

**COMBINED HYBRID BUSINESS AFFAIRS AND EXECUTIVE COMMITTEES
OF THE BOARD OF TRUSTEES MEETING MINUTES
Community College of Philadelphia
Wednesday, July 15, 2026 – 9:00 A.M.**

Present for the Business Affairs Committee: Ms. Mindy Posoff (presiding), Mr. Harold Epps (*via Zoom*), Pastor Jonathon Mason (*via Zoom*), Timothy Ford, and Mr. Rob Dubow (*via Zoom*)

Present for the Executive Committee: Mr. Harold Epps (presiding, *via Zoom*), Ms. Mindy Posoff, Ms. Ajeenah Amir (*via Zoom*), and Ms. Roslyn McPherson (*via Zoom*)

Present for the Administration: Dr. Alycia Marshall, Dr. Danielle Liautaud-Watkins, Ms. Carolyn Flynn, Dr. Shannon Rooney, Dr. Lisa Sanders, Dr. Mellissia Zanjani, Dr. Seth Jacobson, Mr. Moe Rahman, Mr. Derrick Sawyer, Mr. John Wiggins, Ms. Marsia Henley, and Mr. Gim Lim

Guest: Dr. Judith Gay, Vice President of Emerita

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.

Business Affairs Committee Meeting Minutes

Ms. Mindy Posoff called the meeting to order at 9:20 a.m. and announced that the Business Affairs Committee had an Executive Session that was held prior to the meeting to discuss contract negotiation strategies.

Dr. Alycia Marshall introduced the newest team member, Mr. Jeff Eberly, Vice President of Finance and Administration and Treasurer, who joined the Business Affairs Meeting today but does not officially start until Monday, July 20, 2026.

Dr. Marshall stated Mr. Eberly is an experienced leader with more than 25 years of experience across higher education and finance and was most recently working as the Chief Financial Officer of M100 Holdings. where he led financial strategy across multiple companies and real estate investments, including acquisitions and major transactions. Dr. Marshall stated that Mr. Eberly previously held senior leadership roles at the University of Pennsylvania and Drexel University, where he managed large institutional budgets, led significant debt refinancing and supported major capital planning initiatives.

Dr. Marshall stated Mr. Eberly has extensive experience in financial restructuring, mergers, acquisitions, and organizational growth strategy. Dr. Marshall stated that Mr. Eberly brings result-oriented approaches to growth, restructuring, and financial complex transactions. Dr. Marshall stated Mr. Eberly holds a Master's of Business Administration Degree from Drexel University and a Bachelor of Science Degree in Business Administration from Shippensburg University in Pennsylvania.

Mr. Eberly stated he is excited to be at Community College of Philadelphia and thought it would be great to see a Business Affairs Meeting before starting at the College on Monday, July 20, 2026.

(1) Renewal of Contract with Comcast Business Enterprise Services (Action Item):

Ms. Posoff stated the staff is requesting a three-year contract with Comcast Business Enterprise Services.

Mr. Moe Rahman stated the College is requesting the approval of a three-year contract with Comcast Business Enterprise Services for dual home internet service as a secondary circuit that powers the College's internet communications. Mr. Rahman stated that having a valued partnership with Comcast, the College was able to reduce the yearly cost about \$14,000 in what the College paid in the past. Mr. Rahman stated through this contract there will be a total of \$44,000 estimated savings over the next three (3) years. Mr. Rahman stated it is a required technology that the College needs to maintain.

Ms. Carolyn Flynn stated the staff is requesting that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award a three-year contract to Comcast Business Enterprises Services with a total cost not to exceed \$186,840, inclusive of recurring equipment fees and applicable charges.

Action: Ms. Posoff asked for a motion. Mr. Timothy Ford moved, and Mr. Rob Dubow seconded the motion to approve. The motion passed unanimously.

