

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, October 8, 2014

3:30pm

Library Conference Room

- I. **Call to Order-** meeting called to order at 3:35 pm
- II. **Attendance**
Administration – Jim Spiewak, Carol Whitney, Aileen Rollins, Todd Murphy (A), Agnes Trummer (A)
Federation – Kristy Shuda McGuire, Cathy Blaine, Eric Massenburg, Cynthia Reid
Students – Sokrady Chey, Alex Figueroa, Danh Thach
- III. **Approval of Minutes** – September 10, 2014 minutes approved
- IV. **Old Business-** Jim Spiewak announced that P&P 204 Petty Cash Usage and P&P 151 Smoke-Free Buildings Policy were presented before the IWC and were approved in September.
- V. **New Business-**
 - A. **Agenda Item-**The Guest Speaker, Amna Rizvi, Health Communications Specialist, Philadelphia Department of Public Health discussed the procedures/course other colleges and universities in the city have taken to become smoke-free.
 - B. With handouts Ms. Rizvi explained how La Salle and the University of the Sciences had achieved this goal. For example, LaSalle had designated smoking areas in discreet, out-of-the-way places. The committee felt we would do better to follow the University of the Sciences’ Policy as they much more resemble CCP’s urban campus.
 - C. Kristy Shuda McGuire provided information about the Legacy Foundation’s “Smoke-Free and Tobacco-Free Community College Grant Initiative.” Grants of \$5,000 per year, with a possibility of two additional years of funding are available. The first year funding would start in March, 2015 and end on February 28, 2016. There is funding for 100 public community colleges.
 - D. Kristy Shuda McGuire also reported on a webinar by the Legacy Foundation where it was suggested that a campus follow five steps to become smoke-free. They are as follows:

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1. Convene a task force made up of a diverse number of campus representatives;
2. Assess how many smokers are on the campus;
3. Educate and engage the community that the campus is going smoke-free. For example, business cards handed to smokers in non-smoking areas, a new designated Smoke-Free Campus Web page, notification in all CCP publications when and where the College would begin enforcing this policy
4. Support for cessation. Options already in place for College employees include \$150.00/year for each family member to get personal or phone counseling for Nicotine Replacement Therapy (NRT). Stop smoking programs are also available through the College's EPA. SingleStop suggested as a site for student resources.
5. Develop the actual smoke-free campus policy. Committee previously discussed giving a year's leeway to publicize it and allow all campus members to follow it.

- E. Related discussion followed. For example, the committee discussed that the College would have to be careful not to drive the smokers off campus, and into nearby neighborhoods. We would then lose the support of these neighbors, and our relationship with them would deteriorate. Another suggestion was that we bring back the Great American Smokeout.
- F. The committee will need to work quickly with Institutional Advancement as the proposal is due on November 6, 2014.

Agenda Action: The committee voted to work with Philadelphia's Department of Health, and Institutional Advancement at the College to apply for this grant. Secondly, we decided to draw up a list of who should be on the task force at our November meeting.

Agenda Item- Our guest speaker for the November meeting is Cara Ferrentino, Planner/Analyst, Mayor's Office of transportation and Utilities. She will be speaking about getting more CCP students and staff to ride bicycles to work.

- VI. **Adjournment:** The meeting was adjourned at 4:35 pm.