

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, November 11, 2015

3:30pm

Library Conference Room

- I. Call to Order**- The meeting was called to order at 3:40pm.
- II. Attendance**
Administration: Jim Spiewak, Chelsea DiCarlo, Harry Moore, Carol Whitney, Eloise Hall (A), Agnes Trummer (A), David Watters (A)
Federation: Kristy Shuda McGuire, Catherine Blaine, Eric Massenburg, Miles Grosbard (A)
Students: Sean Cassidy, Balquis Shariah (A)
- III. Old Business**
- A. Minutes from May 13, 2015 meeting were unanimously approved without change.
- B. Minutes from Sept 9, 2015 meeting were unanimously approved without change.
- C. Minutes from October 14, 2015 meeting were unanimously approved without change.
- D. Update on Legacy's Smoke Free and Tobacco Free Community College Grant
Kristy Shuda McGuire thanked committee members who helped staff a table at the College's Health Expo last Wednesday and reminded them that Rick Frei and his students will present the results of their Smoking Survey on Tuesday, November 24th. Amna Rizvi, who was a guest at a Business Affairs Committee meeting last year and informed us of this grant opportunity, will be a guest speaker. Discussion centered on a timeline for developing and approving a written policy. Cathy Blaine and Kristy Shuda McGuire volunteered to draft a policy for consideration at the next Business Affairs Committee meeting. A campus-wide, smoke-free policy will include the parking garages and surface lots, but not the public sidewalks or streets. This policy document will proceed to the Institution Wide Committee following approval at the Business Affairs Committee.
- E. College Policy and Procedures Memorandum No. 160 College Photo Identification Card Policy
Jim Spiewak and David Watters presented a revised policy that clarifies aspects of how and to whom College photo identifications are issued.

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Revision of the current policy is necessary due to increasing concerns about campus security and the need for all persons with legitimate business at the College to swipe cards when entering College buildings. The proposed policy changes were approved unanimously with suggested grammatical changes.

F. College Policy and Procedures Memorandum No. 152 Admittance to College Buildings and Facilities

Jim Spiewak and David Watters presented a revised policy that clarifies normal operating hours of the College and procedures for gaining access to College buildings during and outside these hours. Revision of the current policy is necessary due to increasing concerns about campus security. The proposed policy changes were approved unanimously with suggested grammatical changes.

G. Presidents' Climate Commitment

Jim Spiewak confirmed that President General has signed the Climate Commitment document. Either he or Harry Moore will take the lead on organizing the work necessitated by its implementation. Miles Grosbard offered to help organize faculty and students interested in working on this initiative.

H. Recycling Policy

Discussion on recycling is postponed for later discussion, pending Climate Commitment implementation (above).

IV. New Business

A. Colonial Funds

Kristy Shuda McGuire asked about the normal time it takes to access funds added to a Colonial Card. A faculty member had reported a delay in accessing funds deposited to her Colonial Card. Jim Spiewak and Harry Moore affirmed that properly transferred funds should be available to system users within a few minutes. This problem may have occurred during a system-wide outage not under the College's control.

V. Adjournment - The meeting was adjourned at 4:56 pm.

Respectfully submitted, M. Grosbard

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