

Community College of Philadelphia

Minutes

Business Affairs Committee (BAC)

October 12, 2022 - 3:00 pm Zoom Platform

Committee members present:

Administrative Appointees: Derrick Sawyer, Charletha Porter, Carol Whitney, and John Wiggins - **Alternate:** Elizabeth Heffner

Federation Appointees: Carmen N Colón and Stanley Walling

- I. Meeting called to order at 3:04 pm
- II. Derrick Sawyer opened the meeting with the overview of the Governance Power Point and the Business Affairs Committee charge. Members also discussed the standard 2022-2023 meeting date and time.
 - a. BAC Standing meeting is held the 2nd Wednesday of each month at 3pm
 - b. BAC responsibilities – Online Governance Power Point reviewed
- III. Election of Co-Chairs
 - a. Derrick Sawyer asked for co-chair nominations.
 - b. Stanley Walling nominated, and Derrick Sawyer seconded nomination of Carmen Colón and she accepted.
 - c. Derrick Sawyer nominated, and Carol Whitey seconded nomination of Charletha Porter and she accepted.
 - d. All voting members were in favor, and none opposed
- IV. Approval of minutes
 - a. No minutes to approve
- V. Old Business
 - a. No old business to discuss
- VI. New business
 - a. John Wiggins proposed a Key Procedure or Policy that would take the responsibility of keys out of the hands of facilities and provide keys to the department heads and/or directors for distribution and return. John's area is currently drafting a policy/procedure. Once draft is complete, the Committee will review and make appropriate suggestions and/or recommendations.
 - b. Members discussed whether to change the date and/or time of meeting. Attending members agreed to maintain the current schedule. Stanley Walling moved to set meeting on 2nd Wednesdays of the month at 3 pm and John Wiggins seconded.
 - c. Charletha asked committee to email her and Carmen Colón any suggestions and/or recommendations to be considered by the standing committee.

- d. John Wiggins informed committee about QR codes in the Mint and Bonnell bathrooms to measure staff and to ascertain conditions. There are two questions, (1) Is the bathroom clean? (2) Is the bathroom stocked? There is one open-end section for additional bathroom comments and concerns. Other QR codes will be installed in other bathrooms.
- VII. Stanley Walling moved to adjourn the meeting and Carol Whitney seconded, none opposed. Meeting was adjourned at 4:15 pm.