

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Business Affairs Committee**  
**December 17, 2008**  
**3:30 p.m., Room L1-09**

**Committee Members Present:**

Eloise Hall, Robin Krefetz, Denis Michalski, Harry Moore, Jim Spiewak, Margaret Stephens, Carol Whitney, Sean Zayan

**Alternates and Delegates Present:**

Eloise Hickerson, Melisa Duvivier

**Guests Present:**

None

**I. Call to Order**

A quorum was established, and the meeting was called to order at 3:40 p.m.

**II. Approval of Minutes**

A motion was made by D. Michalski that the November minutes be approved with the following changes: The meeting date should be November 19, 2008; C. Whitney was present at the meeting; correction to the spelling of M. Stephens' name; and under Old Business, Smoking Discussion, second bullet should read: Harry brought up the Mayor's announced 2 million dollar budget cut. H. Moore seconded. All were in favor, and the minutes were approved with noted changes.

**III. Old Business**

It was suggested and agreed that the Committee change the order of the Agenda and discuss the College ID policy first.

**College ID Policy:** Discussion regarding the proposed change to the College ID policy, which had started during the November meeting, resumed. J. Spiewak presented revised language for discussion. He felt that it is important to emphasize that individuals cannot request a second ID card for convenience purposes. Other members felt that it is equally important to emphasize that a second card will invalidate the first card. After discussion, the following language was agreed upon:

“...College ID's will only be replaced if lost or stolen. It is a violation of this Policy to request a second ID card for convenience or any other purposes. Any replacement card will invalidate previously issued cards. Only the most recently issued card will work with the College's one-card systems.”

J. Spiewak noted that once the policy is revised, an email will be distributed to everyone at the College advising them of the revised policy. A letter will be sent to employees who use the ID card for access to the parking locations.

**Action Item:** A motion was made by E. Hall to accept the change to the College's ID Policy as noted above and seconded by H. Moore. All were in favor. The revised policy will now be sent to the IWC.

**Smoking Policy – Research on other Institutions:** Discussion regarding the smoking policy, which had begun during the November meeting, resumed. J. Spiewak had distributed materials which included a summary of policies from other community colleges in the area and background information from various web sites that was compiled by M. Stephens. Additionally, S. Zayan reported that he had emailed students but has not received any responses to date. He is going to write up something to be published in the *Vanguard* and has spoken with the Webmaster who will post something on the Student Life page in an attempt to get feedback from our student population regarding the campus going smoke free. R. Krefetz reported that she has spoken with a few people from the hospital community; most are smoke free or are going smoke free. Based on her research, any efforts to move in this direction (smoke free) will need to include an educational campaign and need to be very well planned out. C. Whitney noted that in one of the references which M. Stephens provided, the college adopted a tobacco-free campus in 1999 and set 2003 as the year that the college would be tobacco free.

H. Moore indicated that the policy from Montgomery County Community College appears to be very comprehensive and includes language that attendees of externally organized events must be advised about the smoking policy. If we move in this direction, this is something we will have to consider since we have many outside organizations using various spaces around the campus.

Discussion moved to possible student and employee reactions. All felt that it will be important that students are made aware of any change in policy right up front; this could include providing information during student orientations. The approach needs to be from a positive angle, i.e. smoking is not good for you or others around you, instead of from a punitive angle, i.e. fines will be imposed if you smoke in non-designated areas.

As far as employees, the classified staff members have an hour for lunch and two 15-minute breaks, and smoking would need to be confined to these times. D. Michalski asked if there are programs available through the College if individuals wish to quit smoking. H. Moore stated that the College's health plans cover smoking cessation programs. It will be important to involve Human Resources in any efforts so employees are made aware of what types of programs are available to help them quit smoking, if they wish to quit. S. Zayan reported that the City also has free programs to help smokers quit.

J. Spiewak noted that it will be impossible to say that we are a “smoke-free campus” since the City streets run through our campus, and these are public areas over which we have no control. His preference would be expanding on our current policy and creating clean-air zones on campus. This would include no smoking within 20 feet of an entrance or exit, ramps or the loading dock. E. Hall supported this idea and agreed that we cannot tell people they cannot smoke on a public street, especially when we have non-College people walking through the campus to other destinations.

M. Stephens asked what our plan would be moving forward. H. Moore recommended that we do a report to the IWC strongly urging our approach and including what would be needed to make this work. M. Stephens suggested including a plan with the report so we can provide as much information as possible to the IWC. We will also need to consider what to do about violators. Will there be sanctions and what will they be?

Some general themes that emerged from this discussion include:

- Communication and education will be essential.
- We need to provide a variety of information regarding smoking cessation in a “package” format: what the College has to offer, what the City has to offer, etc.
- A date will have to be selected that the changes to the smoking policy will go into effect, and then we work toward that date. It will be a long-range goal and will require a lot of work and planning.
- The approach needs to be positive, i.e. health benefits, rather than negative, i.e. fines.

**Action:** Discussion will continue at the next meeting. J. Spiewak suggested that H. Moore provide schematics so we can begin looking at different areas on campus that might be considered for clean-air zones, and H. Moore agreed to provide these. We will also need to contact Agnes Trummer in HR at some point to get her on board so we can promote what is available through the College in terms of smoking cessation. We will also need to research what is available through the City so that information can be provided as well.

#### **IV. New Business**

H. Moore reported that the College has no policy on the use of personal heaters. He provided a document entitled, “College Temperature Set-point Policy” which he would like us to consider. Discussion ensued, and it was reported that there are a lot of personal heaters being used all over the campus even though this is not allowed. It creates a problem for Facilities in that the circuits cannot handle the load, blow out, and then need to be re-set by Facilities personnel. It was also noted that improper use of these heaters is a serious fire concern and one such occurrence resulted in the melting of a wall receptacle.

An attachment to this proposed policy identified an acceptable heater that could be used throughout the College. C. Whitney asked about the cost of the item and who would be responsible for paying for it. H. Moore indicated that the heaters cost around \$100, and

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the department (or a particular individual, if they are so inclined) would be responsible for picking up the cost.

**Action Item:** Discussion will continue at the next meeting.

**V. Adjournment**

The meeting adjourned at 4:45 p.m.

Minutes submitted by C. Whitney