

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, October 12, 2016

3:30pm

Library Conference Room

I. Call to Order- The meeting was called to order at 3:35 pm.

II. Attendance

Administration: Chelsea DiCarlo, Jim Spiewak, Carol Whitney, Eloise Hall (A), Todd Murphy (A)

Federation: Cathy Blaine, Jessica Rossi, Kristy Shuda McGuire, Alexine Fleck (A), Cynthia Reid (A)

Students: Jachai May, Troy Bundy (A)

Guest: John Jones

III. Old Business

For the benefit of new student members, Committee members introduced themselves and briefly explained the Committee functions.

A. Update on Legacy's Smoke-Free and Tobacco-Free Community College Grant Initiative

1. Kristy Shuda McGuire reported that she and Kris Henk had met with some of Rick Frei's PSYC 110 students who were modifying The Smoking Survey given to students last fall for employees to take this fall. Rick had given the students initial feedback that they wanted to ensure employees felt comfortable answering and their responses would be confidential. Jachai May suggested that at the end of the survey, employees could be taken to a second link to enter to win a FitBit.
2. Jim Spiewak asked what Committee members thought of the new signs and receptacles and Cathy Blaine asked where they were located. Committee would like to see locations on Main campus map to decide if more signs are needed here and how many signs/receptacles could be purchased for Regional Centers this year.
3. Kristy Shuda McGuire and Chelsea DiCarlo will follow up on plans for event on Thursday, November 17th as well as printing more "cling" posters.

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B. Request for more bicycle racks

Margaret Stephens has again requested more bike racks and asked what the best way for her and/or Green Cycle Alliance to tackle this problem. Kristy Shuda McGuire had suggested a petition from students; Jim Spiewak will talk to Jacob Eapen. Could a design contest be held?

C. Minutes from September 14, 2016 meeting were approved. Thanks to Dave Watters for taking and sending even though he could not be present.

IV. **New Business**

A. John Jones, Scheduler, explained the current procedures for scheduling instructional space at the College. The course documents set minimum classroom requirements and the schedules come from Department Heads. Resource 25 software runs a number of scripts John has created to assign rooms to classes. Department Heads then assign Instructors to teach these classes who may then put in room change requests based on “instructor preference.” These are difficult because the mandate from Academic Affairs has been to maximize “room utilization,” or to use what we have and keep rooms available for additional classes that could be added to the schedule. Alexine Fleck asked about classroom attributes giving the needs of a sign language course she had taken as an example. John explained the types of classrooms (computer classroom, general purpose, etc.). Classroom layouts have been done by the College’s Interior Designer, Nadya Day, and Multimedia Services has deployed the technology (e.g. Podiums, SmartBoards). Resource 25 has additional capabilities including the ability to upload pictures and layouts as well as “25 Live.” John will look into updating the information that is there.

B. Kristy Shuda McGuire presented a possible Classroom Resource Survey developed by Simone Zelitch. Jim Spiewak suggested we talk to Dawn Sinnott in Institutional Research.

C. Committee members are concerned with crowded elevators, especially due to construction projects. Are there signs reserving their use for those who need them? Jessica Rossi pointed out that it may not always be obvious who needs to use an elevator. Jim Spiewak will follow up with Si Brown.

V. **Adjournment-** The meeting was adjourned at 4:50 pm.