(2) Contract to Greenbridge for Landscaping and Snow Removal Services (Action Item):

Ms. Flynn stated there is one correction related to information that is reflected on the agenda and information she received after the agenda was posted. Ms. Flynn stated as a preliminary matter, the proposed Greenbridge contract is an up to five-year contract. Ms. Flynn stated that the College is asking for approval of a three-year base contract with two optional one-year renewals.

Ms. Flynn stated that the contract went through a competitive bid process. Ms. Flynn stated the estimated annual cost for the snow removal was \$160,000. Ms. Flynn stated the snow removal is an estimate because there is no way to predict how many snow events will occur, so the estimate is based on the past occurrences. Ms. Flynn stated if there were up to 13 snow events with 15 hours of work per event, the expense could go up to \$460,000. Ms. Flynn stated there is lot of variability depending on how light or heavy the snow season is during those periods of time.

Mr. Ford stated that in the last two years there have been a very heavy snow winters, so the College has to do this because the College does not want to be liable for anything that happens on the College's property without proper snow removal. Ms. Flynn stated there is a different approach as it relates to the weather events and the snow events that was evaluated as part of this RFP process and the evaluation of the PennBid.

Mr. John Wiggins stated his evaluation is based on a mild winter, but last year the College was at \$400,000. Mr. Wiggins stated the College did go out with a competitive bid and had several bidders come out to look at the project with negotiations and de-scope and the College feels that Greenbridge was the best. Mr. Wiggins stated that last year the College had separate contracts for snow and landscaping even though it was with the same company. Mr. Wiggins stated the College combined it as one contract. Mr. Wiggins stated at first Greenbridge was a little higher under snow, but the College discussed with them to see if they

had a best and final. Mr. Wiggins stated that if Greenbridge had both landscaping and snow removal, they would come down in price.

Ms. Flynn stated there was a reference as it relates to changing the winter operations to be not reactive, but proactive. Mr. Wiggins stated that Greenbridge will be pre-salting before the snow events come and priming the area so the College is ready to go. Ms. Marsia Henley stated that in the past the landscaper would come out with three inches or more, so now they will come out earlier and do pre-treatment. Mr. Tim Ford stated if the 15 labor hours of work for the pre-treatment and removal with three hours for person with five people could be low for all of the College's property.

Ms. Henley stated that the College went to the OEO (Office of Economic Opportunity) database and pulled out the classification of those contractors and invited them through PennBid. Mr. Harold Epps asked what is Greenbridge's demographics and where are they located. Ms. Henley stated that Greenbridge is located in Eagleville, which is located in the Norristown area. Mr. Henley stated Greenbridge has 38 employees and 82% are underrepresented minority groups. Mr. Epps asked does the College know how many of them live in Philadelphia and Ms. Henley replied that the College does not know. Mr. Epps asked if the College can find out if any employees live in Philadelphia. Ms. Henley replied that the College will find out and have Ms. Flynn update the Business Affairs Committee.

Ms. Roslyn McPherson asked if the College was allowed to ask the breakdown of the underrepresented and Ms. Henley replied that the College has breakdown of the demographics of the employees: Five African American, One Pacific Islander, Nineteen Hispanic, and six Multiracial. Ms. Flynn stated the College recently updated the policy to be more consistent with the City of Philadelphia's city's policy as it relates to focusing on small and local businesses. Ms. Flynn stated that with the RFP requests, the College is looking at how those have been presented. Ms. Flynn stated there has been a focus and shift in terms of the language to small and local businesses, however, there are certain demographic information that the College is still collecting for data purposes only to be able to evaluate that information to allow the College to determine whether there is a major shift between small and local businesses whether that impacts the demographics of the businesses that are applying. Ms. Flynn stated it is being used for information purposes only and there is no quota that associated with any of the contractors or requirements as it relates to minority subcontractors.

Ms. McPherson asked if the College uses the African-American Chamber when conducting outreach and Ms. Henley stated that the College is only been using the OEO database as the most reliant and reliable databases out. Ms. Henley stated the College can reach out to all the chambers. Mr. Epps confirmed the Chambers feed into OEO database. Ms. McPherson stated when it comes to landscaping it is often not dominated by African-Americans.

