

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

November 12, 2014

3:30pm

Library Conference Room

- I. **Call to Order-** meeting called to order at 3:30 pm
- II. **Attendance**  
Administration – Jim Spiewak, Carol Whitney, Todd Murphy (A), Eloise Hall (A)  
Federation – Kristy Shuda McGuire, Cathy Blaine, Eric Massenburg  
Students – Sokrady Chey, Jon David, Cynthia Huertes  
Guests- Cara Ferrentino, Peter Hoban, Margaret Stephens, Shayla Roberson
- III. **Approval of Minutes** – October 8, 2014 minutes approved
- IV. **Old Business**
  - A. Jim Spiewak announced that P&P 204 Petty Cash Usage and P&P 151 Smoke-Free Buildings Policy were approved by the IWC.
  - B. Kristy Shuda McGuire presented a draft of the Legacy Foundation Grant the College is applying for to implement a smoke-free campus policy. She and Jim Spiewak are the Project Leads and our Business Affairs Committee will be invited to be part of the taskforce. Dr. Richard Frei will conduct a comprehensive survey about College stakeholders' attitudes and behaviors surrounding smoking and Marketing will implement a comprehensive communication plan. Agnes Trummer will also be involved in the distribution of smoking cessation materials to employees. The grant is being submitted in the next few days, and would be funded beginning in March, 2015 if approved.
- V. **New Business**
  - A. **Agenda Item-** Cara Ferrentino, Planner/Analyst, Mayor's Office of Transportation and Utilities, and Peter Hoban presented the Bike Share Program the City will begin implementing in Spring 2015. The Bike Share Program involves rentals of bikes for short trips (less than 30 minutes) within Philadelphia. It is anticipated that it will cost much less than SEPTA (less than \$20.00/month).

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1. The City will be divided into two major zones. The Bike Share Program will begin with zone one, covering West Philly to the Delaware River, in Spring 2015. Zone 2, which will include parts of North, Northeast, Northwest and South Philly, will be implemented in Spring 2016.
2. Each bike docking station will include 19 bikes. A person will swipe a credit card and pay several dollars for a 30-minute ride. If the person rides more than 30 minutes, the credit card will incur an additional fee.
3. The Mayor's office is having many meetings in various city neighborhoods to promote the program along with partnering with community groups such as the Bike Coalition of Philadelphia. Surveys of these groups are planned to get their input.
4. The program would employ between 20-22 people total. These employees would maintain docking stations, provide bike maintenance, remove snow and assist customers.
5. In answers to question from the Business Affairs Committee, Cara stated that theft would be prevented by multiple locks in the front and back of each bike; riders would not be required to wear helmets, but discounts will be available to promote their use; finally, night time riders would have very bright front and back head lights for safety.
6. Cara discussed a spot near the southeast corner of 17<sup>th</sup> and Spring Garden Streets that the Mayor's Office had picked as a potential bike station on campus. The Committee explained in detail why putting the docking station in front of the Mint building would not work. We had a preliminary discussion of other spots on campus that might work.

B. **Agenda Action:** The Committee voted to work with the Mayor's Office of Transportation and Utilities to establish one docking station on CCP's Main campus for the first year of the program, with the possibility of having them on all neighborhood campuses in the future. The web site for this program is [www.phila.gov/bikeshare.org](http://www.phila.gov/bikeshare.org)

C. **Agenda Item-**The Committee will decide a week before its December 10<sup>th</sup> meeting whether or not to have it. The faculty members stated it was in the middle of Final Exams Week, and would probably not be terribly convenient for faculty and student committee members.

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**VI. Adjournment:** The meeting was adjourned at 4:40 pm.