

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, September 13, 2017

3:30pm

Library Conference Room

I. Call to Order

The meeting was called to order at 3:40 p.m.

II. Attendance

Students: Nilufez Yesmir

Federation: Kristy Shuda McGuire, Alexine Fleck, Eric Massenburg, Jessica Rossi, Cynthia Reid

Administration: Jim Spiewak, Carol Whitney, Hannah McGarry, Elizabeth Majewski, Lisa Hutcherson, Gim Lim

III. Introduction of attendees and new committee members

A. The Committee agreed to change the meeting start time to 3:00 p.m.

IV. Voting for Co-Chairs

A. The committee unanimously voted to re-elect Jim Spiewak and Kristy Shuda McGuire as Co-Chairs

V. Old Business

A. Review of smoke-free campus initiatives

a. Distribution of new “The Air Is Clear this New Year” cards

b. Student internships

B. Review of installation of bicycle racks

C. Review of steps taken toward updating the College’s Posting Policy

a. Need to discuss the addition of new boards

D. Review of Classroom Resource Survey

a. The data have been compiled into a pivot table. Need to decide the best way to present this data for use in scheduling classrooms.

VI. Approval of Minutes

A. Review of the April 12, 2017 committee minutes

B. Suggestions for minor corrections and clarification to statements made by Jacob Eapen regarding the College’s Facilities Master Plan (FMP) and funding for it.

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- C. The Committee agreed to “table” the approval of the minutes to allow Jim Spiewak the opportunity to suggest revised language and send back out to the committee.

VII. Proposed New Business

- A. Classroom configuration and scheduling
- B. Posting policy (including adding new boards)
- C. Faculty offices
 - a. Who has control
 - b. How decisions are made
- D. Sustainability
 - a. Communication surrounding the implementation of a new print management system
 - b. Encouragement to faculty to be mindful of requirement of printed documents
- E. President’s Climate Commitment
- F. Integration of more electronic forms to replace hard copy forms (such as C-forms, financial aid forms, check requests, etc.)
- G. Committee was asked to forward any additional ideas for “new business” to Jim and Kristy

VIII. Adjournment