

# Community College of Philadelphia

## MINUTES

### Business Affairs Committee

### Library Conference Room

**Date: November 13, 2013**

- I. **Call to Order-** meeting called to order at 3:35 pm
- II. **Attendance**  
Administration – Jim Spiewak, Carol Whitney  
Federation – Emile D’Amico, Kristy Shuda McGuire, Cathy Blaine, Kalika Colbert  
Students –Erika Lawrence, Destiny Adams, Jon David, Alex Valachovic
- III. **Approval of Minutes** – October 11, 2013 minutes approved
- IV. **Old Business**  
Smoking Policy  
Committee discussed various strategies to address smoking on campus. These included: Campus Smoke Free, Designated Smoke Free Area, Smoking areas.  
Smoking cessation programs (for both employees and students) and an active campaign would need to be a part of any strategy.  
Cathy Blaine agreed to provide some informational items that CHOP uses.  
SGA representative agreed to be involved in a survey of students.  
Committee agreed to use the December meeting time to survey the campus to better understand what may be possible.
- V. **New Business-**  
Document Shredding  
A discussion ensued concerning what is considered personal student information (example grade books) that needs to be shredded. Jim Spiewak agreed to discuss with general counsel and review existing Document Retention Policy.  
Committee discussed possibility of adding information to Employee Handbook and to periodically remind staff of the need to protect information, not only hard copies but what may be stored on mobile devices.

## Recycling Initiatives

Committee discussed need to increase recycling awareness throughout the campus by various methods, i.e. better signage and a campaign.

- 1. Adjournment: The meeting was adjourned at 4:05 pm.**

DRAFT