

AGENDA
COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, December 17, 2025 – 9:00 A.M.

TO: Business Affairs and Executive Committees of the Board of Trustees
FROM: Jacob Eapen
DATE: December 11, 2025
SUBJECT: Combined/Hybrid Meeting of the Business Affairs and Executive Committees of the Board of Trustees

A combined/hybrid Business Affairs Committee of the Board of Trustees meeting is scheduled for December 17, 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: 12/17/2025 Combined/Hybrid Business Affairs
and Executive Committees of the Board of Trustees**
Public Session

<https://ccp.zoom.us/j/95655886378?pwd=oby7sTxKF1VE3dteuU4LcDzX1kYD47.1>

Meeting ID: 956 5588 6378

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) Bond Issue (Information Item)

The College has submitted an application with the PA Department of Education for Mechanical, Electrical & Plumbing Infrastructure Upgrades and Replacements in the amount of \$20m which is the total project cost. We have been advised that the College is at the top of the list of community colleges to be funded. In anticipation of the approval from PDE for funding, the staff is working with Andre Allen, our financial advisor to the college, for a bond issue for Spring 2026. Mr. Allen and the staff will review the steps to effectuate the bond issue.

(2) Artificial Intelligence (AI) Presentation – (Information Item)

The presentation explores how Community College of Philadelphia (CCP) is using AI today, emerging trends, and discusses the emerging needs and possible strategies to become AI-ready while addressing ethical and operational concerns:

Key sections of this presentation include:

- AI fundamentals
 - Familiarizing with basic terminologies and introducing different levels of AI
- Current landscape at CCP
 - How CCP has organically adopted AI so far, what are the few tools in use
- Faculty & Student Development
 - How faculty are exploring AI
 - Development efforts and opportunities
- Emerging trends
 - What to expect regarding AI development over the next 2 years
 - Quick look at work trend index report for 2024
- New job roles across the workforce market
 - A quick look at how the job market is positioning for AI infusion
- Strategic priorities and actionable planning/vision setting for AI readiness
 - Discussing visions for curriculum & pedagogy and operations and business insights along with governance and policy
- Concerns with AI
 - Summary of existing concerns that we all must keep in mind
- Q&A
 - Questions & Answers

(3) Contract with Quinn Construction for Expansion Joints – Main Garage (Action Item)

The College requests approval to proceed with an emergency procurement for structural repairs to the expansion joints in the main garage.

Recent inspections identified significant deterioration that presents immediate safety concerns for both vehicular and pedestrian use of the facility.

The compromised expansion joints pose risks including:

- Potential structural instability in heavily trafficked areas
- Water intrusion leading to accelerated concrete degradation

- Hazard conditions for daily garage users

Given these factors, repairs cannot be delayed to follow the standard competitive bid process.

Staff is recommending contracting with Quinn Construction for this emergency repair work. This selection is based on the following considerations:

Specialized Expertise: Quinn Construction has extensive experience in concrete restoration and structural repair work, including expansion joint systems.

Familiarity With our Facility: Quinn previously completed work in the Main & CBI garage and possesses direct knowledge of the structure, layout, and prior repairs.

Ability to Mobilize Quickly: Due to the emergency nature of repairs, Quinn can expedite scheduling and begin work immediately once a Purchase Order is issued.

Quality and Reliability: Their past performance with the College has been exemplary and aligns with the level of precision required for this type of structural work.

The repair quote exceeds the College's formal bid threshold; however, immediate action is warranted to mitigate safety risks and prevent further deterioration or potential closure of the garage (See attachment B).

Staff is requesting that the Business Affairs Committee recommend to the full Board to contract with Quinn Construction for emergency procurement for structural repairs to the expansion joints in the Main Garage in the amount of \$135,262. These funds will come from the capital budget.

Attachment C details the capital project budget and the actuals (Information Only)

(4) Follett Contract Extension (Action Item)

The College transitioned its bookstore operations from Barnes & Noble College to Follett Higher Education Group in 2019, aligning with the College's goals to enhance affordability, improve access to course materials, and expand digital learning solutions for students. Since that transition, Follett has remained a strong partner in supporting student success initiatives, including the College's textbook affordability programs and the continued expansion of digital course materials.

