

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, October 11, 2017

3:00pm

Library Conference Room

### I. Call to Order

The meeting was called to order at 3:05 p.m.

### II. Attendance

*Students:* Jachai May, Nilufer Yesmin

*Federation:* Kristy Shuda McGuire, Alexine Fleck, Cynthia Reid

*Administration:* Charletha Porter, Elizabeth Majewski, Carol Whitney, Hannah McGarry, Jim Spiewak, Lisa Hutcherson, Gary Bixby, Gim Lim

*Guests:* Victoria Zellers, Theodore Sutkowski

### III. Approval of Minutes

The minutes from the April 12, 2017 and September 13, 2017 meetings were approved unanimously.

### IV. Old Business

#### A. Review and Updates for Truth Initiative's Smoke-Free and Tobacco-Free Community College Grant Initiative

Dr. Shuda McGuire discussed the training for the security department that took place on September 19, 2017. She also completed a webinar on September 27, 2017 informing other schools how we have institutionalized some of the aims of the grant.

Mr. Bixby asked if it is possible for more signage to be placed around campus and it was confirmed that that was possible. Mr. Spiewak also proposed changing the language on the signs from "smoke-free zone" to "smoke-free campus" stating that campus is more inclusive than zone. It was discussed that there are some places on campus, specifically doorways, that are still attracting smokers.

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Four students were selected for internships from 45 applicants. Dr. Shuda McGuire will check in biweekly. She suggested a program where the students can present their projects on December 6, 2017 in lieu of a December Business Affairs meeting. Mr. May suggested using the Bonnell Lobby if we have a walk-through exhibit.

## **B.** Classroom Resource Survey

The question of how best to use survey results remains. Mr. Spiewak suggested that a small subcommittee be formed to discuss the best furniture for the next set of classrooms.

## **C.** Update on Presidents' Climate Commitment

Mr. Bixby presented a baseline report from a consultant. Data was taken from the year 2015. The full report will be available online. The consultant was able to give the College recommendations. Mr. Bixby was able to highlight some measures that we already have in place such as collecting rain water to flush the toilets at NERC.

## **D.** Update on P&P 159 Posting in College Facilities

Mr. Spiewak is having Dar' Rel Lucky go around the buildings and mark all the College and Public boards. It was discussed that cling signs were allowed to be placed around the College with these restrictions:

- Not to be placed on Marble
- Not on corridor doors
- Not on windows

Mr. Bixby suggested there should be no signs around any doors since it creates a crowd. Dr. Fleck questioned whether P&P 159 should be housed under Student Affairs. She also questioned whether we should keep separate posting boards. Ms. Zellers informed her it is to keep soliciting posts off the College boards. Mr. May suggested color coding the boards.

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## V. **New Business**

### A. Office Space Survey

The Committee tabled this discussion until the next meeting.

### B. Guest: Victoria Zellers, General Counsel

Ms. Zellers came to speak about Pastor Aden's group and their demonstrations the prior week on campus. She would like to enact a Time, Place, & Manner Policy. The policy won't restrict based on conflict, but it will detail rules based on where, when and in what manner free speech can be practiced on CCP's campus. The policy would apply to students and employees of the College as well as outside groups. This policy would only work after it has been violated by filing for an injunction from a judge.

Dr. Fleck stated it's better to use these as teachable moments for the students instead of enacting a policy that won't work until after it has been violated. Dr. Shuda McGuire requested that Ms. Zellers have a draft of the policy for the next Business Affairs meeting.

### C. Theodore Sutkowski, Manager Business Services

Mr. Sutkowski presented on Paper Cut, a print management software that is being tested in the SACC and Library. The goal of the software is to promote sustainability and to lower print and copy volumes by 15% in 2019. There will be no allotments placed on faculty and staff of the College. In the Fall 2018 semester there will be allotments placed on students. Attached are the slides from Mr. Sutkowski's presentation.

Dr. Shuda McGuire stated that we will not create a policy for this until we have the data and that the Student Affairs committee will need to be involved.

## VI. **Adjournment**

Meeting adjourned at 4:20 pm