

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, October 9, 2019

3:30 p.m.

Library Conference Room

### I. **Call to Order**

The meeting was called to order at 3:35 p.m.

### II. **Attendance**

*Administration:* Brandee Allen (A), Elizabeth Heffner (A), Gim Lim (A), Charletha Porter, Jim Spiewak, Carol Whitney

*Federation:* Tasha Lindo, Benjamin Nixon, Cynthia Reid (A), Lavell Simpkins, Margaret Stephens

*Students:* None present

### III. **Introduction of Attendees**

All attendees introduced themselves and provided an overview of their role at the College. J Spiewak provided an overview of the Committee's function: a focus on how the College's facilities are used and policies affecting same. Examples of policy items this Committee has been involved with in the past were provided as follows: parking policy, including the number of handicapped parking spaces; no-smoking policy; posting policy; solicitation policy; and the time, place and manner policy. The Committee has also discussed items such as increasing bike racks on campus and seating options in classrooms. Student concerns related to hours of operation and staffing levels have been raised with the Committee on occasion, and these have been referred to other College committees for action.

### IV. **Voting for Co-Chairs**

The committee unanimously voted to elect Charletha Porter and Jessica Rossi as Co-Chairs.

### V. **Approval of Minutes**

Approval of the minutes from the last meeting will be postponed until the November meeting.

### VI. **Old Business**

A recap of the previous year's business was provided as follows:

A. Library and Learning Commons: J Spiewak provided an update on this project.

The project is divided into three phases: Phase 1 started about six weeks ago with gutting of the old Learning Lab. In this area, two computer classrooms, librarian offices, study rooms and stack spaces will be constructed. Phase 2 will begin in

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January 2020 and last through May, and will involve the east side of the Library. Phase 3 will start thereafter and will involve the west end of the Library. Upon completion, there will be study rooms, quiet areas, soft seating, a new 17<sup>th</sup> and Spring Garden entrance, a presentation display room and a café. M Fohner has a “walking video” to show the new Learning Commons area, and he will be asked to share that at the next meeting. A question was raised as to whether M Fohner could also provide an update on any projects at the Regional Centers, and J Spiewak said this could be arranged as well.

B. Waste audit: M Stephens provided a brief update on the Post Landfill Action Network (PLAN), indicating that we had a presentation back in April by a member of PLAN. PLAN is interested in working with the College to provide recommendations on how we can reduce waste. The College has not yet signed the MOU and that will be needed before we can move ahead. PLAN would like to conduct interviews of appropriate parties here at the College and will then issue a report with recommendations and next steps. M. Stephens will follow up with M Fohner on the status of this project.

C. Posting policy: J Spiewak invited Committee members to check out the new bulletins boards that have been placed in various locations around the College, i.e. first floor of the Bonnell Building and the top of each staircase. He has identified 47 other locations in the Mint, Bonnell and West Buildings where he would like to place additional boards; however, he needs the approval of the President and Extended Cabinet before doing so. We also need to look at the CBI and the Regional Centers. He noted that clings have been eliminated because they are too expensive.

The Committee will need to finish updating the posting policy that we started working on last year. The policy currently references “College Boards” and “Public Boards.” Because we do not allow the general public to access the College any longer, the question was raised as to whether we should have “College Boards” and “Student Boards.” This will be determined as we move forward.

## VII. Adjournment

The meeting adjourned at 4:07 p.m.