Community
College
of Philadelphia
The Path to Possibilities.

Business Affairs Standing Committee
Wednesday, February 26, 2008
1:30 pm

Committee Members:

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

A quorum is considered to be a majority of the committee membership.
The committee constitutes a total of 11 official appointments
8 members were present, a quorum was established

Old Business

Minutes from the 12/18/2007 meeting were accepted

Poster Policy

- Posting is out of control around the college and posters are up all over the place.
- Committee requested that facilities go through and do a clean sweep and remove all inappropriately posted material. Anyone else is also free to tear down inappropriately posted material.
- Reminder, the 15th and last day of the month all materials are removed from the public boards. College boards are cleaned once a month.

- There have also been outside organizations coming through with a cart and staple gun, filling up the boards.
    - If they are observed call security, they can be asked to leave the premises.

Paper Recycling Initiative
- Judy Eisler reviewed the December discussion regarding the need to educate the College community about the benefits and responsibilities associated with recycling.
- A student group, Catalyst, proposes developing a white paper recycling program as an educational tool that will collect white paper recycling material from the campus and sell this material to a recycling vendor with proceeds directed towards benefiting a student scholarship fund.
- The current CCP trash hauler has been contacted and they do not have any current options for recycling white paper.
- Harry Moore has investigated other potential options but in every instance a centralized collection container is required.
- These discussions raised several considerations:
    - Who would be responsible? Collecting and depositing recyclable material separate from other waste product would add another duty and responsibility to facility crews that would have to be accomplished in the same amount of time and budget. The waste streams would then be comprised of regular waste, co-mingled recyclable waste, and white paper.
    - A white paper recycling program could be concentrated in high volume areas such as computer labs and duplicating.
    - Could students be responsible to pickup and move recyclable white paper to a collection container?
    - Where could this centralized container be located?
- Suggestions:
    - Committee should do a web search to discover additional recycling options.
    - Judy Eisler and Jim Spiewak should investigate high volume areas.
    - If student volunteers would step up perhaps the College could provide a collection bin or storage area.
    - Drop off point must be easily accessible.
    - Judy Eisler has not yet identified a potential vendor that would purchase the white paper, the Catalyst committee wanted to get the BAC's approval before proceeding with this investigation.
    - Harry Moore will contact ABITIBI to see what recycling programs might be available.
- Next steps:
    - Web search for white paper recycling vendors in this area
    - Identify high volume locations on campus
    - Determine the willingness of a student volunteer program to be responsible for maintaining the collection process

New Business

Updating Office PC's
- Most institutional computers are on a 3-year lease cycle and scheduled for replacement accordingly.
- This exchange of hardware works well in classrooms and labs because there is no data on the hard drives and IT can efficiently schedule and implement a hardware exchange.
- However this is not the case in office spaces where personal data has been stored on the hard drives. In some cases outside software has also been installed and PCs are storing data files that are uniquely associated with that software.
  - This is created a time delay as individuals request postponing scheduled upgrades while they remove stored data.
  - These excessive delays are costing the college time and money as IT is delayed in the turn around of lease computers.
- Suggestions:
  - IT could copy up to 2-G of stored files to a flash drive at time of upgrade and sell the flash drive back to the user of the data for the cost of the flash drive (~ $10.00)
  - Users should also be provided with some advance notice that their computer is schedule for an upgrade and is responsible for moving any personal data from the HD.
  - Perhaps we should also add a usage statement that stipulates acceptable use of college equipment policy.
  - College personnel are provided with personal space on the 'H' drive. There appears to be some privacy concerns about using the 'H' drive.
- Existing policy states that PCs are college equipment and all college data must be stored on the network drives.
- The college is not responsible for personal data on the hard drives.
- Next steps: consider drafting a policy addendum.

Other Business

- Note that the escalators are running better now that there is a monitor to keep students from intentionally shutting them down.

Meeting adjourn: 2:45

Next Meeting:

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