

**AGENDA**  
**COMBINED/HYBRID MEETING OF THE**  
**BUSINESS AFFAIRS AND EXECUTIVE**  
**COMMITTEES OF THE BOARD OF TRUSTEES**  
**Community College of Philadelphia**  
**Wednesday, March 18, 2026 – 9:00 A.M.**

**TO:** Business Affairs and Executive Committees of the Board of Trustees  
**FROM:** Carolyn Flynn  
**DATE:** March 16, 2026  
**SUBJECT: Combined/Hybrid Meeting of the Business Affairs and Executive Committees of the Board of Trustees**

A combined/hybrid Business Affairs and Executive Committees of the Board of Trustees meeting is scheduled for **March 18, 2026 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: 03/18/2026 Combined/Hybrid Business Affairs**  
**and Executive Committees of the Board of Trustees**  
**Public Session**

<https://ccp.zoom.us/j/2157518187>

**Password:**

**Meeting ID: 215 751 8187**

**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) Contract Award of Underwriter Services to PNC (Action Item)**

In February, the College received approval from the Pennsylvania Department of Education (PDE) for our \$20 million capital application to upgrade our Mechanical, Electrical, and Plumbing (MEP) infrastructure. PDE will fund 50 percent of the bond, as well as 50 percent of the annual costs and expenses associated with the bond

issue. The remaining portion will be financed internally.

The College invited eleven (11) institutions—including three (3) minority-owned firms and one veteran-owned investment bank—to submit proposals for underwriting services. Six (6) institutions responded and were evaluated based on qualifications, experience, firm structure and market position, distribution capabilities, and fees. The College received responses to the Request for Qualifications from:

- JP Morgan
- TD Financial Products LLC
- Huntington Securities Inc.
- PNC Capital Markets
- RBC Capital Markets, LLC
- Academy Securities Inc.

The review team, which included our financial advisor, Andre Allen; Trustee Harrington; and from the College, Carolyn Flynn, Derrick Sawyer, Marsia Henley, and Gim Lim, recommends awarding the contract for underwriter services to PNC Capital Markets. PNC has provided underwriting services to the College since 2017 and already has our disclosures and background information on file. In addition, PNC offered low spreads and fees. Considering these factors, as well as the limited window to issue the bonds before May 31, 2026, the team selected PNC.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award to PNC Capital Markets a contract for underwriter services as described above. These funds will be coming from the operating budget.

**(2) Contract Award to ENFRA for HVAC Upgrades for CBI (Action Item)**

There are eight (8) heat pumps in the Center of Business & Industry (CBI) building that are not working and need to be replaced as staff has been unable to find replacement parts. The heat pumps at CBI have exceeded their expected service life, with an average age of 20 to 25 years.

In October 2024, the Business Affairs Committee and later the full Board of Trustees approved an award to PT Mechanical to replace the eight (8) heat pumps at the cost of \$143,855. After the contract was awarded to PT Mechanical but before the work commenced, the College's engineering consultant identified an underlying issue, specifically, a clogged piping system supplying the heat pumps. As a result, the College paused the heat pump replacement at that time to remedy the piping system.

As of February 2026, the piping system repairs are complete. With the piping issue resolved, the College re-issued the heat pump replacement project for competitive bidding. We received proposals from the following:

- ENFRA
- DeWitt
- Elliott-Lewis

The lowest responsible bidder was ENFRA. ENFRA proposed to complete the replacement of eight (8) heat pumps for \$121,700, which is a lower cost than the contract awarded to PT Mechanical in October 2024.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award to ENFRA to replace eight (8) heat pumps in the CBI building at the cost of \$121,700. These funds will be coming from the capital budget (See Attachment B: Capital Spending Spreadsheet).

**(3) Contract Awards for Contractor Services for Mint Building Restoration (Action Items A-E)**

On January 24, 2026, a sprinkler head activated in the Mint Building causing significant water damage across several floors of the building. The water damage affected:

- Carpeted surfaces
- Wall systems
- HVAC components
- Electrical infrastructure

Also, the College needed to relocate several classrooms and offices as a result of the damage. The College immediately submitted an insurance claim to cover these damages and sought emergency clean-up services from All Risk Inc in the amount of \$191,205.26.

