

# Community College of Philadelphia

*The Path to Possibilities.*

## Minutes Standing Committee on Business Affairs Wednesday, September 24, 2008, 3:30 p.m.

### In Attendance

Administration: Eloise Hall, Harry Moore, Jim Spiewak, Carol Whitney

Faculty & Staff Federation: Robin Krefetz, Denis Michalski, Cynthia Reid, Margaret Stephens

Student Government Association: Brian McClinton, Malika Rochester, Sean Zayon

- I. Call to order: E. Hall convened and called the meeting to order. Governance information is available through CCP's intranet (on campus only) at [intranet.ccp.edu/governance](http://intranet.ccp.edu/governance)
  
- II. Election of Chair.
  - E. Hall nominated Jim Spiewak; J. Spiewak accepted.
  - M. Stephens proposed the appointment of co-chairs; all voted in favor of this proposal.
  - J. Spiewak nominated M. Stephens as co-chair; she declined, but nominated D. Michalski.
  - All voted in favor of co-chairs D. Michalski & J. Spiewak.
  - J. Spiewak agreed to investigate if David Watters is a committee member, or if another administrative appointment has been made.
  - J. Spiewak suggested, and the committee agreed, to have a rotating (volunteer) recorder for each meeting.
  
- III. Minutes: J. Spiewak reviewed the proceedings of the last meeting, held on April 29, 2008.
  - a) Posting policy: there was a discussion with Ed Nolan (Facilities) about clearing bulletin boards.
  - b) Key policy: Committee discussed the issue of establishing a key tracking system and educating staff to return keys no longer in use. **Committee action:** none taken.
  - c) Update on capital project & new parking system/controls.
  - d) Status of white paper recycling on campus. Student proposal for recycling was discussed.
  - e) Bookstore manager Angel reported on extending services and hours for on-line orders and pickups.
  
- IV. Old business
  - J. Spiewak gave a brief description of the purview and history of the committee.
  
- V. New Business
  - J. Spiewak raised 3 future agenda items:
    - a) Campus smoking policy – the new PA state law prohibits smoking within 20 feet of workplace entrances and exits. The law is already in effect. J. Spiewak distributed copies of the CCP's current smoking policy.

H. Moore suggested a closer look at actual language of the PA law. H. Moore and J. Spiewak proposed that the committee direct Facilities to move the current signs and cigarette disposal containers in accordance with the state law, while the committee works to review and revise the campus smoking policy. Facilities will draft a college wide announcement informing the campus community of the change in state law and campus practices.

**Action:** all agreed.

The campus smoking policy will be on the agenda for the next meeting.

b) Computer replacement policy – J. Spiewak described the problem: The College’s computer lease agreement includes replacement of office computers on a 3-year cycle. There are many delays, difficulties and expenses incurred caused when IT staff attempt to change out computers when staff and faculty have not backed up their hard drives properly.

**Action:** Item placed on agenda for next or future meeting.

c) Campus recycling program. **Action:** Facilities will give an update/status report at next or future meeting.

Other: Co-chairs Michalski and Spiewak will alternate chairing meetings. Members are requested to send agenda items to the co-chairs by the 3<sup>rd</sup> week of each month, one week in advance of the scheduled meetings, the 4<sup>th</sup> Wednesday of each month.

Next meeting: 3:30 p.m., 4<sup>th</sup> Wednesday, October 22, 2008 in Library Conference Room

Meeting adjourned at approximately 4:35 p.m.

Minutes submitted by M. Stephens