

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, March 15, 2017

3:30 p.m.

Library Conference Room

### I. **Call to Order**

The meeting was called to order at 3:35 p.m.

### II. **Attendance**

*Administration:* Jim Spiewak, Harry Moore, Carol Whitney

*Federation:* Eric Massenburg, Kristy Shuda McGuire, Cathy Blaine, Cynthia Reid, Alexine Fleck (A)

*Students:* Jachai May

### III. **Approval of Minutes**

The minutes from the February 15, 2017 meeting were approved unanimously with a few minor corrections.

### IV. **Old Business**

A. Kristy Shuda McGuire provided an update on the smoke-free campus initiative. She discussed the events and activities that took place earlier that day as part of Kick Butts Day, March 15, 2017, and Brain Awareness Week. She noted that the College will find out by the end of the month whether or not we receive another \$5,000 of funding from Truth Initiative. Rick Frei's PSYCH 110 class is doing a survey on sugary drinks this semester and asked some follow-up questions about smoking on campus so we will have some data to compare before and after the Smoke-free Campus policy went into effect. Jim Spiewak informed everyone that a meeting is scheduled with Facilities tomorrow to determine the exact location of signage and disposal receptacle placements at the regional centers.

B. In regards to additional bike racks, Jim Spiewak noted that the most likely locations are under the Bonnell Building overhang by the Counseling Department and along Spring Garden Street by the dental clinic at 18th Street. He will request funds in the 2017-18 capital budget.

C. The Classroom Resource Survey was sent out to faculty before spring break and will close this Friday, March 17, 2017.

D. Harry Moore briefed the committee on the status of the Greenhouse Gas Inventory report. He noted that there were a few data elements that

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needed to be discussed with the consultants prior to acceptance of the report. He confirmed that this will then be used as the College's baseline for future reporting and that the report will be shared when finalized.

- E. Committee members spent time discussing various aspects related to improving and/or modifying the current P&P 159 – Posting in College Facilities. Among the items discussed were:
- Location of additional boards
  - Size of boards
  - Use of clings
  - External vs College boards
  - Communicating to College community and educating them on the policy and the need for a policy
  - Stakeholders
  - “Adopt a Board”
  - Costs of printed materials; cost of boards
  - Disallowing “anonymous” postings

Various members of the committee agreed to survey all floors of the buildings on the Main campus to determine best places for poster board locations.

## **V. New Business**

Jacob Eapen, VP for Business & Finance, will present the most recent draft of the new Facility Master Plan on April 12, 2017 at the next meeting.

## **VI. Adjournment**

The meeting was adjourned at 4:40 p.m.

The next meeting is scheduled for Wednesday April 12, 2017 at 3:30 p.m.