The College determined that because of the building systems that need repair, four (4) types of contractors are required:

1. General contractor
2. HVAC contractor
3. Electrical contractor
4. Life Safety contractor

As part of the procurement process for these services, in February 2026, the College scheduled a full-building walk-through with the following contractors:

- Carr & Duff
- Positive Wiring
- All Risk
- Royalty
- Hardimon
- L&L Legacy
- ENFRA
- Flanagan

A detailed scope spreadsheet was provided to the contractors to ensure consistent pricing. After reviewing all proposals, the Facilities and Construction Management teams recommend awarding contracts to the following contractors:

Scope	Contractor	Amount
<b>Electrical</b>	Carr & Duff	<b>\$146,800.00</b>
<b>General Construction / Interior Restoration</b>	L&L Legacy	<b>\$827,292.26</b>
<b>Life Safety</b>	Honeywell	<b>\$199,626.70</b>
<b>HVAC</b>	Flanagan	<b>\$62,509.00</b>

In making these recommendations, staff considered the lowest responsive pricing, contractor qualifications, demonstrated capacity, and ability for contractor to complete the work prior to the commencement of the Fall 2026 semester.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award to:

- A. All Rick Inc for emergency clean-up services for the Mint Building in the amount of \$191,205.26 (Action Item);
- B. Carr & Duff to provide electrical contractor services for the Mint Building in the amount of \$146,800 (**Action Item**);
- C. L&L Legacy to provide general construction and interior restoration services for the Mint Building in the amount of \$827,292.26 (**Action Item**);
- D. Honeywell to provide life safety contractor services for the Mint Building in the amount of \$199,626.70 (**Action Item**).
- E. Flanagan to provide HVAC contractor services for the Mint Building in the amount of \$62,509.00 (**Action Item**).

The total value for the restoration work for the Mint Building is \$1,236,227.96. The College has received an advanced payment from its insurance provider of \$300,000, which was used to reimburse the College for the All Risk Inc emergency services payment. The funds for all the restoration contracts will come from the capital budget with anticipated reimbursement of all or part of the funds from our

insurance provider.

**(4) Contract Award to L&L Legacy for Restoration Contractor Services for the Pavilion (Action Item)**

On February 2, 2026, a pipe ruptured in the Pavilion Building due to extreme cold weather conditions. The rupture resulted in significant water intrusion and extensive damage to interior spaces. All Risk was immediately called to provide emergency services, including water removal, drying, demolition of wet materials, and mold prevention. Their total cost for emergency mitigation services was \$34,499.

The College's Construction Management team contacted two COSTAR-approved contractors, LSN and L&L Legacy, to provide estimates for the restoration to the Pavilion including ceiling, flooring, and wall restoration. Only L&L Legacy submitted a proposal to complete the restoration for \$86,917.25. L&L Legacy recently completed a remodeling project in this same area and has consistently delivered high-quality work for the College. Staff recommends awarding the restoration contract to L&L Legacy due to their familiarity with the space, urgency to restore the Pavilion building to operational condition, and history of high-quality work.

Under the College's Purchases and Contracts Requiring Specific Board Authorization Policy (Memorandum #202), any facilities project with a total value of \$100,000 or greater requires Board of Trustees approval. If the L&L Legacy contract is approved, the total amount for this restoration project would be \$121,416.25. As a result, staff requests approval for this contract because the project will cost over \$100,000.

Staff requests that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award the contract to L&L Legacy for restoration services at the cost of \$86,917.25. These funds will be coming from the capital budget.

**(5) Renewal of Insurance Broker Contract with Willis Towers Watson (Action Item)**

The College's contract with its current insurance broker, Willis Towers Watson Northeast, Inc. (WTW), expires on June 30, 2026. Maintaining a qualified insurance broker is essential to the College's risk management program. The broker assists the College in identifying emerging risks, benchmarking coverage and limits against peer institutions, negotiating insurance renewals in volatile markets, supporting claims management and loss control strategies.

The College has been satisfied with the services provided by WTW and their demonstrated ability to effectively market the College's insurance program, negotiate favorable terms and pricing in challenging insurance markets, and provide risk management and claims advisory services. WTW currently supports the College in placing and managing a comprehensive insurance portfolio that includes property, liability, workers' compensation, educators' legal liability, cyber liability, and other specialized coverages relevant to higher education institutions.

To ensure continuity of services, staff recommend renewing the existing brokerage engagement with WTW for a three-year term beginning July 1, 2026 and ending June 30, 2029, with the option for the College to renew the agreement for two (2) additional one-year terms.