Mr. Dubow asked was the combined total each year of \$290,000 already in the budget. And Mr. Derrick Sawyer replied yes.

Ms. Flynn stated the staff is requesting that Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to award the landscaping and snow removal contract to Greenbridge Landscaping, which includes a three-year initial term with two additional optional one-year renewal terms and the annual cost for both services is approximately \$290,000.

Action: Ms. Posoff asked for a motion. Mr. Dubow moved, and Mr. Ford seconded the motion to approve. The motion passed unanimously.

(3) Contract to Independence Fire Sprinkler Company LLC for Fire and Life Safety Inspections (Action Item):

Ms. Flynn stated this is a request for a five-year contract with Independence Fire Sprinkler Company LLC; however, it does not include that there is a set cost associated with each year. Ms. Flynn stated there are set costs per year, but they are variable depending if more services happening in year one as it relates to review. Ms. Flynn stated the pricing summary that was included in the agenda to give the committee a sense of what is happening over different years as it relates to certain inspections. Ms. Flynn stated the total over the five years is estimated to be \$171,562.50 and the estimated cost for year one would be \$82,000.

Mr. Wiggins stated it is for the fire inspection, backflow, preventer, fire extinguishers, and fire pumps. Mr. Wiggins stated that it is all life safety issues and the College has a cold compliance system. Mr. Wiggins stated that the College has three-year and five-year inspections, so that is why the College made the contract for five years so the College is covered and won't be lapsed in the middle of trying to find somebody at the last minute to make sure the College is compliant with all the State and Federal regulations. Mr. Wiggins stated that Independence Fire Sprinkler Company LLC will come out periodically do system checks, change backflow providers, so the College might see some up costs for material or product, but they have already predicted that in their number so the College should be steady.

Ms. Flynn stated the staff is requesting that Business Affairs Committee recommend to the Executive Committee of the Board of Trustees to approve a five-year contract with Independence Fire Sprinkler Company LLC for the approximate cost of \$171,562.50.

Action: Ms. Posoff asked for a motion, Mr. Ford moved, and Mr. Dubow seconded the motion to approve. The motion passed unanimously

Ms. Flynn stated the College will need a meeting on August 19, 2026 for some of RFPs that were not completed before today's meeting, but should be completed by the meeting in August, but if there are any updates she will update the Committee.

Pastor Johnathan Mason asked how are the RFP was going with selecting an advertising agency and Dr. Shannon Rooney replied that the College has met as a committee multiple times and the Committee expects to come to a decision within the next week or so on selecting the final vendors. Ms. Flynn stated there were more than 10 responses to the RFP. Ms. Flynn stated that the committee consists of herself, Dr. Rooney, Dr. Danielle Liaitaud-Watkins, Ms. Kris Henk as well as Dr. Mellissa Zanjani and Ms. Henley assisted, but the Committee interviewed seven firms. Ms. Flynn stated the seven came in and presented up until the end of last week, so the Committee is now in the deliberation process. Ms. Flynn stated the RFP had a lot of good responses and a lot to think about as it relates to the recommendation, which is why it will be on the next Business Affairs Committee meeting agenda.

Ms. Posoff adjourned that Business Affairs Committee at 9:46 a.m.

EXECUTIVE COMMITTEE
PUBLIC SESSION

Mr. Harold Epps opened the Executive Committee meeting at 9:47 a.m. and requested for Ms. Posoff to preside over the meeting

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

- Renewal of Contract with Comcast Business Enterprise Services
- Contract to Greenbridge for Landscaping and Snow Removal Services
- Contract to Independence Fire Sprinkler Company LLC for Fire and Life Safety Inspections

Action: Mr. Posoff asked for a motion. Mr. Epps moved and Ms. Amir seconded, to approve the above contracts. The motion passed unanimously.

The meeting adjourned at 10:22 a.m.

cc: Dr. Alycia Marshall
Mr. Gim Lim
Mr. Derrick Sawyer
Ms. Carolyn Flynn, Esq.