

Community College of Philadelphia

The Path to Possibilities™

Business Affairs Standing Committee

Wednesday, September 26, 2007

3:30 pm

Committee Members:

Jim Spiewak, Chair	Administrative Appointment	X
Eloise Hall	Administrative Appointment	X
Harry Moore	Administrative Appointment	
Carol Whitney	Administrative Appointment	X
Dawn Sinnott	Administrative/Alt Appointment	X
Waverly Coleman	Administrative/Alt Appointment	
Regina Carbone	Administrative/Alt Appointment	
Dave Waters	Administrative/Alt Appointment	
Judy Davidson, Chief Delegate	Federation Appointment	X
Eloise Hickerson	Federation Appointment	X
Neil Wells	Federation Appointment	X
Denis Michalski	Federation Appointment	X
Faith Watson	Federation/Alt Appointment	X
Cynthia Reid	Federation/Alt Appointment	
Kevin Truong	Student Appointment	X
TBD	Student Appointment	
TBD	Student Appointment	

A quorum is considered to be a majority of the committee membership.

Since one student appointment has been made there are a total of 9 official appointments. 10 members were present, a quorum was established.

Introduction and Welcome

- Meeting was called to order at 3:40 pm.
- Since several new members have been appointed to the committee introductions were made around the table and a brief introduction regarding the responsibilities of the Business Affairs Standing Committee was provided by Judy Davidson.
 - Examples of past policy review and revision that this committee has worked on include: Policy #160-College Identification Card Policy, development of Policy #159-College Posting Policy, Policy #158-Solicitation in Campus Facilities; Policy #157-Parking, & Policy #151-Smoke Free Building Policy

- It was also mentioned that not all discussions are policy related as the April minutes reflect the committee's response to concerns presented by Atish Bagchi and Carolyn Birden related to College parking, escalators, signage, bathrooms, and clock issues.
- Any member of the College community can bring a concern or issue regarding business practices and/or facilities to the attention of this Committee. The Committee will then determine the relevancy of the question with respect to our charge and responsibility.
- Minutes were distributed from the last meeting (April 18, 2007).
- A motion was made and seconded to accept the April minutes as written.
- Minutes were unanimously accepted.

Old Business

1. Revised ID policy (Policy # 160) was submitted and approved by IWC and has been posted to the Policy and Procedures website.
 - a. A copy of the revised policy is attached.
 - b. A question was raised regarding the non-credit (NC) ID card issues that were presented in previous discussions and whether or not these issues were adequately addressed.
 - c. The final policy stipulated that "Students enrolled *only* in non-credit courses may be issued a College Identification Card upon request and upon payment of the Photo Identification Card Fee."
 - d. A review of the relevant discussions as recorded in the minutes will be conducted and presented at the October meeting.

New Business

1. Committee Chair
 - a. Nominations were accepted for Committee Chair Person.
 - b. Jim Spiewak and Judy Davidson were nominated, Jim accepted the nomination, and Judy regrettably declined because of conflicting commitments this year.
 - c. Jim was unanimously elected as Committee Chair.
2. Meeting Schedule
 - a. After significant discussion it was determined that the 4th Tuesday of the month at 1:30 was a time that would be convenient for the majority of the members present.
 - b. The meeting schedule for this coming year is:

Oct 23, 2007	Nov 27, 2007	Dec 2007 – TBD
Jan 22, 2008	Feb 26, 2008	Mar 25, 2008
April 22, 2008		
 - c. Jim will schedule a meeting room, preferably the Library Conference Room if it is available.