Under the proposed agreement, the annual brokerage service fees will be as follows:

- July 1, 2026 – June 30, 2027: \$70,000
- July 1, 2027 – June 30, 2028: \$72,000
- July 1, 2028 – June 30, 2029: \$74,000

At the College's option, the agreement may be renewed for two additional one-year periods:

- July 1, 2029 – June 30, 2030: \$76,000
- July 1, 2030 – June 30, 2031: \$76,000

The total cost for the initial three-year contract term will not exceed \$216,000, with the total potential cost including the two optional renewal years not to exceed \$368,000.

As part of the proposed agreement, 10% of the annual brokerage fee will be allocated to professional risk management and consulting services provided by SJP Financial Agency a minority owned firm.

Staff recommends that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees for approval of a three-year contract renewal with Willis Towers Watson Northeast, Inc. for insurance brokerage and risk management services in an amount not to exceed \$216,000 for the period July 1, 2026 through June 30, 2029, with two optional one-year renewals bringing the total potential contract value to \$368,000. The funds for this contract will come from the operating budget.

**(6) Resolution to Authorize President Marshall to Approve Perkins Grant Purchases of One Hundred Thousand Dollars or Greater through June 30,**

## **2026 (Action Item)**

The Perkins grant supports students at the College in career and technical education (CTE) programs by primarily providing the College with funds for equipment and supplies for those programs. Perkins grant funded purchases are subject to rigorous state and federal oversight. The College received \$2.9 million for fiscal year 2025-2026.

As a condition for using Perkins grant funds for equipment and supplies for fiscal year 2025-2026, the College must receive all Perkins purchases by June 30, 2026. Items received after June 30, 2026 must be paid for by the College. As a result, staff requests a resolution to authorize President Marshall to approve Perkins grant funded purchases of one hundred thousand dollars (\$100,000) or greater through June 30, 2026.

Through June 30, 2026, staff hopes to expedite purchases of equipment and supplies that are approved for purchase under the Perkins grant, including items that are \$100,000 or greater in value. Also, the College has requested budget adjustments for new items or items that cost more than the anticipated budgeted price and is awaiting approvals for some of those items. As soon as it receives the budget adjustment approvals from Perkins, staff would like to immediately purchase the items with Dr. Marshall's approval. Staff agrees to present a list of the Perkins grant funded purchases approved by Dr. Marshall that are \$100,000 or greater at each Business Affairs Committee meeting through June 30, 2026 for review.

Staff recommends that the Business Affairs Committee of the Board of Trustees recommends to the Executive Committee of the Board of Trustees to approve the Resolution set forth in Attachment C authorizing College President, Dr. Alycia Marshall, to approve Perkins grant funded purchases of one hundred thousand dollars (\$100,000) or greater through June 30, 2026 subject to the conditions set forth therein.

### **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 items:**

- Contract with ENFRA
- Contract with All Risk Inc for Mint emergency services
- Contract with Carr & Duff for Mint restoration
- Contract with L&L Legacy for Mint restoration

- Contract with Honeywell for Mint restoration
- Contract with Flanagan for Mint restoration
- Contract with L&L Legacy for Pavilion restoration
- Contract with Willis Towers Watson
- Contract with PNC Capital Markets
- Resolution authorizing Dr. Alycia Marshall to approve Perkins grant purchases of one hundred thousand dollars (\$100,000) or greater through June 30, 2026

### **EXECUTIVE SESSION**

The Business Affairs and Executive Committees will go into Executive Session to discuss personnel matters.

cc: Dr. Alycia Marshall  
Mr. Gim Lim  
Mr. Derrick Sawyer

# **ATTACHMENT A**

**FUNDING FOR ACTION ITEMS MEETING OF THE BUSINESS AFFAIRS  
COMMITTEE OF THE BOARD OF TRUSTEES  
AGENDA: March 18, 2026**

Agenda Item No.	Vendor Consultant	Amount	Source
2	ENFRA	\$121,700	Capital
3A	All Risk Inc	\$191,205.26	Capital (fully reimbursed by insurance provider)
3B	Carr & Duff	\$146,800	Capital (anticipated full or partial reimbursement by insurance provider)
3C	L&L Legacy	\$827,292.26	Capital (anticipated full or partial reimbursement by insurance provider)
3D	Honeywell	\$199,626.70	Capital (anticipated full or partial reimbursement by insurance provider)
3E	Flanagan	\$62,509.00	Capital (anticipated full or partial reimbursement by insurance provider)
4	L&L Legacy	\$86,917.25	Capital
5	Willis Towers Watson	\$216,000 over 3 years; \$368,000 with 2 optional renewal years	Operating

