AGENDA
COMBINED/HYBRID MEETING OF THE
BUSINESS AFFAIRS AND EXECUTIVE
COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, November 19, 2025 – 9:00 A.M.

TO: Business Affairs and Executive Committees of the Board of Trustees

FROM: Jacob Eapen

DATE: November 18, 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 November 19, 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: 11/19/2025 Combined/Hybrid Business Affairs and Executive Committees of the Board of Trustees
Public Session
https://ccp.zoom.us/j/91215201110?pwd=ZasXnsb1yTYlorpwtElw6LOUtMiW9s.1
Meeting ID: 912 1520 1110
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) 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 contact with Follett with a proposed five-year contract extension.

(2) CATC/WRC Parking Lot General Construction: Gessler Construction Co. (Action Item)

Staff seeks approval for improvements to the WRC parking lot. Improvements include new ornamental fencing, additional parking and landscaping as required by City code.

The College issued RFP #10229 on September 11, 2025 via Penn Bid. The Pre-Bid meeting was held 09/16/2025 and four (4) bidders attended. The College received 2 responses:

DePaul and Company	$174,567 (Bid Withdrawn)
Gessler Construction Co., Inc.	$292,600

Staff requests that the Business Affairs Committee recommend to the full Board to award the contract for general construction of the WRC parking lot to Gessler Construction Company in the amount of $292,600.

The funds for the WRC Parking Lot project will be paid from the capital budget.

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

(3) Solar Project GESA Contractor: Amerseco (Action Item)

Staff seeks approval for a GESA contract with Ameresco for the Solar projects at Main Campus and NERC.

The College was awarded a matching $500K/$500K grant through Solar for Schools Program. Ameresco will be responsible to create all the documentation needed for

all available rebates and benefits. It is expected that the payback for CCP on the project will take approximately 2.05 years. Attachment C is the evaluation of the bids by Remington Vernick engineers.

Staff requests that the Business Affairs Committee recommend to the full Board to award the GESA contract for construction of the Solar Project to Amerseco in the amount of $999,107.

The Solar Project will be paid from capital budget and grants.

(4) Resolution for Authorization to Submit Application for Redevelopment Assistance Capital Program (RACP) – (Action Item)

The Commonwealth of Pennsylvania requires that the College have the Board of Trustees approve a resolution to be submitted along with the application for Redevelopment Assistance Capital Program (RACP).

The resolution (Attachment D) is for RACP funding for the following:

- Winnet Student Life Building Suites Renovations
- Skylight Replacement at Bonnell Building
- Enhanced Lighting onto Historic Mint Building and Door replacement

Staff requests that the Business Affairs Committee recommend to the full Board to approve the Resolution for Authorization to Submit Application for Redevelopment Assistance Capital Program (RACP).

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:

- Follet: Contract Extension
- Gessler Construction Company: Improvement at CATC/WRC Parking Lot Project
- Amerseco: Solar Project GESA Contractor
- Resolution: Authorization to Submit Application for Redevelopment Assistance Capital Program (RACP)

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: November 19, 2025

Agenda No.	Vendor/Consultant	Amount	Source
2	Gessler Construction Co.	$292,600	Capital Budget
3	Amerseco	$999,107	Capital Budget & Grant