- d. Denis will advise Student Government about the established meeting schedule.
- 3. Items for future discussions
 - a. During the President's last Open Forum for Students several issues were discussed that may have relevance for future discussion in this committee.
 - b. Accessibility for the disabled
 - i. The problem of non-working elevators and non-disabled individuals monopolizing the elevators present a hardship for disabled students, faculty, and staff that require this service to access their destinations.
 - ii. Since this issue was presented at the President's forum security has instructed security personal to routinely monitor elevator usage and to advise large groups of students, waiting for the elevator, about alternative routes.
 - iii. Concerns were raised about security making a judgment about an individual's disabled status based on physical appearance; not all disabilities are physically obvious. Discussion noted that security staff are not expected to disallow people from using the elevators and should be instructed in good customer service. This is a new security staff responsibility that should improve with a little time and education.
 - iv. Education about disability access should be provided for the entire CCP community
 - v. Randy Merced, Director of Safety and Security, is receptive to receiving phone calls about problems; he needs to know about problems in order to fix them.
 - c. Signage
 - i. Alternative routes continue to be difficult to identify because of lack of adequate signage.
 - ii. Additional paper signs have been installed identifying stair cases but these are only temporary solutions.
 - d. Recycling
 - i. It has been observed that housekeeping has been emptying both regular trash and recycling trash into the same container.
 - ii. Concerns were raised in the Forum regarding why we don't recycle more. A suggestion was made that perhaps improved signage should be provided around the recycling bins.
 - e. Escalators
 - i. Unpredictable escalator outages continue to be a problem.
 - ii. These escalators are old and when they break down, parts are scarce and often need to be custom made; increasing the time required for repair.
 - iii. Sometime escalators only appear to be out of commission because the emergency stop switches have been activated by students.

- iv. As a member of this committee you are encouraged to notify facilities when you notice an escalator out of commission so they can investigate the problem as soon as possible.
- v. The upcoming redesign and construction projects in Bonnell include plans to replace the outdated escalators with other modes of access.
- f. Financial aid vouchers
 - i. During the Forum, students also expressed concern that they are unable to use the financial aid vouchers to purchase necessary art supplies.
 - ii. This could be remedied if (a) the bookstore would stock these supplies or (b) a voucher was available for students to use at alternative off campus locations.
- g. Violations of parking restrictions on Buttonwood Street (Not part of the President's Forum discussion)
 - i. It has been observed that parking is randomly being enforced on Buttonwood Street; Bookstore employees appear to be using this as a regular parking space.
 - ii. Jim will speak to Angel about the problem.
- h. Smoking Policy
 - i. The revised smoking policy may need to be reviewed in light of new City of Philadelphia regulations stipulating the distance from buildings that designated smoking areas can be established.

4. Next meeting

- a. Jim will seek agenda items two weeks before a scheduled meeting and distribute an agenda just before the meeting.
- b. Items from this meeting that should be included on the next agenda are:
 - i. Review of the minutes regarding NC ID card issues and resolution.
 - ii. What are alternative measure that could be used to advise the CCP community regarding appropriate elevator usage?
 - iii. Contact Jim with other additions.

Adjourn 4:45 pm.

Next Meeting:

Oct 23, 2007	Nov 27, 2007	Dec 2007 – TBD
Jan 22, 2008	Feb 26, 2008	Mar 25, 2008
April 22, 2008		

COLLEGE POLICIES AND PROCEDURES

MEMORANDUM NO. 160

COLLEGE IDENTIFICATION CARD POLICY

Original Date of Issue: July 1, 2005

Revised Date of Issue: June 25, 2007

It is the policy of Community College of Philadelphia that all current members of the College community be issued a valid Identification Card for the purposes of verifying status and of seeking access to College facilities or services.

Faculty and Staff are issued Photo Identification Cards upon hire. Students enrolling in credit-bearing courses are issued Identification Cards upon registration. It is required that College Identification Cards be carried at all times while on campus. College-issued Photo Identification Cards remain the property of Community College of Philadelphia. College Identification Cards must be shown upon request by any faculty member, security officer, or any other official member of the College staff.

Students enrolled in credit-bearing courses are required to have a College issued Photo Identification Card. Students who require a student identification card *without* a photo (for religious or other reasons which require accommodation) may make arrangements through the Office of Safety and Security.

Students enrolled *only* in non-credit courses may be issued a College Identification Card upon request and upon payment of the Photo Identification Card Fee.

Restrictions on access to certain College services apply to College Identification Cards issued to students enrolled only in non-credit courses..

Authority for enforcement of this policy, including validation/activation procedures, is vested with the Office of Safety and Security.