

# Community College *of* Philadelphia

## AGENDA

Business Affairs Standing Committee

Wednesday, October 11, 2017

3:00pm\* Please note the new time.

Library Conference Room

- I. Welcome and Attendance
- II. Approval of Minutes from Meetings on April 12, 2017 and September 13, 2017
- III. Old Business
  - A. Update on Truth Initiative's Smoke-Free and Tobacco-Free Community College Grant Initiative
    1. Training for Security September 19, 2017
    2. Truth Initiative Webinar September 27, 2017
    3. *Inquirer* article <http://www.philly.com/philly/news/pennsylvania/a-smoke-to-calm-pre-exam-jitters-not-at-these-colleges-20171002.html>
    4. Student Internships
      - Tarathorn Booringmanong- video
      - Raymond Kennedy- student educational/cessation resources
      - Roshona Thomas- signage study
      - Katherine Wang- art piece(s)
      - Projects due on Friday, December 1<sup>st</sup>. Exhibit following week?
    5. Great American Smokeout Thursday, November 16<sup>th</sup>
    6. Final report and future grant opportunities
  - B. Classroom Resource Survey
  - C. Update on Presidents' Climate Commitment
  - D. P&P 159 Posting in College Facilities  
<http://www.myccp.online/college-policies-and-procedures/posting-college-facilities>
- IV. New Business
  - A. Office Space Survey
  - B. Guest: Victoria Zellers, General Counsel
  - C. Guest: Todge Sutkowski, Manager, Business Services
- V. Adjournment  
Next meeting: Wednesday, November 8<sup>th</sup> at 3:00pm