

Community College *of* Philadelphia

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MINUTES

Business Affairs Committee

Library Conference Room

Date: October 10, 2012

- I. **Call to Order**- meeting called to order at 3:35 pm
- II. **Attendance**
Administration – Jim Spiewak, Carol Whitney, Wayne Wormley, Harry Moore, Agnes Trummer (A), David Watters (A)
Federation – Kristy Shuda McGuire, Cathy Blaine, Carline Rucker, Denis Michalski (A)
Students – Michael Benzon
Guests – Charles Phy Sr., Shaneka Dixon, William Ott

Jim Spiewak noted that the information he received from the Office of College Governance did not list Charles Phy Sr., Shaneka Dixon, or William Ott as delegates or alternates for the Student contingent. He agreed to get clarification from College Governance.

- III. **Approval of Minutes** - September 12, 2012 minutes were approved with noted corrections.

- IV. **Old Business**

- a. **Agenda Item-College closing on weekends and the school nurse.**

Discussion: Jim Spiewak explained that the decision to close the main campus but keep the regional centers open on Friday nights and Saturday came out of the College Budget discussion last spring. This decision will be revisited in spring, 2013. Wayne Wormly stated he had just come from a meeting with Dr. Gay in which she had stated that enrollment is up at all the regional centers. There has been no school nurse on campus for at least five years.

Action Item: None

b. Agenda Item-Recycling

Discussion-Harry Moore stated that he would make available to the committee the waste stream reports from 2010 and 2011 which show how effectively the College is recycling. Miles Grosbard stated that he had attended a meeting of all the Philadelphia area higher education institutions who were discussing and comparing their green policies. The next meeting of all these institutions will be in January. Several committee members expressed interest in attending, and Miles said he would bring that information to the committee.

Secondly, Miles stated that the College had received a grant from the U.S. Green Building Council to develop and implement as many green policies as possible on campus.

Action Item: A subcommittee of individuals interested in developing a College Recycling policy was formed including Miles Grosbard, Kristy Shuda McGuire, David Watters and Zoya Melkova. David Watters agreed to schedule the first meeting.

V. New Business

a. Agenda Item: Lactation Room

Discussion: Kristy Shuda McGuire provided several articles and policies adopted by some higher education institutions related to providing lactation facilities. She also told several stories of new female faculty members who encountered difficulty finding lactation facilities on campus. Section 4207 of the Patient Protection and Affordable Care Act requires that nursing mothers have a non-bathroom facility on campus to express breast milk.

Agnes Trummer explained that since March, 2010 the college had set aside 10 rooms with no windows at the main campus and regional centers for this purpose. Several committee members were disappointed that this information was not widely known and discussed the need to communicate this information in a formal manner to all employees. A discussion then ensued about the possibility of establishing a student lactation center on campus. The committee members decided to refer it to the Student Affairs committee, and secondly, to develop a formal lactation policy for faculty/staff.

In addition a discussion of the college's policy of children on campus and in the classroom was reviewed. Jim Spiewak provided the documentation. Children on campus must be supervised by an adult, and are not permitted in the classroom.

Action Item: Cathy Blaine asked Agnes Trummer to send out an email to all faculty and staff detailing the locations of the lactation rooms on the main campus and the regional centers along with the contact information for gaining access to these locations.

b. Agenda Item-ID Card Policy

Discussion: Dave Watters noted that the College is now issuing ID cards with an expiration date and that the current policy should probably be updated to incorporate this fact. Effective with the fall 2012 semester, all IDs issued for new students or as replacements for lost or stolen IDs will have a two year expiration date on them. This is being done so that College ID cards will be eligible as a photo ID for the purposes of voting within Pennsylvania.

Action Item: Jim Spiewak and Dave Watters will develop language for a revised policy.

c. Agenda Item: Smoking on Campus (LEEDs Policy).

Discussion: Harry Moore explained to the committee what LEEDs was, and why the College participates. Although we have spent several years discussing all the ramifications of various smoking policies, we're hoping to develop a definitive one this year.

Action Item: A subcommittee composed of Michael Benzon, Jim Spiewak, and Kristy Shula McGuire was formed to develop a smoking policy for the College. Bill Ott also expressed an interest however he is not a member of the Committee.

The Committee voted unanimously to change language in the existing policy as follows: "Smoking is prohibited within twenty-five (25) ~~twenty (20)~~ feet of any entrance, exit, or loading dock or as posted otherwise." This change will put the College in compliance with the LEEDs policy and earn us extra points to achieve Gold Status for the Pavilion Building.

c. Agenda-CPR/AED Policy

Discussion: Jim Spiewak stated that the College has AED's in the main security office, the athletic center and the Pavilion dining area. Cathy Blaine stated that she was only aware of the one in the Pavilion dining area, and that most of the committee was unaware that the College had AED's. Agnes Trummer explained

that the college offered a free CPR course for all college employees that included AED training.

Action Item-The committee will develop a CPR/AED Policy for the College. The committee will develop posters, and post on the college website and in student publications that students/ faculty and staff should call Security first not 911 in an emergency.

A discussion then occurred where it was demonstrated that the vast majority of the committee would call 911 in an emergency instead of security. Many people on the committee were very upset by this lack of campus knowledge. It was decided that the committee must get the word out by posters, emails, websites and student publications that calling 5555 (Security) is the appropriate action to attain the fastest response from EMS

Adjournment-the Meeting was adjourned at 5 pm.