ATTACHMENT B

Capital Spending 2026-2028

Building Group	New or C/O	Facility Projects	Total Spending	Actual	Available budget	25-26	26-27	27-28
Bonnell	New	Bonnell HVAC Replacements	120,320		120,320	120,320		
Bonnell	C/O	Enrollment Center- Enhancement	1,442,153		1,442,153	1,442,153		
Bonnell	New	Roof Replacement	1,498,823	1,498,823	0	1,498,823		
Bonnell	New	Xerox Digital Press Install	30,000		30,000	30,000		
Total Bonnell			**3,091,296**	**1,498,823**	**1,592,473**	**3,091,296**	**0**	**0**
CBI	New	CBI BAS Replacements	115,000		115,000	115,000		
CBI	New	Replace HVAC Piping	750,000		750,000	750,000		
Total CBI			**865,000**	**0**	**865,000**	**865,000**	**0**	**0**
Mint	C/O	Mint Building Front Doors	953,250	953,250	0	953,250		
Mint	New	Office upgrades	14,713		14,713	14,713		
Mint	C/O	Office upgades/relocations from 1500 Spring Garden	1,144,216		1,144,216	1,144,216		
Total Mint			**2,112,178**	**953,250**	**1,158,928**	**2,112,178**	**0**	**0**
NERC	New	HVAC Upgrade	607,384		607,384	607,384		
NERC	C/O	Bridge repairs	300,000		300,000	300,000		
Total NERC			**907,384**	**0**	**907,384**	**907,384**	**0**	**0**
Parking		Main garage -Phase IV & V		83,500	(83,500)	83,500		
Total Parking			**0**	**83,500**	**(83,500)**	**83,500**	**0**	**0**
West	Complete	Simulation Lab for Nursing & Allied Health; Renovation of respiratory care Lab	396,020		396,020	396,020		
Total West			**396,020**	**0**	**396,020**	**396,020**	**0**	**0**
WRC	C/O	CATC Parking Lot	600,000	292,600	307,400	292,600		
WRC	New	CATC welding lab and WRC space - NWI Welding program	500,000		500,000	500,000		
Total West Regional Center			**1,100,000**	**292,600**	**807,400**	**792,600**	**0**	**0**
Winnet	C/O	Old Cafeteria renovation to single stop office space, Keys, etc.,	1,417,280		1,417,280	1,417,280		
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**	**0**	**1,500,856**	**1,500,856**	**0**	**0**
Various	C/O	Divisional Priorities	355,000		355,000	355,000		
Various	New	Computers	2,500,000		2,500,000	500,000	500,000	1,500,000
Various	New	Emergency Repairs	95,145		95,145	95,145		
Various	C/O	Miscellaneous (Contingencies)	161,181	(223,900)	385,081	161,181		
Various	C/O	Multi Media auditorium	300,000		300,000	300,000		
Various	C/O	Rebranding	247,952		247,952	247,952		
Various	C/O	Furniture & Fittings	50,000		50,000	50,000		
Various (Main/NERC)	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		
	New	Install Elevator Rm Heat Pump Condenser	14,943		14,943	14,943		
Total Various			**4,323,058**	**(223,900)**	**4,546,958**	**2,323,058**	**500,000**	**1,500,000**
GRAND TOTAL			**14,295,793**	**2,604,273**	**11,691,520**	**12,071,893**	**500,000**	**1,500,000**

