

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Institution-Wide Committee**  
**Monday September 22, 2014**  
**2:30 p.m.**  
**Isadore A. Shrager Boardroom**  
**Community College of Philadelphia**  
**1700 Spring Garden Street**  
**Philadelphia, PA 19130**

## **I. Call to Order**

The meeting was called to order by Sam Hirsch.

## **II. Attendance**

### Delegates

Faculty: Edward Baker, Sue Ellen Liebman, Bridget McFadden, Pascal (Pat) Scoles

Administration: Jody Bauer, Judith (Judy) Gay, Samuel (Sam) Hirsch, James (Jim)

Spiewak

Students: Jonathan Fox, Jason Mays

### Alternates

Faculty: Eric Massenberg

Administration: Mary Anne Celenza

## **III. Election**

Pat Scoles was unanimously elected chair and took responsibility for the remainder of the meeting. Judy Gay was unanimously elected secretary.

## **IV. Approval of Minutes**

The minutes from May 2014 were not available for review.

## **V. Old Business**

None

## **VI. New Business**

- (a) Proposal for Revision to Policies and Procedures Number 151 (Submitted by the Business Affairs Committee)

Jim Spiewak explained that Business Affairs Committee recommends amending the Smoke-free Buildings Policy (#151) so that the policy can include e-cigarettes. There was a discussion about implementation of the policy. Sam Hirsch stated that currently there are no signs about the current policy and there is

no enforcement. Jim Spiewak said there are plans to create a smoke-free campus in the future. Staff from the City have identified grants to assist colleges in such an effort. There will be signs in strategic locations and people will be informed to contact security for violations. Jason Mays stated that students want a designated area for smoking.

**Action Item: Recommend the proposal to modify Policies and Procedures Number 151 to include use of nicotine-delivery systems (Spiewak/Mays). Motion approved with nine (9) in favor and one (1) abstention.**

- (b) Proposal for Revision to Policies and Procedures 204 (Submitted by the Business Affairs Committee)

Jim Spiewak presented the proposal. The revision strengthens internal controls and establishes timelines for Petty Cash Usage (P&P 2014). For example, individuals will have 30 days to submit the request for reimbursement. There was a discussion about communication. If the revision is approved the requirements will be communicated electronically.

**Action Item: Recommend the proposal to strengthen internal controls and establish timelines for Policies and Procedures Number 204 (Hirsch/Baker). Motion approved with nine (9) in favor and one (1) abstention.**

## **VII. Adjournment**

The meeting was adjourned at 2:55