

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, March 16, 2016

3:30pm

Library Conference Room

- I. Call to Order-** The meeting was called to order at 3:36pm.
- II. Attendance**
Administration: Jim Spiewak, Chelsea DiCarlo, Todd Murphy (A, Delegate for today's meeting), Carol Whitney
Federation: Kristy Shuda McGuire, Cathy Blaine, Miles Grosbard (A, Delegate for today's meeting), Eric Massenburg, Cynthia Reid (A)
Students: none
- III. Old Business**
- A. Approval of Minutes from February 10, 2016- A number of revisions needed to be made to February's meeting, and thus they will be approved at the next meeting.
- B. Update on Legacy's Smoke-Free and Tobacco-Free Community College Grant Initiative
1. Kristy Shuda McGuire reported that a new page on the College's website with smoking cessation resources will be up and running very soon (www.ccp.edu/smokefree). Kristy also showed the committee new posters designed by Marketing which will be posted around the College. Jim Spiewak reported that new smoking urns have been purchased for \$3600.00, with more to follow if funding is obtained for the second year of the grant.
 2. The final grant report from Year 1 is due on April 15, 2016, and we are awaiting official decision on Year 2 funding. If a second year of funding is received, it would help us get more students involved in activities to promote a smoke-free campus.
- C. Update on President's Climate Commitment
1. New Printing Policy & Procedures- The Division of Business and Finance is preparing a proposal that the extended cabinet will vote on concerning charging students for paper usage after a complimentary 300 copies per semester.
 2. Each student would use a card to swipe at printing stations. After every job, the student would know how many copies are left for

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the semester. The student also could put cash or funds from a credit card onto his/her Colonial Card to print additional copies. Several software packages are presently being reviewed for purchase. Area community colleges that have implemented programs such as these have seen a 10% decrease in paper use.

3. Many aspects of this policy need to be considered, for example, would this policy be extended to classroom computers? In addition, financial aid money would not be able to be used for printing services.
4. Recycling P&P-The group decided to invite Dominic Dalanni to its April meeting to discuss present college recycling efforts. Miles Grosbard stated that the biggest obstacle to this project is clearer signage.

- D. Update on Water Charge- The College's Food Service has stopped charging for water, but it has now been noticeably absent at recent events.

IV. **New Business**

- A. Revision of College Policies & Procedures Memorandum No. 151 Smoke-free Campus Policy. After much spirited discussion, the committee voted to remove any disciplinary words from this policy, and go with a simple one sentence statement. The majority felt once the policy became part of the College's employee and student handbooks, any problems could be addressed through mechanisms identified in the respective handbooks.
- B. Suggested new signs for gender-neutral restrooms
<http://www.mydoorsign.com/all-gender-braille-restroom-sign-with-toilet-symbol/sku-se-6055> New signage on gender neutral bathrooms was suggested at a recent professional development program. The committee decided to refer the matter to Si Brown for further action.

- V. **Adjournment-** The meeting was adjourned at 4:50pm.