ATTACHMENT C

EVALUATION BIDS BY REMINGTON VERNICK

REMINGTON & VERNICK ENGINEERS

		Revised Submissions #1								
		CM3 Amendment #1			Noresco Amendment #1 (Scenario 2)			Ameresco (Scenario 2)		
		12901 Townsend Road	1700 Spring Garden	Combined	12901 Townsend Road	1700 Spring Garden	Combined	12901 Townsend Road	1700 Spring Garden	Combined
1*	**Full As-Bid Purchase Price**	**$ 399,600.00**	**$ 600,400.00**	**$ 1,000,000.00**	**$ 410,000.00**	**$ 590,000.00**	**$ 1,000,000.00**	**$ 350,832.00**	**$ 648,275.00**	**$ 999,107.00**
2*	Grant Allotment	$ (176,695.00)	$ (300,200.00)	$ (476,895.00)	$ (176,695.00)	$ (295,000.00)	$ (471,695.00)	$ (175,416.00)	$ (324,137.50)	$ (499,553.50)
3*	**Net Price after applying Grant Money**	**$ 222,905.00**	**$ 300,200.00**	**$ 523,105.00**	**$ 233,305.00**	**$ 295,000.00**	**$ 528,305.00**	**$ 175,416.00**	**$ 324,137.50**	**$ 499,553.50**
4*	Tax Benefits	$ (159,840.00)	$ (240,160.00)	$ (400,000.00)	$ (164,000.00)	$ (236,000.00)	$ (400,000.00)	$ (140,332.80)	$ (259,310.00)	$ (399,642.80)
5	**Adjusted Net Price after applying Grant Money & Tax Benefits**	**$ 63,065.00**	**$ 60,040.00**	**$ 123,105.00**	**$ 69,305.00**	**$ 59,000.00**	**$ 128,305.00**	**$ 35,083.20**	**$ 64,827.50**	**$ 99,910.70**
6	PECO Rebate ($0.10 / kWh)	$ (12,469.60)	$ (18,189.60)	$ (30,659.20)	$ (12,280.00)	$ (18,090.00)	$ (30,370.00)	$ (9,257.90)	$ (23,554.10)	$ (32,812.00)
7*	**Adjusted Net Price after applying Grant Money , Tax Benefits and PECO Rebate**	**$ 50,595.40**	**$ 41,850.40**	**$ 92,445.80**	**$ 57,025.00**	**$ 40,910.00**	**$ 97,935.00**	**$ 25,825.30**	**$ 41,273.40**	**$ 67,098.70**
8	Electricity Bill Savings Year One	$ 8,604.00	$ 10,914.00	$ 19,518.00	$ 8,473.00	$ 10,854.00	$ 19,327.00	$ 5,555.00	$ 14,132.00	$ 19,687.00
9	S-Recs Year One	$ 3,117.00	$ 4,547.00	$ 7,664.00	$ 3,070.00	$ 4,523.00	$ 7,593.00	$ 2,777.00	$ 7,066.00	$ 9,843.00
10	Annual Savings Year One	$ 11,721.00	$ 15,461.00	$ 27,182.00	$ 11,543.00	$ 15,377.00	$ 26,920.00	$ 8,332.00	$ 21,198.00	$ 29,530.00
11	O&M / M&V Manuel Cost	-	-	-	-	-	-	-	-	-
12	Net Savings Year One	$ 11,721.00	$ 15,461.00	$ 27,182.00	$ 11,543.00	$ 15,377.00	$ 26,920.00	$ 8,332.00	$ 21,198.00	$ 29,530.00
13*	Year 1 Solar Production (kWh)	124696	181896	306592	122800	180900	303700	92579	235541	328120
14	Year 1 Electric Rate ($ / kWh) (Fixed information provided in Utility Bills)	$ 0.069	$ 0.060	-	$ 0.069	$ 0.060	-	$ 0.060	$ 0.060	-
15*	Simple Payback Years	4.37	2.71	3.42	4.99	2.66	3.83	1.7	2.95	2.05
16	Electricity Usage Offset	-	-	-	-	-	-	-	-	-
17*	System Size (kW) (Fixed information provided from Grant App)	95.92	139.92	235.84	90	135	225	76.11	194.7	270.81
18	SRECS Generated	-	-	-	-	-	-	-	-	-

