

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

January 14, 2015

3:30pm

Library Conference Room

- I. **Call to Order-** meeting called to order at 3:35 pm
- II. **Attendance**  
Administration – Jim Spiewak, Aileen Rollins, Carol Whitney, Todd Murphy (A), Agnes Trummer (A)  
Federation – Kristy Shuda McGuire, Cathy Blaine, Eric Massenburg  
Students – Sokrady Chey, Cynthia Huertes  
Guest- Margaret Stephens
- III. **Approval of Minutes** – November 12, 2014 minutes approved
- IV. **Old Business**
  - A. President Generals signed off on P & P 204 Petty Cash Usage and P & P 151 Smoke-Free Buildings Policy. All College employees will have to submit their petty cash vouchers in a more timely manner to be paid.
  - B. Kristy Shuda McGuire announced that the Smoke-free campus grant had been submitted to the Legacy Foundation on time. We should hear in the next two months if we are successful.
  - C. Bike Share Plan- We have heard nothing new from the Mayor’s Office at this time. The discussion continued about possible station placement on the Main campus. The overhang behind the counseling department (17<sup>th</sup> Street), and the corner of 18<sup>th</sup> and Spring Garden Streets (next to the Dental Clinic) were two spots favored by the Committee.
- V. **New Business**
  - A. The Committee was referred to the College’s Landscape Plan on MyCCP, but Jim Spiewak stated that the priority and timing of these projects may change.

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- B. The Committee would like to revisit the College's recycling policy. Dave Watters (Administration-A) will be contacted for materials he presented to the Committee in past years.
  - C. Margaret Stephens asked about the College's participation in the Sustainable Energy Finance Program. Seven and a half years ago, the College hired Johnson Controls to do several projects at a cost of \$5.3 million. We are still paying off a lease, and a New Facilities Master Plan is being developed, so some of the other recommendations from the previous audit may be incorporated into these projects.
  - D. Several Committee members (Aileen Rollins, Agnes Trummer, Cathy Blaine) spoke about unsafe conditions they had recently experienced in College elevators in the Bonnell and CBI buildings. The number to call to report this and other facilities concerns is (215) 751-8190. A discussion ensued about adding (215) 751-8190 as an option to all classroom phones so that College employees could directly report a maintenance problem to Facilities. Facilities has purchased a new software package that will allow employees to report and track work orders. Eric Massenbourg stated that IT was working on a single sign-on feature and he will update us on the status.
  - E. Kristy Shuda McGuire noted that the hours of use for the CBI College parking garage were timely considering recent Security concerns in the area.
  - F. City Rain Barrel Program- Margaret Stephens stated that the Water Department has asked the College if they can present education sessions on campus to help City residents obtain and use rain barrels for collection of storm water for gardens, etc. PECO could also provide information about its free energy audit on campus so that City residents could find out if they might be eligible for new appliances, storm doors, etc. The Committee thought this was a great idea and offered their help to Margaret, if needed.
- VI. **Adjournment:** The meeting was adjourned at 4:10 pm. The next meeting is scheduled for Wednesday, February 11<sup>th</sup>.