

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

TO: Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: October 10, 2025
SUBJECT: **Hybrid Meeting of the Business Affairs Committee of the Board of Trustees**

A hybrid Business Affairs Committee of the Board of Trustees meeting is scheduled for October 15, 2025 at 9:00 A.M. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom M2-1 or *via* Zoom. The Zoom information for the Public Session is as follows:

Topic: 10/15/2025 Hybrid Business Affairs
Committee of the Board of Trustees
Public Session

<https://ccp.zoom.us/j/98537204706?pwd=YJTaEJevIrmV0MKvDXITb4AJhAqfCb.1>

Meeting ID: 985 3720 4706

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

(1) Ellucian Banner Advisory Services Contract Renewal (Action Item)

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.

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.

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.

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

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. Corrosion and wear have resulting in reliability concerns and increased maintenance. Replacement of the piping is necessary to ensure continued HVAC performance, operations safety and long-term system integrity.

A pre-bid walkthrough was conducted with four qualified contractors in attendance.

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.

The project was competitively bid through the procurement process. Vendor proposals were reviewed by Loring Engineers based on qualifications, experience, and pricing. DeWitt Mechanical, a minority COSTAR contractor, had the lowest bid: \$531,868.

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.

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

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

Initial pricing did not include costs associated with the structural steel and concrete foundations required for the remodeling of the transactions windows in the Bonnell Lobby. This was discovered after demolition. Also included is the construction of a fire rated ceiling that was required.

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

Staff is requesting 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)

Staff will provide 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.

JE/tn

c: Ms. Mindy Posoff
Dr. Alycia Marshall
Mr. Gim Lim
Mr. Derrick Sawyer
Ms. Carolyn Flynn

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