

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, November 9, 2016

3:30pm

Library Conference Room

- I. **Call to Order-** The meeting was called to order at 3:35 pm.
- II. **Attendance**
Administration: Chelsea DiCarlo, Harry Moore, Jim Spiewak, Carol Whitney, Agnes Trummer (A)
Federation: Cathy Blaine, Eric Massenburg, Kristy Shuda McGuire, Alexine Fleck (A), Cynthia Reid (A)
Students: Jachai Mai
- III. **Approval of Minutes**
The minutes from the October 12, 2016 meeting were approved unanimously.
- IV. **Old Business**
 - A. Update on Truth Initiative's Smoke-Free and Tobacco-Free Community College Grant
 1. The Great American Smokeout is Thursday, November 17th. Tables will be set up at the Main Campus on the ground floor of the Bonnell Building from noon to 2:00pm and at NERC from 11:30am to 12:30 pm. Activities include signing non-smoking pledges, "cold turkey" sandwiches, and "quests" for smoke-free information to win \$25 American Express gift cards. All students who sign the pledge will be invited to a pizza party sponsored by Student Activities on Friday, December 16th. Alexine Fleck raised concerns about only having turkey sandwiches so Kristy Shuda McGuire will look into whether a vegetarian option could also be made available.
 2. Rick Frei's PSYC 110 students revised their Smoking Survey from last year for employees to take this semester in order to gauge behaviors and attitudes concerning the new smoke-free campus policy. The anonymous survey will be delivered online to faculty and staff this week with one participant being selected to win a FitBit.
 3. Jim Spiewak presented an updated map of the sites on the Main campus where signs and smoking receptacles have been installed. To date, 11 have been installed and 9 more need to be placed

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around campus. Funds from the second year of the Truth grant will provide another \$2500.00 to install more signs and receptacles at the Regional Centers. If you have suggestions for locations, please let Jim know.

B. Request for more bicycle racks

Jim Spiewak received approval for purchasing additional bicycles racks and locations for their installation are being investigated.

C. Classroom Resources Survey

Dawn Sinnott provided input on the survey developed by Simone Zelitch so that it is more useful for John Jones and Resource 25. Kristy Shuda McGuire will follow-up on coordinating these efforts with Technology Coordinating Committee (TCC).

D. Signs for elevators

The old signs were removed last year, but the committee recommends posting new signs that state “Priority should be given to people who have special needs.”

E. Update on Presidents’ Climate Commitment

Harry Moore stated that progress had been made to obtain information from commuting students, faculty and staff. Energy-efficient appliances were being purchased by the College, and we continue to work on having more buildings LEED-certified.

F. Update on FAMIS

Work request orders can now be submitted online by all full-time faculty and staff.

V. New Business

A. Town Hall Meeting Thursday, December 1st 2:00-3:30pm

Bonnell Large Auditorium

A. Kristy Shuda McGuire and Jim Spiewak will represent the Business Affairs committee at this meeting. They will present updates on the Committee’s work toward a smoke-free campus, new bike racks, and classroom resources.

B. Harry Moore asked if the Committee could revise the College’s posting policy for signage. The merits and disadvantages of Cling paper, tape and/or small cork bulletin boards need to be addressed.

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VI. Adjournment

The meeting was adjourned at 4:30pm. The next meeting is scheduled during finals week, Wednesday, December 14th, 2016.