

Community College *of* Philadelphia

1700 Spring Garden Street
Philadelphia, PA 19130

Student Affairs Standing Committee
MEETING MINUTES
October 23, 2013
3:30 p.m.

Committee Members Present:

Administrative Appointees

- Larry Arrington
- Claudia Curry
- David Greene
- Ron Jackson

Federation Appointees

- Junior Brainard
- Jean Byrd
- Ellie Cunningham
- Steve Jones

Student Appointees

- Abolade Ajibolade
- Cindy Ngo

Alternates and Delegates Present:

Administrative Appointees

- Wendy Kohler
- Nikki Sarpolis

Faculty Appointees

- None

Student Appointees

- None

Guests Present: Gim Lim

I. Welcome and Call to Order – 3:35 p.m.

II. Approval of Minutes – approved unanimously with two minor changes

III. Old Business

a. Communicating to faculty and students the consequence of changes in financial aid policy regarding payment for dropped courses

Gim Lim attended the meeting to discuss communication efforts and changes in financial aid. Information for students is on MyCCP, and students are always advised to see a counselor before dropping a class. The refund policy and financial responsibility statement are in the Catalog. Student bills also contain information about financial aid and dropping classes. Gim also presents this information to faculty and staff.

Some highlights of the refund policy: Previously, students could drop a class during the first three weeks of the class with incurring any repayment fees. Now, students who drop on the day the class meets for the first time, even if the class has not yet started, will be refunded 50 percent. If financial aid does not cover the remaining cost, the student must pay. Students who are registered for a class but never attend are responsible for 100 percent of the cost for that course. Any outstanding bills makes students unable to register for classes the next semester. There is no charge if you drop a class and pick one up in the same day, only if this is done in person at the College.

Gim is finishing an academic progress worksheet for students; faculty would also like the worksheet.

b. Assessment of the changes in the code of conduct

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Certain topics that do not fall under the purview of the Student Affairs standing committee can be pursued by the Union through different ways. Administration can work with Union members outside of the committee.

c. Creating a health/wellness center to address student health needs

i. Current process: In the event of a health-related incident, an individual is asked if they would like Security to call an ambulance. If the individual is unable to respond, and ambulance will be called. Information about what to do in emergencies have recently been posted in restrooms around campus.

Our security guards know basic first aid and how to operate automated external defibrillator (AED) kits. The College offers wellness screening events throughout the year. Is it in a College policy that security guards must be certified in these two areas?

ii. Review of best practices at area community colleges:

Allegheny – left message

Beaver – left message

Bucks

- Wellness center but no nurse; open at various times Monday through Friday
- Security guards EMT certified; certified to use AED kits

Butler

- Security guards trained in CPR, first responder certified, certified to use AED kits – take blood pressure when individuals are not feeling well
- Guards are on call 7 a.m. to 11 p.m. and are in direct contact with police

Harrisburg – no center

Lehigh Carbon – left message

Luzerne – left message

Northampton – left message

Pennsylvania Highlands – left message

Reading

- Wellness center is like a fitness center; no medical professional on campus
- Security guards certified in basic first aid; will call 911 if necessary

iii. Unmet student needs

- Many students unaware we did not have a nurse on campus; most think we should
- Most common wants: somewhere to get Tylenol or Advil; place to rest
- Tylenol and related medicines are sold in the Bookstore
- Students and employees do stop by the Nursing department to have their blood pressure checked

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- Some offices do have list of free health care centers if necessary

Since it will be mandatory for all students to have health care by January 2014, the College will invite individuals to hold information sessions for students.

The group discussed creating a protocol for certain health-related situations—if this, do that. What protocols do other colleges have in place in case someone gets sick?

d. Academic Integrity proposal

When the proposed changes to the Academic Integrity policy were brought to the IWC at the end of the last academic year, the committee recommended changes.

Representatives from the Academic Affairs and Student Affairs standing committees worked on the advised changes. It has now been determined that the IWC committee did not have a quorum during the meeting where changes were proposed, so the IWC will review the policy again. If the changes pass the IWC, the revised Academic Integrity proposal will become policy.

IV. New Business

The group had no new business to discuss at this meeting.

VI. Adjournment

The meeting was adjourned at 4:42 p.m.