# **ATTACHMENT B**

**CAPITAL SPENDING PLAN  
AS OF FEBRUARY 19, 2026**

Building Group	New or C/O	Facility Projects	Initial Spending		Actual (YTD + Commitments)	Projected Spending	RACP	Available Budget
			Spending	Revised	Per Banner			
Bonnell	New	Bonnell HVAC Replacements	120,320	120,320	159,620	0		(39,300)
Bonnell	C/O	Enrollment Center- Enhancement	1,442,153	1,442,153	1,676,179	0		(234,025)
Bonnell	New	Roof Replacement	1,498,823	1,498,823	1,655,096	0	100,000	(56,273)
Bonnell	New	Xerox Digital Press Install	30,000	30,000	20,984	9,016		0
<b>Total Bonnell</b>			<b>3,091,296</b>	<b>3,091,296</b>	<b>3,511,879</b>	<b>9,016</b>	<b>100,000</b>	<b>(329,598)</b>
CBI	New	CBI BAS Replacements	115,000	115,000	384,449	0		(269,449)
CBI	New	CBI Heat Pumps	0	0	0			0
<b>CBI</b>	<b>New</b>	<b>Replace HVAC Piping</b>	<b>750,000</b>	<b>750,000</b>	<b>531,868</b>	<b>168,132</b>		<b>50,000</b>
<b>Total CBI</b>			<b>865,000</b>	<b>865,000</b>	<b>916,317</b>	<b>168,132</b>	<b>0</b>	<b>(219,449)</b>
Mint	C/O	Mint Building Front Doors	953,250	953,250	1,027,743	0	700,000	625,507
Mint	New	Office upgrades	14,713	14,713	22,663	0		(7,950)
Mint	C/O	Mint Lighting		982,100	82,990	899,110	450,000	450,000
Mint	C/O	Office upgrades/relocations from 1500 Spring Garden	1,144,216	1,144,216	1,190,827	0		(46,611)
<b>Total Mint</b>			<b>2,112,178</b>	<b>3,094,278</b>	<b>2,324,223</b>	<b>899,110</b>	<b>1,150,000</b>	<b>1,020,945</b>
NERC	New	HVAC Upgrade	607,384	1,000,000	213,634	704,011	400,000	482,355
NERC	Complete	NERC Heat Pumps	0	0	14,750			(14,750)
NERC	C/O	Bridge repairs	300,000	300,000	296,305	3,695		0
<b>Total NERC</b>			<b>907,384</b>	<b>1,300,000</b>	<b>524,689</b>	<b>707,706</b>	<b>400,000</b>	<b>467,605</b>
Parking	C/O	Main garage -Phase IV & V	0	225,160	6,400	218,760		0
Parking	Paused	Main Garage - Lighting, Cam, Elect	0	0	120,883			(120,883)
<b>Total Parking</b>			<b>0</b>	<b>225,160</b>	<b>127,283</b>	<b>218,760</b>	<b>0</b>	<b>(120,883)</b>
West	New	Intraoral Xray unit	0	0	4,835	0		(4,835)
West	Complete	Simulation Lab for Nursing & Allied Health; Renovation of respiratory care Lab	396,020	396,020	627,964	0		(231,944)
<b>Total West</b>			<b>396,020</b>	<b>396,020</b>	<b>632,799</b>	<b>0</b>	<b>0</b>	<b>(236,779)</b>
WRC	C/O	CATC Parking Lot	600,000	367,600	292,600			75,000
WRC	Paused	New entrance/split system/reconfigure rooms	0	0	74,022			(74,022)

