

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, April 12, 2017

3:30pm

Facilities Conference Room, MG-14A

I. **Call to Order**

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

II. **Attendance**

Students: Jachai May

Federation: Kristy Shuda McGuire, Alexine Fleck, Eric Massenburg,

Administration: Jim Spiewak, Eloise Hall, Harry Moore, Dave Watters, Carol Whitney

III. **Approval of Minutes**

The minutes from the March 15, 2017 meeting were approved unanimously.

IV. **Guest Speaker: Jacob Eapen, VP Business & Finance, presented the College Facilities Master Plan.**

Mr. Eapen opened by noting that the Facilities Master Plan (FMP) was created with input from faculty, staff, and students from the Main Campus and all Regional Campuses during 4-5 fora. The FMP was also posted on the CCP website. The FMP was reviewed by the Foundation Board of Directors and the Board of Trustees (BoT). At this point, the authors are working on the narrative portion, which will then go to the BoT in May for possible approval in June.

For complete details of the FMP, please see the plan itself; this is a summary of a detailed presentation. Of note:

- The general goal is to create learning environments that make more sense:
 - Classrooms should be at outer edges to take advantage of sunlight
 - There are currently 2 active learning classrooms, which are heavily used. They were very expensive.
 - Some classrooms will be made larger
- **LIBRARY:** currently, there is a lot of unused space (including unused courtyard) and access is not direct

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- There will be a café and students will be able to bring drinks into the library
 - Entrance will be via Bonnell
- ATHLETIC CENTER: currently not meeting standards of National Junior Collegiate Athletic Association (NJCA)
- ALLIED HEALTH BUILDING: goal is to complete in a 5 to 10 year time period.
- PARKING GARAGE (between 16th and 17th Street): land is currently leased to Glaxo Smith Kline. Lease terminates in 2039 and land with garage will revert back to CCP.
- HAMILTON PROJECT: student housing will be for domestic and international students. There will be no subsidies; prices will be market rates with some units priced at student housing rates.
- AUTOTECH: there will be a new building for auto technology on the West campus in the future
- The FMP footprint is short by approximately 162,000 gross square feet (gsf).

The following came up during discussion about the FMP:

- More high school students will be enrolled at CCP. There was a discussion concerning credentials required for College faculty teaching high school students. It was noted that many CCP faculty have already been asked to obtain certain clearances if they have high school aged students in their classes. Mr. Eapen asserted, “This is the future.”
- There will be no subsidies for CCP students to pay for new student housing in the Hamilton. Dr. Fleck noted that when faculty have talked about wanting students to have housing, they were not talking about international students, but rather about the many students they teach who are either homeless or living in shelters. Mr. Eapen noted that Hamilton Commons must be profitable to exist.
- Mr. Eapen explained that funding for FMP projects comes from dedicated streams. Dr. Fleck commented that faculty find it disheartening that the College is more interested in building/modifying facilities than paying faculty and staff. She further stated that it was depressing to look at some of the expensive landscaping and wonder if it was the reason why teachers were being asked to make so many concessions, referring to ongoing contract negotiations. Mr. Eapen stated that students deserve a school with “great” facilities. Dr. Fleck noted that students will not attend and learn without “great” teachers. Dr. Shuda McGuire pointed out, “new buildings are great, but it’s what goes on inside them that matters.”
- There was some debate about whether faculty and students (who are the “end users” of the FMP) had adequate opportunity to suggest how the

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facilities might best serve the pedagogical needs of the College. Mr. Eapen and Mr. Moore felt that they had made modifications based on input from faculty members. Dr. Shuda McGuire and Dr. Fleck noted that they had never heard about any opportunities to offer input aside from the mentioned open fora. Mr. Eapen stated that Dr. Hirsch would be the appropriate individual to receive additional input from faculty. Dr. Fleck commented that faculty concern was primarily that well-intentioned administrators who do not teach at CCP often do not make the best choices about classrooms. For example, administrators cannot be certain that faculty members want larger classrooms and Dr. Fleck pointed out that she actually prefers a smaller classroom because it encourages students to form better bonds.

V. Old Business

A. Update on Truth Initiative's Smoke-Free and Tobacco-Free Community College Grant Initiative

CCP was funded for an additional \$5,000 to December 31, 2017, mainly for student internships, including a survey of our current non-smoking signage. Mr. Spiewak will check on whether all signage has been deployed at the Regional Centers. As part of the Kick Butts Day in March, Marketing collected stories for an Ex-Smokers' Hall of Fame for the smoke-free page of the College's website. Steve Bachovin and 3 students were randomly selected to receive the incentives.

B. Update on bicycle racks

The two racks in storage were put up outside CBI. Committee members felt that funding should be provided for additional racks.

C. Results from Classroom Resource Survey

Dr. Shuda McGuire presented the results in brief:

- 256 responses with great representation from FT and PT faculty and faculty teaching at Regional Centers
- 36% of respondents answered that in their most recent semester teaching a course, their needs were not met
- In ranking classroom resources, a computer with podium and screen was first, followed by a SmartBoard and whiteboard.
- When asked about classroom configuration, 42% of respondents answered that they wanted flexible seating where students can rearrange desks during class.
- One problem is that faculty request room changes when they need more technology, not less.

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- There seems to be useable data here for future scheduling, but more analysis needs to be done to look for patterns by subject area.

D. Update on Presidents' Climate Commitment

The report needs updated information.

E. Posting in College Facilities

Committee members reported back on their assigned survey areas:

- Winnet: 20 boards, most on the first floor. They are not designated "College" or "Public." Could "add a board here or there."
- Mint: Music and Art Departments have very nice boards. There didn't seem to be other places to put boards. The 3rd floor had almost-empty boards, and since this floor will eventually become offices, perhaps these are boards we might move. However, we are not certain what is behind the boards, so another option would be to leave them there and purchase new boards.
- West: 3rd and 4th floors need more small boards outside each lab (hung in compliance with ADA requirements). There could also be boards up near elevators.
- Bonnell: boards are all used. Could add some in areas with student congregation now that we have tables and chairs set out for student study.
- CBI: some walls near elevators are all made of bulletin-board-like material. Marketing uses these boards for displays.
- Regional Centers: they all could use more boards.

In addition to thinking about where to put up more boards, we need to revisit the Posting Policy (P&P 159). A survey could be developed for input on this topic.

VI. Adjournment