

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, November 14

3:00 p.m.

Library Conference Room

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

The meeting was called to order at 3:02 p.m. by C Porter.

### II. **Attendance**

*Administration:* Elizabeth Heffner (A), Lisa Hutcherson (A), Gim Lim (A), Hannah McGarry (A), Charletha Porter, Jim Spiewak, Carol Whitney

*Federation:* Alexine Fleck, Margaret Stephens, Mary Yannuzzi (A)

*Students:* Aaron Abeyta (A), Liam Knight, Robert Long, Michael Luna, Jermaine Matthews (A)

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

The minutes from the October 10, 2018 meeting were reviewed. A motion was made by M Stephens that the minutes be approved as submitted, A Fleck seconded, all were in favor, and the minutes were approved.

### IV. **Old Business**

#### A. **Posting Policy**

J Spiewak and R Long provided information for the Committee as follows: Suggested goals of a posting policy and placement of postings; suggested revisions to the College's posting policy; and photographs of particular areas of the College that might be a consideration for boards/postings.

After considerable discussion, it was determined that a smaller group might be better able to work out the details and bring suggestions/ideas to the December meeting for consideration by the entire Committee. Once the Committee is in agreement, the Student Affairs Committee will be contacted for input before the policy is finalized.

**ACTION:** A group consisting of Robert Long, Jim Spiewak, Aaron Abeyta, and Alexine Fleck will meet to re-draft the posting policy and bring it back to the Committee for discussion at the December meeting.

#### B. **Proposed Bike Rack Purchase**

J Spiewak provided a photograph of the proposed new bike racks (wavy design). Suggestions for placement included the 16th Street entrance, CBI, West Building – Spring Garden side, 18th Street near the Athletics Center, and south side of the Bonnell Building under the bridge.

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**ACTION:** J Spiewak will discuss freeing up funds for the purchase of additional bike racks with Jacob Eapen. Facilities will then need to be contacted for installation.

## **C. Open Expression Policy**

A subcommittee consisting of three members from each group (Federation, Students and Administration) will meet to review the Expressive Demonstration: Time, Place and Manner Policy and bring back suggested changes to the full Business Affairs Committee for consideration. Members from each group are as follows:

Federation: To be determined

Students: Robert Long, Liam Knight and Jermaine Matthews

Administration: Jim Spiewak, Randy Merced and Jessica Hurst

## **D. Room and Event Scheduling**

Currently, there are different individuals to be contacted depending on the space being requested, and then additional individuals may need to be contacted if multi-media services, facilities services or catering is required. This can result in a time-consuming and cumbersome process. J Spiewak noted that there are policies covering the use of College facilities, as well as a list of individuals to be contacted regarding room reservations. Perhaps review of these policies would be a good starting point.

**ACTION:** J Spiewak will provide Committee members with the appropriate policies covering room and event scheduling.

## **E. Clock Synchronization**

A Fleck noted that some of the clocks around the College are out of sync and, in particular, the clock in her classroom (BR-30) did not adjust with the end of daylight saving time and she could not adjust it manually. Atomic clocks are supposed to adjust but others will not. If clocks around the College need to be adjusted, a FAMIS work request can be submitted.

## **V. New Business**

### **A. Furniture in Classrooms**

J. Spiewak noted that there is money in the budget to update classroom furniture, and he is seeking input from faculty. Students will offer input as well since they will be using the furniture.

**ACTION:** J Spiewak will ask Nadya Day to put together a list of options and provide some samples for review.

## **VI. Adjournment:** Meeting was adjourned at 4 p.m.