

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, February 10, 2016

3:30pm

Library Conference Room

- I. **Call to Order** – The meeting was called to order at 3:35pm.
- II. **Attendance**
Administration: Jim Spiewak, Chelsea DiCarlo, Eloise Hall (A), Harry Moore, Carol Whitney
Federation: Kristy Shuda McGuire, Cathy Blaine, Gil Gonzalez, Cynthia Reid (A), Miles Grosbard (A), Eric Massenburg
Students: Monique Mohammed, Alex Figueroa
- III. **New Business**
 - A. Our guest speaker, Jacob Eapen, Vice President for Business and Finance, briefly reviewed who was in charge of and what their role was for each division of Business and Finance. He then went on to break down the four phases for developing the College’s new Facilities Master Plan 2015-2025. He discussed that large lecture halls were not normally used for classrooms, and renovation could create more 24-30 student classrooms. Also, the College is working on placing related divisions all in one building, for example, all STEM curricula would be in the West Building.
 - B. Jacob Eapen discussed collaborative efforts between the School District of Philadelphia and CCP that would result in more shared physical space and increased College enrollment directly from the city’s public schools. He discussed construction projects the College will be considering such as renovation of the West Building-Mint Building entrance as a formal gateway to the College. Secondly, a mixed retail/student housing space is being planned by a private developer at 15th and Hamilton Street with the College leasing the grounds to the developer. Finally, the CCP mobile app will be going live the first week of March. A student will be able to do anything, including pay his bill.
- IV. **Old Business**
 - A. **Approval of the December 15, 2015 minutes-** The December 15, 2015 minutes were approved with several minor changes.

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B. College Policies and Procedures 152 and 160 approved- Both College Policies and Procedures No. 160 College Photo Identification Card Policy and No. 152 Admittance to College Buildings and Facilities were approved by IWC and signed by Dr. Generals.

C. Kristy Shuda McGuire discussed progress that had been made on the Truth Initiative (formerly Legacy) Smoke Free and Tobacco-Free Community College Grant Initiative.

The Committee reviewed the new application that will be submitted on February 15, 2016 for renewal of the second year of the Grant. Discussed were the goals and objectives of each portion of the grant, focusing on incentives to get more faculty, staff and students to participate. For example, computer tablets for students, Fit bits for employees and free giveaways from Truth Initiative will be pursued.

Each participant's role representing a different area of the College was reviewed. For example, Dr. Richard Frei's survey of students' perceptions of a smoke-free campus was cited as a great success. Kris Henk, director of Marketing, and Chelsea Di Carlo, will market the smoke-free policy among students using posters and social media. Jim Spiewak, Assistant Vice President, Budgets and Financial Services, and Harry Moore, Assistant Vice President of Facilities and Construction, will work on new permanent signage and disposal receptacles for a smoke-free campus.

D. Update on President's Climate Commitment

Harry Moore will take the lead on this initiative and reported that the College will move toward only approving procurement of energy-star appliances and will begin to purchase 15% of its electricity from wind power. A survey of greenhouse gases will need to be completed soon. Kristy Shuda McGuire also asked anyone interested in working on a recycling P&P to contact her.

1. Assessing Students a Printing Fee- Todge Sutkowski put in an Innovation Grant, which was not funded, but which Dr. Generals was very much in favor of. The concept was that each student would be allotted a certain monetary amount of free printing each semester. Once the student had used up this allotment, the College would charge the students' Colonial card. If both were empty, he/she could not print until additional money was put on the card.

2. Charging for College Water- Jim Spiewak will follow up on the water charge that the College's food vendor is adding to hospitality bills (\$15.00). This is the Colleges' water, not bottled water.

V. Adjournment - The meeting was adjourned at 4:35 pm.