The current agreement with Follett is approaching the end of its term June 30, 2026. The College has engaged in discussion with Follett, and Follett has proposed a five-year contract extension that provides continued financial value to the College, facility investment, and enhanced revenue opportunities.

It is also important to note that the higher education bookstore market has consolidated significantly in recent years. There is currently limited competition among vendors capable of managing brick-and-mortar campus bookstore

operations at scale. This market reality positions Follett as one of the few viable long-term partners that can sustain both physical retail and digital access solutions while meeting the needs of students and faculty.

Proposed Terms of Extension

1. Term Length

- Five (5) years from the effective date of execution.

2. Commission Structure

Course Materials and General Merchandise

- 13.1% commission on all course materials and general merchandise commissionable sales up to \$5,000,000.
- 14.1% commission on any portion of commissionable sales above \$5,000,000.

Digital Revenue

- 7% commission on all digital commissionable sales, defined as recognized revenue from digital content sold through the store or store website, net of refunds, discounts, taxes, and pass-through income.

3. Renewal Payment

- Follett will provide a \$50,000 annual renewal payment for each of the first five years of the new agreement.

4. Renovation Payment

- Follett will invest up to \$44,343 to refresh the Northeast Regional Center bookstore.

5. Textbook Scholarships

- Follett will continue to provide \$10,000 annually in textbook scholarships for the duration of the agreement.

6. General Contributions

- Follett will continue its annual \$100,000 general contributions to the College.

Commission History for the last three fiscal years (includes contribution of \$100K)

FY25: \$521,583

FY24: \$522,682

FY23: \$455,940

Staff requests that the Business Affairs Committee recommend to the full board to renew the contract with Follett with a proposed five-year contract extension.

AGENDA EXECUTIVE COMMITTEE
PUBLIC SESSION

(1) **Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following item:**

- Contract with Quinn Construction for Expansion Joints – Main Garage
- Contract with Follett with a proposed five-year contract extension.

EXECUTIVE SESSION

The Business Affairs and Executive Committees will go into Executive Session to discuss contracts

The zoom information for the Executive Session will be provided in a separate meeting invite for those who will be in attendance.

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: December 17, 2025

Agenda No.	Vendor/Consultant	Amount	Source
3	Quinn Construction	\$135,262	Capital Budget

ATTACHMENT B

Quinn Construction Proposal



QUINN CONSTRUCTION, INC.

1017 4th Avenue, Suite 100

Lester, PA 19029

Phone: 610/586-1332 • Fax: 610/586-8375

12/05/25

Community College Of Philadelphia
1700 Spring Garden St.
Philadelphia, PA 19130

Attn: Derrick Sawyer II

Community College of Philadelphia

Quinn Construction, Inc. would like to thank you for the opportunity to quote on the above referenced project. We hereby propose to provide all labor, material, and equipment as necessary per the following Scope of Work.

Scope of Work:

- **We will remove 580 LF of expansion Joint**
- **We have included 100LF of blackout repair before the new joint is installed.**
- **We will replace the existing joint with a new wing expansion joint from MM systems**
- **We have included 10 miters for the columns and turnbar.**
- **Price includes mobilization and General Conditions.**

Total Cost.....\$135,260.00

CLARIFICATIONS:

- 1 Pricing is based on _1_ Mobilization.
- 2 1 year workmanship warranty included.
- 3 Pricing is based on normal weekday work hours (M-F 7am-3:30pm).
- 4 Pricing is based on receiving access to the entire work area at one time.
- 5 Pricing is based on mutually agreeable contract terms and conditions.
- 6 Our price excludes any all liquidated and or consequential damages.
- 7 We will require a source of electric and water at the work Site.
- 8 Pricing excludes performance and payment bonds; can be provided at additional cost.
- 9 If required, permits and associated fees will be at additional cost
- 10 Pricing includes all city, state, and federal taxes, related to the work.
- 11 Our price is based on the manufacturer's standard colors.
- 12 Handling of hazardous materials is excluded.
- 13 Lead and asbestos abatement and/or encapsulation are excluded.
- 14 Winter and inclement weather protection and accelerating or retarding admixtures including ice/snow removal are excluded.
- 15 Protection of finished work from other trades and vandalism is excluded.
- 16 Protection of adjoining properties, equipment, vehicles, materials, and work of other trades is excluded.
- 17 Builders risk insurance (including deductible) is excluded.
- 18 Testing and inspection are excluded.
- 19 Locating, relocating, and/or removing utilities and/or obstructions are excluded.
- 20 Design professional services and/or fees including sealed drawings are excluded.
- 21 Any and all indirect, special, incidental, consequential, or punitive damages are excluded.
- 22 Locating, relocating, and/or repairing embedded conduits is excluded.
- 23 Temporary partitions or dust enclosures.

