

Community College of Philadelphia

MINUTES

Business Affairs Committee

Library Conference Room

Date: September 11, 2013

- I. **Call to Order**- meeting called to order at 3:35 pm
- II. **Attendance**
Administration – Jim Spiewak, Carol Whitney, Wayne Wormley, Harry Moore, David Watters (A), Todd Murphy (A), Eloise Hall (A)
Federation – Kristy Shuda McGuire, Cathy Blaine, Kalika Colbert
Students – none have been appointed yet to this year’s committee
- III. **Approval of Minutes** – No minutes needed approving
- IV. **Old Business**-No Old Business from last year
- V. **New Business**-
 - a. **Agenda Item-Election of new Co-Chairs**

Action-Jim Spiewak and Cathy Blaine were elected as the new Co-Chairs for this year
 - b. **Agenda Item-prospective Topics to discuss at future meetings**

Discussion- A list of action items were listed that the committee wanted to discuss this year was developed. They included:
 1. Campus Emergencies-dialing security instead of 911-Emergency Signage to be posted in bathrooms, emails to be sent out, and postings on the college website as possible solutions to expedite receiving help/medical assistance on campus.
 2. Revisitation of the Campus Smoking Policy- Landscaping in front of the Bonell Building will probably begin in November. When finished, we can finally look at possible Smoking areas and a new policy.
 3. Recycling Awareness
 4. Phasing out the old crosswalk across 17th street, and putting in a new one between the Pavilion and Bonell building.
 5. Tracking the progress of work orders using college software.

This last item was based around the procurement of room keys for new faculty and staff. An extended discussion ensued as to what was the current policy, and what we could do to improve it.

6. A review of the Main campus closing on Friday night and Saturday.

These last two items evolved into a discussion of what exactly the committee's charge was, i.e., what exactly we should be sending forward as recommendations to the Institution-Wide committee.

Action-The committee decided to review the present policy for new faculty/staff obtaining keys from the Facilities Department

VI. Adjournment: The meeting was adjourned at 4:35 pm.