

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, May 8, 2019

3:00 p.m.

Library Conference Room

I. Call to Order

The meeting was called to order at 3:05 p.m. by M Stephens.

II. Attendance

Administration: Lisa Hutcherson, Gim Lim (A), Jim Spiewak, Carol Whitney

Federation: Cynthia Reid, Jessica Rossi, Margaret Stephens

Students: None

III. Approval of Minutes

The minutes from the April 10, 2019 meeting were reviewed. A motion was made by J Spiewak that the minutes be approved as submitted, J Rossi seconded, all were in favor, and the minutes were approved.

IV. Old Business

A. Posting Policy

J Spiewak provided a handout that included the goals of the posting policy, a re-written draft, and the current policy with tracked changes. These documents will be provided to all members electronically for future review/discussion.

B. Proposed Bike Rack Purchases/Locations

J Spiewak reported that a determination was made that we can increase the capacity of bike racks under the bridge outside the Counseling offices by 40 – either six of the 7-bike or five of the 9-bike capacity racks. After discussion, it was suggested that we maximize the number that will fit. M Stephens will re-send J Spiewak the suggested locations for other bike racks.

C. Learning Commons Update

J Spiewak reported that the bids went out last week. Planned construction activities will probably begin in September.

D. Classroom Furnishing, Accessibility, Universal Design

Wendy Kohler and Lisa Papurt from the Center on Disability attended the meeting to provide the Committee members with information on what types of furniture work best. It was noted that mobility issues can result in difficulty getting into and out of various desk types; chairs with wheels can lead to falls; tables are a good option for students in wheelchairs; and finally, more universally designed furniture provides more options. To meet ADA requirements, it was

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noted that for classrooms with 36 seats, four single desks and single chairs are provided per College policy; classrooms with 24 seats are provided with three single desks and single chairs. There is still an issue with individuals moving furniture into/out of various classrooms and not putting it back. At the beginning of each semester, John Jones sends out a communication to faculty, and one item specifically mentioned is that removing furniture from any classroom is not permitted.

Wendy reported that the ADA Committee is still investigating best practices, one of which is including an accessibility statement in all RFPs.

E. Waste Audit (Post Landfill Action Network) Study

There is nothing new to report. Chris Kane, who attended our last meeting to provide the Committee with information on this initiative, is coordinating with Mike Fohner and Tyreice DuPass in Facilities.

V. New Business

A. LGBTQ Advisory Committee – Si Brown (Guest)

Si Brown was invited to the meeting to provide an update on LGBTQ Advisory Committee activities. Si reported that the President's Diversity Council conducted a survey of LGBTQ issues on campus and created a list of recommendations for the President's Cabinet. One recommendation involved gender-neutral restrooms on campus. An all-gender restroom is defined as a single-use facility where the occupant can lock the door. Si pointed out that there is an ordinance in Philadelphia that with new construction there must be all-gender restrooms; however, this does not apply to renovations. The Cabinet discussed the issue and it was forwarded to Facilities for action.

Currently, the College has a total of eight all-gender restrooms on the Main Campus. There are no all-gender restrooms in the Gym, the Mint Building or in the Regional Centers. Si has discussed the Gym needs with Rogers Glispy, Director of Athletics, and Rogers reported that there are no issues within the Gym or with our visiting athletics teams, and Facilities has indicated that there is no good location for such a restroom in the Gym. With the planned renovations in the Mint Building, J Spiewak pointed out that there may be an all-gender restroom added to the Mint Building.

B. I Heart CCP Campaign – Randy Merced (Guest)

Randy was not able to attend the meeting.

C. Other

There was no other business to consider.

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D. Next Meeting

The Committee does not meet over the summer months and will re-convene again in the fall.

VI. Adjournment

The meeting was adjourned at 3:38 p.m.