Thank you for the opportunity, we look forward to the possibility to work with you. If you have any questions, please do not hesitate to call.

Sincerely,
Quinn Construction, Inc.

Shawn Quinn Jr

Estimator

ATTACHMENT C

Capital Projects Budget & Actuals

Building Group	New or C/O	Facility Projects	Initial Spending	Revised Spending (first revision)	Revised Spending (second revision)
Bonnell	New	Bonnell HVAC Replacements	120,320	120,320	120,320
Bonnell	C/O	Enrollment Center- Enhancement	1,442,153	1,442,153	1,523,006
Bonnell	New	Roof Replacement	1,498,823	1,498,823	1,498,823
Bonnell	New	Xerox Digital Press Install	30,000	30,000	20,984
Total Bonnell			3,091,296	3,091,296	3,163,133
CBI	New	CBI BAS Replacements	115,000	115,000	262,858
CBI	New	Replace HVAC Piping	750,000	750,000	750,000
Total CBI			865,000	865,000	1,012,858
Mint	C/O	Mint Building Front Doors	953,250	953,250	1,003,150
Mint	New	Office upgrades	14,713	14,713	14,713
Mint	C/O	Mint Lighting		982,100	0
Mint	C/O	Office upgades/relocations from 1500 Spring Garden	1,144,216	1,144,216	1,144,216
Total Mint			2,112,178	3,094,278	2,162,078
NERC	New	HVAC Upgrade	607,384	1,000,000	1,000,000
NERC	C/O	Bridge repairs	300,000	300,000	300,000
Total NERC			907,384	1,300,000	1,300,000
Parking		Main garage -Phase IV & V	0	225,160	225,160
Total Parking			0	225,160	225,160
West	New	Intraoral xray unit	0	0	4,835
West	Complete	Simulation Lab for Nursing & Allied Health; Renovation of respiratory care Lab	396,020	396,020	572,704
Total West			396,020	396,020	577,539
WRC	C/O	CATC Parking Lot	600,000	367,600	367,600
WRC	New	CATC welding lab and WRC space - NWI Welding program	500,000	250,000	398,514
Total West Regional Center			1,100,000	617,600	766,114
Winnet	C/O	Old Cafeteria renovation to single stop office space, Keys, etc.,	1,417,280	1,242,080	1,242,080
Winnet	New	Technology upgrades in coffee house and student area	49,590	49,590	49,590
Winnet	New	Mechanical Systems Upgrade	33,985	33,985	33,985
Total Winnet			1,500,856	1,325,656	1,325,656
Various	C/O	Divisional Priorities	355,000	355,000	355,000
Various	New	Computers	2,500,000	2,500,000	2,500,000
Various	New	Emergency Repairs	0	95,145	95,145
Various	C/O	Miscellaneous (Contingencies)	256,326	318,905	614,491
Various	C/O	Multi Media auditorium	300,000	300,000	386,886
Various	C/O	Rebranding	247,952	247,952	247,952
Various	C/O	Furniture & Fittings	50,000	50,000	50,000
Various (N	New	Solar Panels (College portion)	500,000	500,000	500,000
Pavilion	New	CULA Classroom Technology Update	87,500	87,500	87,500
Pavilion	New	Install 2 hot water circuit pumps	11,338	11,338	11,338
Pavilion	New	Install Elevator Rm Heat Pump Condenser	14,943	14,943	14,943
Total Various			4,323,059	4,480,782	4,863,254
GRAND TOTAL			14,295,793	15,395,793	15,395,793