

# Community College *of* Philadelphia

## Meeting Minutes

### Business Affairs Committee

March 24, 2010

3:30 PM, Room L1-09

#### Committee Members in Attendance :

Eloise Hall, Robin Krefetz, Cynthia Reid, Denis Michalski, Harry Moore, Margaret Stephens, Carol Whitney

#### Guest Present:

Dr. Samuel Hirsch

Miles Grosbard

#### I. Call to Order

The meeting was called to order at 3:30 PM

#### II. Approval of Minutes

A motion was made by D. Michalski to approve the January minutes. The minutes were amended to add Eloise Hall's name to the list of attendees. The minutes were approved with the noted change.

#### III. Old Business

**Space Heaters:** H. Moore informed the group that Jim Spiewak would redraft the issues regarding the heaters. Harry suggested that this be discussed at the next scheduled meeting, and that he would like to get a policy to the IWC before the end of the season. All agreed that we would continue this discussion at our April meeting.

**Smoking Policy:** H. Moore distributed a schematic of the Main Campus for review. It was noted that City ordinance prohibits smoking outdoors within twenty (20) feet of any entrance to any enclosed area in which smoking is prohibited. If CCP accepts this policy, it would result in the entire sidewalk becoming a no-smoking zone. M. Stephens suggested that the subcommittee come to the next meeting and present a proposal. H. Moore thought that we should wait until the College construction is complete. M. Stephens suggested that we contact Gary Bixby and ask that he prepare a report on the progress of the construction. H. Moore explained that it is also possible to review the expansion web-site.

**Energy Usage:** The committee expects to receive an update from Jody Bauer at a future date.

**Adopt-a- Rack Program:** Mr. Charles Carmalt, City Pedestrian and Bicycle Coordinator, contacted M. Stephens to inform her that the College could now request funding for bicycle racks. Below is a segment of the e-mail from Mr. Carmalt:

Margaret & Brian,

Your bicycle subcommittee has expressed interest in securing more bike racks. Generally the Adapt-a-Rack program requires that racks be installed in the public right-of-way -- usually but not always between the pedestrian walkway and the curb. You may wish to ask the Community College to consider an application if you feel that some of these racks could be helpful. There have been precedents for placing groups of them off of the sidewalk provided that they still were clearly available to the public.

M. Stephens proposed that we approve, in concept, the idea and that we make the request and put in the application. A motion to accept Ms. Stephen's proposal was made and seconded.

**IV. New Business:** Dr. Samuel Hirsch presented a proposed policy on Acceptable Behavior to the Committee. He feels that a policy and procedure is necessary to assist in managing unacceptable behavior. We have policies for faculty, staff, and students, but we do not have policies designed to inform the general public of what type of behavior is acceptable while they are on College property. This policy would pertain to applicants, guests, and visitors. The policy would be displayed via the College's website, and it would be attached the contracts of outside community agencies that use the facilities. Dr. Hirsch proposed that the policy be considered by the Committee for recommendation to the IWC. The Committee reviewed the policy and suggested amendments to the policy. Dr. Hirsch accepted the suggestions and will submit the amended policy to the Committee to be forwarded to the IWC.

**V. Adjournment**

The meeting was adjourned at approximately 5:00 PM

Minutes submitted by Eloise Hall