**CAPITAL SPENDING PLAN**

**AS OF FEBRUARY 19, 2026**

Building Group	New or C/O	Facility Projects	Initial Spending		Actual (YTD + Commitments)	Projected Spending	RACP	Available Budget
			Spending	Revised	Per Banner			
WRC	New	CATC welding lab and WRC space - NWI Welding program	500,000	250,000	803,991	(250,000)		(303,991)
<b>Total West Regional Center</b>			<b>1,100,000</b>	<b>617,600</b>	<b>1,170,613</b>	<b>(250,000)</b>	<b>0</b>	<b>(303,013)</b>
Winnet	C/O	Old Cafeteria renovation to single stop office space, Keys, etc.,	1,417,280	1,242,080	885,472	356,608	1,400,000	1,400,000
Winnet	Paused	Winnet- Front Office	0	0	56,295			(56,295)
Winnet	New	Technology upgrades in coffee house and student area	49,590	49,590	0	49,590		0
Winnet	New	Winnet- 2nd Floor Replacement	0	0	8,753			(8,753)
Winnet	New	Mechanical Systems Upgrade	33,985	33,985	0	33,985		0
<b>Total Winnet</b>			<b>1,500,856</b>	<b>1,325,656</b>	<b>950,520</b>	<b>440,183</b>	<b>1,400,000</b>	<b>1,334,953</b>
Various	C/O	Divisional Priorities	355,000	355,000	11,713	343,287		(0)
Various	New	Computers	2,500,000	2,500,000	185,589	2,314,411		0
Various	New	Emergency Repairs	0	95,145	279,487	0		(184,342)
Various	C/O	Miscellaneous (Contingencies)	271,269	333,848	345,139	0		(11,291)
Various	C/O	Multi Media auditorium	300,000	300,000	566,586	0		(266,586)
Various	C/O	Rebranding	247,952	247,952	90,116	157,836		(0)
Various	C/O	Furniture & Fittings	50,000	50,000	23,331	26,669		0
Various (Main/NERC)	New	Solar Panels (College portion)	500,000	500,000	1,002,946	(500,000)		(2,946)
Various	Complete	Replace Atrium Skylights	0	0	120,099		450,000	329,901
Various	Complete	Replace Atrium Skylights	0	0	795			(795)
Pavilion	New	Install 5 B&G Hot Water Circulating Pump	0	0	27,176			(27,176)
(Mint/Bonnell)	New	CULA Classroom Technology Update	87,500	87,500	87,125	375		0
Pavilion	New	Install 2 hot water circuit pumps	11,338	11,338	11,338	0		0
<b>Total Various</b>			<b>4,323,059</b>	<b>4,480,782</b>	<b>2,751,438</b>	<b>2,342,578</b>	<b>450,000</b>	<b>(163,234)</b>
<b>GRAND TOTAL</b>			<b>14,295,793</b>	<b>15,395,793</b>	<b>12,909,760</b>	<b>4,535,485</b>	<b>3,500,000</b>	<b>1,450,548</b>

# **ATTACHMENT C**

**COMMUNITY COLLEGE OF PHILADELPHIA**

**Resolution – Fiscal Year 2026-2027**

**Resolution for Executive Committee of the Board of Trustees to Authorize President, Dr. Alycia Marshall, to Approve Perkins Grant Funded Purchases of One Hundred Thousand Dollars (\$100,000) or Greater Through June 30, 2026**

**WHEREAS**, on March 18, 2026, the Business Affairs Committee of the Community College of Philadelphia’s Board of Trustees approved a motion recommending that the Community College of Philadelphia’s Executive Committee to the Board of Trustees authorizes President, Dr. Alycia Marshall, to approve Perkins grant funded purchases of one hundred thousand dollars (\$100,000) or greater through June 30, 2026;

**WHEREAS** the College’s Purchases and Contracts Requiring Specific Board Authorization Policy (Memorandum #202) requires Board of Trustees approval for capital purchases with an annual cost of one hundred thousand dollars (\$100,000) or greater;

**WHEREAS** the College’s purchases that are made with Perkins grant funds are subject to rigorous state and federal oversight;

**WHEREAS**, as a condition for using Perkins grant funds for equipment and supplies for fiscal year 2025-2026, the College must receive all Perkins purchases by June 30, 2026;

**WHEREAS**, through June 30, 2026, staff hopes to expedite purchases of equipment and supplies that are approved for purchase under the Perkins grant, including items that are one hundred thousand dollars (\$100,000) or greater in value, to receive the items before June 30, 2026; and

**NOW THEREFORE**, be it resolved that, on this 18th day of May, 2026, the Executive Committee of the Board of Trustees hereby approves that:

1. The College’s President, Dr. Alycia Marshall, is authorized to approve Perkins grant funded purchases of one hundred thousand dollars (\$100,000) or greater through June 30, 2026.
2. College staff will present a list of the Perkins grant funded purchases approved by Dr. Marshall that are one hundred thousand dollars (\$100,000) or greater at each Business Affairs Committee meeting through June 30, 2026 for review by the Committee.

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary