated moving to SaaS is what other colleges are doing, and also what Ellucian is pushing for. Mr. Eapen stated that he had a conversation with Dr. Marshall, and we will be coming back to you in the Spring to talk about timeframes and action steps. Mr. Eapen stated that we have to do this in two to three years. We have the time, but some of the initial work has to be done in the Spring.

Mr. Eapen asked Mr. Rahman to talk about the initial services that we need from Ellucian in order to transition out. Mr. Rahman stated that for some of the initial services, we are going to need insights into process engineering in terms of how the ERP system is designed to work. Mr. Rahman stated that there are a lot of approaches that we need to explore in order to open up the path to migration. We also need to start discussing how some of the integrations, and how the system is functioning, but these are all prep work that we should be done in order to get ready for the SaaS migration, as Ellucian is working on these next generation product releases. Mr. Rahman stated we need to be able to take advantage of the migration. Mr. Eapen added that the next generation services and products will include AI embedded into those products. Mr. Rahman added that Ellucian is investing a lot of research resources into AI and these AI features are only going to be available in their cloud solutions. Ms. Posoff stated that as part of the rollout, we are also going to eventually need a buy-in from all the people, so simultaneously, as you're rolling it out before it even happens, because it will be a lot of change of how we look at things and how people are comfortable.

Dr. Marshall stated that there will be a very comprehensive communication plan that will work to get out how this is happening. Mr. Ford asked about the prep work to get ready to transition to cloud services, that's what the \$10,000 in addition to the 5% increase gets us and the prep work. Mr. Eapen responded not at all. Mr. Ford stated that he wasn't aware that the expensive part was coming in the Spring. Mr. Eapen stated, that the expensive part is coming in a year from now. Mr. Eapen stated that if you recall, in our reserves we put \$1.5 million for the total implementation. The real expense piece will be coming a year from now, but the initial work has to be thought through. Mr. Eapen stated that just the basics is what we are looking for in the Spring. Mr. Dubow asked if this is where guidance would work to get \$10,000? Mr. Eapen responded that this is just the basic framework of what we should be looking at. What has happened over the years is we have done a lot of customization a lot of services within the College. Those customizations goes away as we go into the SaaS product. Mr. Eapen stated that we need to start putting those basic frameworks together.

Mr. Rahman responded that the extra \$10,000 actually includes on-demand training. We use a very complex ERP system in the College, and how the software is supposed to work versus how we make it work are two different things. There is a disconnect, and that becomes very expensive later on. Mr. Rahman stated that raising the level of knowledge at the power user level, and the people in the offices that are actually carrying on work is very important. We can't do that when we don't have proper training in front of us. This on demand training actually costs more, but it's a bundled price that we actually are getting a savings. Mr. Rahman stated that we are going to get 25 licenses. For example, if someone in the Registrar's office wants to learn about student lifecycle, there is a series of courses that they can take where they can learn how the software is supposed to function. There is currently a lack of clarity around our software's capabilities, compatibility with other systems, sustainability of proposed solutions and potential risks. These expanded consulting services helps us to gain a deeper understanding and address these issues for more effective use of Ellucian moving forward.

Ms. Posoff asked to mention where the money is coming from for the advisory services. Mr. Eapen stated that the money is coming from the operating budget. Mr. Eapen stated that we are not hiring staff, and those dollars were used to fund last year's contract and we are not going to fill that position. Mr. Eapen stated that we are using the same dollars for this contract also.

Staff recommends that the Business Affairs Committee forward to the full Board a proposal to authorize an investment not to exceed \$160,000 for the renewal of Ellucian advisory services. Funding for this agreement will be provided through the College's operating budget.

Action: Mr. Dubow motioned, and Mr. Ford seconded the motion to recommend to the full Board to authorize an investment not to exceed \$160,000 for the renewal of Ellucian Advisory Services. The funding for this agreement will be provided through the College's operating budget. The motion passed unanimously.

(2) Award to DeWitt Mechanical for CBI Pipe Replacement (Action Item)

Discussion: Mr. Eapen stated that we are having challenges in CBI with the HVAC system.

Mr. Eapen stated that the Facilities department is requesting authorization for a contract for the replacement of existing condenser water piping at the Center for Business and Industry (CBI) building. The existing condenser water piping system at CBI measures 2 inches in diameter and larger, has reached the end of its serviceable life. Mr. Wiggins stated that piping in CBI needed to be replaced as its beyond its useful life. Mr. Wiggins said that when pressure builds up, the pipes get weak, and it shows. Mr. Wiggins stated that they did a walk-through with four contractors along with an engineer, and it was planned to get it done before the end of the year.

Mr. Eapen stated that we went through the four bids. DeWitt Mechanical, a minority contractor gave us the best price under COSTARS in the amount of \$531,868. Mr. Eapen asked Ms. Henley for the demographics on DeWitt Mechanical. Ms. Henley stated that DeWitt Mechanical is a Philadelphia based company, and they are 100% minority owned. They have nine employees.

The scope of the work follows the College's construction drawings and specifications.

Scope of Work

- Removal of existing condenser water piping, fittings, and associated supports.
- Installation of new Schedule 40 grooved steel piping and all necessary fittings, valves, and accessories.
- Restoration of affected ceiling areas, including new acoustic ceiling tiles where piping replacement occurs.
- Coordination with Facilities operations to minimize disruption to classes and campus activities.
- Compliance with all applicable codes, safety requirements, and College standards.

Staff requests that the Business Affairs Committee recommend to the Board of Trustees the approval to award a contract with Dewitt Mechanical for the CBI Pipe Replacement project in the amount of \$531,868. These funds will come from the capital budget.

Action: Mr. Ford motioned and Mr. Dubow seconded the motion to the recommend to the full Board the approval to award a contract with Dewitt Mechanical for the CBI Pipe Replacement project in the amount of \$531,868. These funds will come from the capital budget. The motion passed unanimously.

(3) Award to Tricon Construction - Enrollment Center General Construction - Change Order (Action Item)

Discussion: Staff seeks approval for general construction change orders for the renovation of the Enrollment Center Project.

Mr. Eapen stated that we are pleased to inform that we are making final moves of offices from 1500 Spring Garden Street to the main campus before the end of October. Dr. Zanjani and her staff will be moving next week.

Mr. Eapen stated that lease savings is a little less than \$300,000 which is already factored into the budget.

In order to complete the moves of the offices, we have been working with Tricon Construction. Tricon is a general construction contractor, and we have a change order.

Mr. Trzaska stated that the change orders are associated with the steel and concrete work that is needed to be done, structural work. The demolition was done to the existing counters, this structural steel we thought was in place, was not and we need to rebuild it. The new counter is going to have bulletproof glass, which is very heavy.

Mr. Trzaska stated that we needed to re-design it to fit into the area to replace the existing counters. In addition to the existing change order is fire rated ceilings. Mr. Trzaska stated that when you have a very big building, the buildings have to be separated by floor and by certain areas and walls have to be fire rated. Mr. Trzaska stated that they went into the Bonnell side where they are re-doing the offices (for the Enrollment Center), they started taking it apart, and the fire rated ceiling that was supposed to be there; was not there. We have to put a fire rated ceiling in. These are the two major cost items that we have to make sure we take care of.

Mr. Dubow asked if there was a contingency, and Mr. Eapen replied that we did not put any contingency. Usually when we get a bid, we don't put any contingency. This amount for the change order was already factored in the capital budget. This is partly funded by the RACP funds, so we do have money in capital budget and RACP to cover additional costs.

The change order in the amount of \$110,000 will be added to the original contract sum of \$976,287.

