

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

Wednesday, October 10

3:00 p.m.

Library Conference Room

I. **Call to Order**

The meeting was called to order.

II. **Attendance**

Administration: Elizabeth Heffner (A), Lisa Hutcherson (A), Gim Lim (A), Charletha Porter, Jim Spiewak, Carol Whitney

Federation: Alexine Fleck, Cynthia Reid, Jessica Rossi, Margaret Stephens, Mary Yannuzzi (A)

Students: Andrew Fester, Liam Knight, Robert Long, Michael Luna, Jermaine Matthews (A)

III. **Approval of Minutes**

The minutes from the September 12, 2018 meeting were reviewed. A motion was made by J Spiewak that the minutes be approved as submitted, C Porter seconded, all were in favor, and the minutes were approved.

IV. **Old Business**

A. **Board of Trustees Meeting on Open Expression/Time Place Manner (TPM) Policy**

A Fleck and J Spiewak provided a brief historical overview of this agenda item. The TPM policy emerged out of concern following the violent protests in Charlottesville, VA, as well as concern about the protests of “Pastor Aden” on our campus. The College’s General Counsel, Victoria Zellers, attended a Business Affairs Committee meeting expressing the need for the College to have a TPM policy. Subsequently, Randy Merced, Director of College Safety and Security presented a proposed policy to the Committee. Over two meetings, the policy was discussed. Ultimately, the Committee voted to not recommend the policy as presented. It was placed on an agenda of the Institution Wide Committee (IWC) but subsequently removed from the agenda. The Committee agrees on the need for a policy to protect the safety concerns of the College community, as well as the need to protect freedom of speech and assembly. There is continued debate about what form that policy should take.

On October 8, 2018, IWC and BAC members received a communication from Dr. Generals noting, “In the interest of public safety for our College Community, and in accordance with my duties as President of the College, Article XXI of the Full-Time Faculty Collective Bargaining Agreement, and the Public Employee Relations Act (“Act 195”), I intend to implement the attached Expressive Demonstration: Time,

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Place, and Manner Policy.” The memo went on to note that representatives of the IWC and BAC were invited to have their representatives place any argument in writing to the Board of Trustees Business Affairs Committee and have their representatives argue their position before that same Committee at a meeting on October 24, 2018, at 10 a.m. in the Boardroom.

A motion was then brought to the floor by A Fleck and seconded by L Knight as follows:

MOTION: “Whereas the Business Affairs Committee (BAC):
Discussed and considered the TPM proposed last year, after which it recommended against a policy modeled on the TPM policy in order to design a policy that meets the security and educational needs of the College;
Recognized the need to address concerns raised by the presence of outside hate groups on and near campus;
Continues to follow the College’s established shared governance structure and processes;
The BAC moves to convene a committee made up of Security, Student Life, Student Governing Association, Faculty and Staff Federation, and other interested parties to propose a policy to respond to concerns associated with protest on campus and protect the right to free speech and peaceful assembly.”

Discussion followed, centered around how this motion is addressing Dr. General’s memo. Members debated the various elements of the proposed policy and a call for a vote was made.

Motion PASSED (8 for; 4 against; no abstentions)

A discussion followed concerning the makeup of such a subcommittee, how “interested parties” would be invited to join the subcommittee, and the timeline within which the subcommittee would complete its work.

A motion was made by A Fleck and seconded by J Rossi as follows:

MOTION: “The BAC will nominate one member from Administration representatives, one member from Student representatives, and one member from Federation representatives to develop a committee structure made up of equal parts Administration, Federation, and Students. That committee will report back to BAC’s November meeting and issue a complete report with recommendations to BAC’s December meeting.”

Additional conversation occurred over what this motion would mean in relation to the October 24 meeting.

Motion PASSES (8 for; 0 against; 4 abstentions)

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C Porter made a motion, seconded by C Whitney which was subsequently amended by A Fleck and seconded by J Spiewak as follows:

MOTION: “Accept the TPM policy that President Generals proposes implementing until such time that the recommendations of the BAC are made and considered through the existing governance structure.”

Motion DID NOT PASS (5 for; 6 against; 1 abstention)

It was next determined that we need to identify three volunteers to start work on forming the committee. Volunteers were as follows:

Student: Liam Knight

Federation: Cynthia Reid

Administration: Administration is not ready to nominate anyone at this time. J Spiewak will email the group once an individual has been identified.

The Committee also discussed the upcoming meeting with members of the Board of Trustees concerning Dr. Generals’ decision to enact the TPM policy. Since there continues to be disagreement about the nature of a policy to address protest on campus, members agreed to acknowledge the different perspectives in an open manner. A Fleck will draft a basic statement about this division to include with minutes from meetings at which the TPM policy was discussed.

B. Update on 25Live

C Whitney provided an update on 25Live as follows:

- Implementation of 25Live is a shared divisional objective between Academic and Student Success and ITS for this budget year.
- 25Live is a web-based event calendaring, scheduling, and publishing system.
- It is faster, more reliable, more flexible and more user friendly than Resource 25 and can be accessed from any web browser, unlike Resource 25 which is a client application and must be installed on the user’s computer.
- Provides a central source for all event reservations and room bookings.
- Enables users to check the availability of any schedulable space on campus.
- Allows searching for spaces that meet a requestor’s specific needs.
- Allows for viewing details of each space: capacity, furnishings, AV equipment, etc.
- Access to 25 Live to allow changes/updates will need to be determined; it can be set up with “view only” access to allow for searching.

C. Update on WiFi Connectivity (J Spiewak)

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The College is committed to installing WiFi throughout campus, but it is an on-going project. Some areas of the campus are more challenging (for example, the Mint Building, which has thick stone walls). In general, it is easier to get a signal in hallways. J Spiewak noted that IT will survey the 3rd floor of Mint and the Phi Theta Kappa office.

Regarding the difficulty in locating the College network name using phones, it was noted that this is done for security purposes. However, individuals can type CCP_WLAN and click on join and they will be connected to the College's network. This only needs to be done once.

The group also brainstormed ways to alert members of the CCP community about the CCP_WLAN network, including: signs in classrooms, an announcement on the CCP webpage, and an announcement to encourage teachers to include this information on their syllabi.

D. Posting Policy

There are currently two types of boards at the College: "Public Boards" where goods/services, events/activities and other things not sponsored by the College may be posted, and "College Boards" which are reserved for those postings which advertise College events and activities. There is a plan to add additional boards throughout the College. A Fleck provided a Student Code of Conduct from Bucks County Community College that does not have a posting policy. Sample policies were distributed to all members in preparation for the meeting. It was suggested that all members review all policies and select the good ideas from each of those policies. Some items we should consider include:

- Date of posting and email address of contact should be included on all postings.
- Areas where postings are and are not allowed need to be identified.
- Do we have one generic policy or should policies be specific to the building or Regional Center?

The College's Legal Counsel needs to be involved since there may be legal requirements of which we are not aware.

J Spiewak and R Long will begin working on this and bring ideas back to the November meeting.

- E. **Classroom Configuration:** We will address this issue in the November meeting.
- F. **Bicycle Parking:** Facilities will put more bicycle racks under the overhang near Bonnell. M Luna recommended the racks that are wavy-shaped like the ones near the CBI building.

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- V. **Adjournment:** Meeting was adjourned.