

# Community College *of* Philadelphia

**MEETING MINUTES  
Institution-Wide Committee  
Monday, March 27, 2017**

**2:30 p.m.**

**Isadore A. Shrager  
Boardroom**

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**I. Call to Order**

The meeting was called to order at 2:35PM by Samuel Hirsch.

**II. Attendance**

Delegates

Federation: Todd Jones, Sue Ellen Liebman, Eric Massenbourg, Bridget McFadden

Administration: Carol de Fries, Jacob Eapen, Judith Gay, Samuel Hirsch

Students: Bridget Davis, Verna Gillins,

Alternates

Federation: Rainah Chambliss,

Stephen Jones, Jaylyn Warren

Administration: Jody Bauer, Mary Anne Celenza

Students:

Guests Present:

**III. Selection of Committee Officers**

Samuel Hirsch and Bridget McFadden were unanimously elected to serve as co-chairs. Judith Gay was unanimously elected to serve as secretary.

**IV. Approval of Minutes of March 27, 2017**

The minutes of March 27, 2017 were approved by unanimous vote. Verna Gillins and Bridget Davis said they did not get the minutes. Judy Gay will re-send the minutes.

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**V. Old Business**

**A. Follow up on Conversation with Donovan McCargo**

At the March 27, 2017 meeting, Judith Gay and Bridget McFadden agreed to speak with Donovan McCargo about how to encourage students to attend the standing committee meetings. Verna Gillins stated that there are student delegates to attend but information is not being filtered down to students. The IWC discussed various ways to ensure students and other committee members are informed about the meetings. The following actions were identified:

- Sam Hirsch will meet with SGA president Troy Bundy to make sure students know about the meetings.
- Judith Gay will do the PowerPoint presentation on governance for the SGA Executive Committee. Verna Gillins will make arrangements for the presentation.
- Jody Bauer will set up a group in One Drive to facilitate access to information.
- Draft minutes will be posted on the governance site.
- IWC will be informed when materials are posted.

**VI. New Business**

**A. IWC for 2017-2018**

Bridget McFadden stated that there will be a lot of activity for IWC related to curricula this year. We will need to expedite review of revisions to curricula. She encouraged the IWC to work collaboratively.

There was a discussion of the appropriate topics for IWC. Verna Gillins asked how to get student issues addressed. Sam Hirsch stated that students do not have to wait for IWC to raise issues. The IWC mentioned different opportunities for students to raise concerns.

**VII. Adjournment**

The meeting was adjourned at 2:57 PM

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