Action: Mr. Ford motioned, and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the full Board the approval of the Tricon Construction for general construction change orders for the enrollment project of \$110,000. The funds for this project will be paid from grants and the Capital Budget and RACP.

(4) Three-Year Capital Budget Plan (Information Item)

Mr. Eapen stated that staff provided an overview for the three-year Capital Budget Plan. Attachment B contains the College's proposed multi-year capital budget plan for fiscal years 2025-2026, 2026-2027, and 2027-2028.

Mr. Eapen stated that the sources of funds are broken down, and what we put in reserves, which is \$6.4 million. There are also fees paid by out-of-state students that are in the three-year multi capital plan. We have reserves for technology, and there are a series of RACP funds for finishing up West Philadelphia, Northeast Regional Center, Bonnell, Winnet and Mint. The total sources of the funds are approximately \$14.3 million.

Mr. Eapen stated that we used all the sources from past year, thanks to Rob Dubow and the City of Philadelphia who had given us approximately \$15 million a few years back. We also used what was remaining in the BNY Mellon account which was \$6.2 million. Over the last three years, we have done a number of major renovations that used up all of the sources of funds. Currently we are down to this minimum amount of \$14.3 million. Mr. Eapen stated that we do not have extra money available for capital.

Mr. Eapen stated that we have shown the projects by the building groups, at the Northeast location as well as at the West Regional Center. Mr. Eapen stated that we went through the facility projects, the total spent, and the timeframe for spreading the monies across the three years. Most of these projects will be in 2025-2026 which means we are launching the project. The project may not be fully completed in the first year, but we have to start the project.

Mr. Eapen stated that there are some upgrades we have to do in HVAC, labs, office moves, and technology upgrades.

Mr. Eapen stated that before we start a project, the staff have to come back to the Board to seek approval of the contracts. One project that is critical is the Mint Lighting project that is mostly RACP funds, but we are not ready to launch that and at this time we don't have the funding.

Mr. Eapen stated that the College is well positioned, to get \$20 million from PDE for MEP projects.

That PDE approval is pending because the state budget has not been adopted by legislators. Once the budget is approved, we will get notification to move forward. Secondly, Dr. Marshall and I talked about a possibility that there may be a secondary project that we can apply for, which is still in the works.

The PDE have misled the community colleges in terms of monies available from PDE for all the colleges by stating that there are only \$5.8 million available for the coming year.

PDE came back because there have been some staff changes, and said there is about \$21 million available. Dr. Marshall will be requesting a secondary project for the College if the opportunity opens up. Dr. Marshall added that there is a meeting tomorrow, of Council Presidents. Dr. Marshall stated that she is not sure what happened, but there was a discrepancy in tracking the dollar amount by PDE. Dr. Marshall stated that she along with other Community College Presidents, will advocate that they need to allow colleges to put in a secondary project because this is not our fault.

Mr. Ford asked for the list of projects for 2026-2028, including the \$5 million of paused projects which was shared with the Trustees. Mr. Ford asked whether the projects were for safety and students. Ms. Posoff responded, yes. Mr. Ford wanted to know if there were any deviations in contracts in the future because he wanted to know where we may have savings, and where we can start having that emergency buffer because emergencies will happen. Mr. Dubow stated that what would be helpful for this update is to include what is spent for the projects year-to-date.

Ms. Posoff discussed the paused projects including the Boardroom. Ms. Posoff said that for the Boardroom, there are ways to freshen up with paint, new pictures, etc. Ms. Posoff stated to look at some of these to see if there are ways to make minor changes without overspending. Ms. Posoff also stated that everything on this list is either safety, or to avoid liability, like the CATC parking lot, or student related. Ms. Posoff stated that we will underscore prioritization the best we can.

Ms. Posoff suggested keeping this review as an ongoing item for the Business Affairs and add a column to review total spending versus budget.

Ms. Posoff noted that the next Business Affairs Committee of the Board of Trustees will be Wednesday, November 19, 2025.

