

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, November 8, 2017

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

Library Conference Room

- I. **Call to Order** – The meeting was called to order at 3:05pm.
- II. **Attendance**  
*Administration:* Gary Bixby, Gim Lim, Elizabeth Majewski, Hannah McGarry, Charletha Porter, Carol Whitney  
*Federation:* Eric Massenburg, Jess Rossi, Kristy Shuda McGuire,  
*Students:* Jachai May, Nilufer Yesmin  
*Guest:* Jake Beckman
- III. **Approval of Minutes**  
The minutes from the October 11, 2017 meeting were approved unanimously.
- IV. **Old Business**
  - A. Update on Truth Initiative’s Smoke-Free and Tobacco-Free Community College Grant Initiative  
Kristy Shuda McGuire updated the committee on activities supporting our Smoke-free Campus Grant from Truth Initiative. The Great American Smokeout is next Thursday, November 16<sup>th</sup>. Melissa Altman-Traub will host a table at NERC. Our four student interns have worked with Shuda McGuire and Elissa Martel from the Philadelphia Department of Public Health this semester and will be presenting their projects on Wednesday, December 6<sup>th</sup> at 3:00pm in W2-48. Shuda McGuire requested that all committee members make an effort to attend. Our third year of grant support will end on December 31, 2017 with the final report due in early January. In total the grant has provided \$15,000 of support over less than 3 years. Institutional Advancement is looking for additional grant opportunities to continue this work.
  - B. Classroom Resource Survey Results  
The subcommittee suggested to make recommendations on future classroom set-ups has not met. Jim Spiewak, Kristy Shuda McGuire, Gary Bixby, Alexine Fleck, and Carol Whitney volunteered for this subcommittee.

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## C. P&P 159 Posting in College Facilities

Jim Spiewak sent the committee sample posting policies he found online from Hudson Valley Community College, University of California- Santa Cruz, Barnard College, Boston College, Bryn Mawr and Oberlin. The committee questioned the difference between public versus private institutional policies, and because of this, thought that Hudson Valley Community College and UC-Santa Cruz were most relevant. The committee expressed a desire for the new policy to be simple and short, and to not limit communication, but provide guidance on where, how and for how long materials can be posted. Kristy Shuda McGuire wanted to make sure new bulletin boards were in place at previously suggested locations (i.e. outside elevators and labs) before a new policy was written.

## V. **New Business**

### A. Office Space Survey

Kristy Shuda McGuire discussed the idea of surveying faculty office space. Gary Bixby said there are ways to do this, but it is very territorial. Office space should be assigned equitably and all faculty need adequate space to work and meet with students.

### B. Guest: Jake Beckman, CCP Makerspace

Jake Beckman discussed his idea for “makerspace” where students, and even community members, might come to access tools and shared equipment for creating things at CCP. Kristy Shuda McGuire added that students could benefit from space for putting together poster projects, and that some colleges and communities have lab equipment in similar spaces for community science projects. Gary Bixby expressed concerns for safety and proper training on any equipment. He also noted that the plans were close to complete for the new Library/Learning Commons space.

## VI. **Adjournment**

The meeting was adjourned at 3:55pm.