ORIGINAL SUBMISSION NOTES	
Line	*Line Item Notes
1	Original Cost to complete installation of solar system prior to any grant or tax benefits included.
2	The original grant allotment amount was based on 50% of the construction cost estimate performed by PA Solar Center. PA Solar Center underestimated in the overall Purchase Price for the grant allotment which was originally anticipated for $352,190.00 for 12901 Townsend Road and $656,256.00 for 1700 Spring Garden. The grant amounts applied to each of the bid submissions are either 50% of the construction costs or maximum at the capped amounts of $176,695.00 for 12901 Townsend Road and $329,323.00 for 1700 Spring Garden. According to the grant administrator for Solar 4 Schools, it is the lesser amount of these two.
3	Our cost review was focused more on this line item for the overall pricing after the grant amount was applied as those were current gauranteed savings for the same size system. The additional Tax Benefits and PECO rebate are not a gaurantee at this time.
4	Tax Benefits to be pursed by CCP with the assistance of the ESCO, 30% is the minimum fixed rate for public entities under an investment tax credit (ITC). However, additional 10-20% of credit may be added upon review of USA manufactuered materials and or if the area of construction falls within a low income area. All companies confirmed they'd be able to submit for domestic producst, therefore the comparison across all companies is at a 40% ITC.
7	Net cost to the college for installation to upon receiving anticipated funding sources of Solar for Schools Grant, Tax Benefits, and PECO Rebate Program.
13	CM3 Solar Production was estimated lower to account for a level of degradation over time, which our office in agreement with.
	General Notes
A.	The grant allotment received by the Community College of Philadelphia was based on 50% of the construction estimate performed by PA Solar Center. This overall full bid purchase appears to be underestimated compared to the proposal costs received. The grant amounts will remain capped at the grant allotment agreed upon.
B.	Roof Warranties are expired for two of the three locations listed within the grant submission. RVE highly recommends replacement of the roofing system prior to the installation of solar. Roof improvements repairs and replacements will be more costly if this is not completed prior to the solar installation.
C.	CM3 has expressed that they estimated a lower kWh generation to estimate a more realistic value that includes degradation of the system over time. RVE agrees with this and feels there solar production value is a more accurate estimate over time.
D.	All contractors guarenteed the solar generation amounts they have listed.
E.	Structrual analysis was completed by CM3 and Noresco of the roof systems. CM3 has stated they have all the information needed to understand the system, however Noresco stated they may need to gather more information. Honeywell did not conduct a structural analysis.
F.	All contractors stated work to be done under prevailing wage.
G.	All cotractors stated they will work in tandem with the college to request the tax benefits and PECO Rebate funding.
H.	All Contractors confirmed budgeted materials were USA manufactuered.
NOTES	
Line	*Line Item Notes
17	Ameresco is proposing a larger system in comparison to the other bidders. However, is was confirmed they did not complete a full structural analysis due to timeline of submission. They did give a verbal confirmation that they would be able to tweak what was necessary to hold to that 270kW size system. If they were required to go lower on the size, they still would be a better cost if they are above CM3's sized system of 235kW.
15	Ameresco 's payback period is 5 years with 30% ITC or 2 years with a 40% ITC.

ATTACHMENT D

RESOLUTION FOR AUTHORIZATION TO SUBMIT APPLICATION FOR REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP)

Community College of Philadelphia

Resolution 2025-2026: #002

Resolution of the Board of Trustees
Subject: Authorization to Submit Application for Redevelopment Assistance Capital Program (RACP)

WHEREAS, the Commonwealth of Pennsylvania offers financial assistance through the Redevelopment Assistance Capital Program (RACP) to support the acquisition and construction of regional economic, cultural, civic, recreational, and historical improvement projects; and

WHEREAS, Community College of Philadelphia seeks to apply for RACP funding to support the Main Campus – Student Services Center Project with an estimated total project cost of $6,615,090 which includes:

1. Winnet Student Life Building Suites Renovations, 1st Floor, Southwest Wing (S1SW) 502 N. 17th Street, Philadelphia, PA 19130. Interior renovations of 8,000 SF on the 1st Floor of the Winnet Building, consisting of new staff offices, staff pantry counter, student lounge spaces and new restrooms.
2. Skylight Replacement at Bonnell Building, 1600 Spring Garden Street, Philadelphia, PA 19130. The scope is an in-kind replacement of the existing lean-to skylight system between the Bonnell Building and the Mint Building.
3. Enhanced Lighting onto Historic Mint Building and door replacement, Spring Garden and 16th Street facades, Philadelphia, PA 19130.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE OF PHILADELPHIA APPROVE THE SUBMISSION OF RACP APPLICATION FOR THE ABOVE CAPITAL PROJECT.

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Harold T. Epps, Chair

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Ajeenah Amir, Secretary

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Jacob Eapen, Treasurer

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Alycia Marshall, Interim President