The Business Affairs Committee meeting adjourned at 9:30 am.

EXECUTIVE SESSION

The Business Affairs Committee went into Executive Session to discuss real estate matters.

JE/tn

c: Ms. Mindy Posoff

ATTACHMENT A
FUNDING FOR ACTION ITEMS
MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
AGENDA: October 15, 2025

Agenda No.	Vendor/Consultant	Amount	Source
1	Ellucian	\$160,000	Operating Budget
2	DeWitt Mechanical	\$531,868	Capital Budget
3	Tricon Construction	\$110,000	Capital Budget & RACP

ATTACHMENT B

Multi-Year Capital Plan Fiscal Year 2026-2028

Community College of Philadelphia
Multi-Year Capital Plan
Fiscal Year 2026-2028

Fiscal Year 2026-2028

Source of Funds	Amount
Plant Maintenance Reserves	6,400,000
Projected Capital Fees (FY 26-28)	1,167,233
College's Reserves for Technology	2,500,000
RACP West Philadelphia Project	728,560
RACP - NERC	500,000
RACP - Bonnell	450,000
RACP - Winnett	1,400,000
RACP - Mint	1,150,000
Total Source of Funds	14,295,793

Building Group	New or C/O	Facility Projects	Total Spending	25-26	26-27	27-28
Bonnell	New	Bonnell HVAC Replacements	120,320	120,320		
Bonnell	C/O	Enrollment Center- Enhancement	1,442,153	1,442,153		
Bonnell	New	Roof Replacement	1,498,823	1,498,823		
Bonnell	New	Xerox Digital Press Install	30,000	30,000		
Total Bonnell			3,091,296	3,091,296	0	0
CBI	New	CBI BAS Replacements	115,000	115,000		
CBI	New	Replace HVAC Piping	750,000	750,000		
Total CBI			865,000	865,000	0	0
Mint	C/O	Mint Building Front Doors	953,250	953,250		
Mint	New	Office upgrades	14,713	14,713		
Mint	C/O	Office upgades/relocations from 1500 Spring Garden	1,144,216	1,144,216		
Total Mint			2,112,178	2,112,178	0	0
NERC	New	HVAC Upgrade	607,384	607,384		
NERC	C/O	Bridge repairs	300,000	300,000		
Total NERC			907,384	907,384	0	0
West	Complete	Simulation Lab for Nursing & Allied Health; Renovation of respiratory care Lab	396,020	396,020		
Total West			396,020	396,020	0	0
WRC	C/O	CATC Parking Lot	600,000	600,000		
WRC	New	CATC welding lab and WRC space - NWI Welding program	500,000	500,000		
Total West Regional Center			1,100,000	1,100,000	0	0
Winnet	C/O	Old Cafeteria renovation to single stop office space, Keys, etc.,	1,417,280	1,417,280		
Winnet	New	Technology upgrades in coffee house and student area	49,590	49,590		
Winnet	New	Mechanical Systems Upgrade	33,985	33,985		
Total Winnet			1,500,856	1,500,856	0	0
Various	C/O	Divisional Priorities	355,000	355,000		
Various	New	Computers	2,500,000	500,000	500,000	1,500,000
Various	C/O	Miscellaneous (Contingencies)	256,326	256,326		
Various	C/O	Multi Media auditorium	300,000	300,000		
Various	C/O	Rebranding	247,952	247,952		
Various	C/O	Furniture & Fittings	50,000	50,000		
Various (Main/NERC)	New	Solar Panels (College portion)	500,000	500,000		
Pavilion	New	CULA Classroom Technology Update	87,500	87,500		
Pavilion	New	Install 2 hot water circuit pumps	11,338	11,338		
	New	Install Elevator Rm Heat Pump Condenser	14,943	14,943		
Total Various			4,323,058	2,323,058	500,000	1,500,000
GRAND TOTAL			14,295,793	12,295,793	500,000	1,500,000