

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Business Affairs Committee**  
**September 14, 2011**  
**3:30 p.m., M1-3**

**Members Present:**

Administration

Eloise Hall  
Harry Moore  
Jim Spiewak  
David Watters (alternate)  
Carol Whitney

Federation

Catherine Blaine  
Denis Michalski

Students

**I. Call to Order**

The meeting was called to order at 3:40 p.m.

**II. Approval of Minutes**

The Committee members reviewed the minutes from the April 27, 2011 meeting. A motion was made by H Moore that the April minutes be approved with minor changes (grammatical/typographical). D Michalski seconded the motion, all were in favor, and the minutes were approved with the noted changes.

**III. Nominations for Co-Chairs for 2011-2012**

H Moore nominated Jim Spiewak  
J Spiewak nominated Denis Michalski

E Hall seconded both nominations, all were in favor, and Jim Spiewak and Denis Michalski were elected to serve as Co-Chairs for the up-coming year. The duties of note taker will be performed on a rotating, volunteer basis.

**IV. Old Business**

J Spiewak distributed a copy of the Portable Electric Space Heater policy that the Committee had approved during the October 27, 2010 meeting, noting that he had neglected to forward it to the IWC. He provided a brief background for the benefit of new members regarding the reasoning behind the development of the policy, noting that the issues/concerns include the large drain on power, fire hazards and the problems they cause with our HVAC system. J Spiewak noted that we can get this on the IWC agenda for October; however, D Watters noted that we would probably be able to get this on the agenda for the September meeting since agenda items are due two weeks before the meeting and we have time.

**Action:** The September 14, 2011 minutes will be approved via e-mail, and J Spiewak will forward the Portable Electric Space Heater policy to the IWC for consideration at the September meeting.

J Spiewak reviewed the list of topics that the Committee had been discussing during the last year. They included: motorcycle parking policy, enhanced recycling efforts, possible bike share agreement, and a smoking policy. He will scan handouts related to these topics and forward them to all members. Discussions will continue this year.

**V. New Business**

There was no new business.

D Watters noted that they are working on naming Student Delegates, and students should be in attendance at the October meeting.

The meeting adjourned at 4:05 p.m.

Minutes submitted by C. Whitney