

**Community  
College  
of Philadelphia**  
*The Path to Possibilities.*

Business Affairs Standing Committee  
Wednesday, March 25, 2008  
1:30 pm

Committee Members:

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Jim Spiewak, Chair	Administrative Appointment	X
Eloise Hall	Administrative Appointment	X
Harry Moore	Administrative Appointment	X
Carol Whitney	Administrative Appointment	X
Dawn Sinnott	Administrative/Alt Appointment	X
Waverly Coleman	Administrative/Alt Appointment	
Regina Carbone	Administrative/Alt Appointment	
Dave Watters	Administrative/Alt Appointment	
Judy Davidson, Chief Delegate	Federation Appointment	X
Eloise Hickerson	Federation Appointment	
Neil Wells	Federation Appointment	
Denis Michalski	Federation Appointment	X
Faith Watson	Federation/Alt Appointment	X
Cynthia Reid	Federation/Alt Appointment	X
Kevin Truong	Student Appointment	
Judy Eisler	Student Appointment	
Wendy Destin	Student Appointment	

*A quorum is considered to be a majority of the committee membership.  
The committee constitutes a total of 11 official appointments  
9 members were present, a quorum was established*

**Old Business**

**Revision to the minutes from the 2/26/2008**

- It is not necessary that the Student Activities Office approve and stamp postings to the College Board.
- Minutes accepted with revisions.

**Recycling Project**

- Judy Eisler was not present at the meeting to update the committee on potential vendors that would purchase white paper from CCP.
- Harry Moore and Gary Bixby are familiar with ABITIBI, the vendor that was discussed last month.

- ABITIBI has previously turned us down as a potential vendor, their rationale was confusing.
- Harry Moore is going to follow up and request clarification but the prospect does not look promising.
- Jim Spiewak met with Tom Hawk regarding college support for the project and willingness to provide space for a paper collection and storage receptical.
  - Response indicated that the College is willing to designate space if this project comes together.
  - This is dependent upon student participation and willingness to structure a volunteer program and keep it going.

#### PC Usage

- Jody Bauer has requested the assistance of the Business Affairs Committee in developing a policy proposal regarding scheduled computer upgrades that affects both IT and Business resources.
- To review the nature of the problem for committee members not present at last month's meeting when this was first discussed:
  - Institutional computers are on a 3-year lease cycle and scheduled for replacement accordingly.
  - It has been noted that IT staff have been encountering excessive delays, costing the college time and money, as college personal have requested postponement of scheduled upgrades while they remove personal data stored on the 'C' drives.
  - Existing policy states that PCs are college equipment and all college data must be stored on the network drives.
  - An addendum to the policy has been suggested specifying College responsibility for personal data and remedies for this problem.
- This discussion will be continued in greater detail at the next meeting.

#### Posting Policy

- Illegal posting continues to be problematic. Harry Moore talked with Ed Nolan about taking down illegal postings and saving them for us to review. Many of the posters seem to be repetitious offenders.
- Jim Spiewak will send out a college-wide announcement, on behalf of the committee, reminding the community about the College's posting policy.
- Questions for future consideration:
  - What is the policy to approve additional bulletin boards?
  - How does a department add a board?
    - There are unapproved department boards on BR and B1 close to the elevators.
  - Additional boards should be considered with the construction/expansion at NERC

#### New Business

#### Campus construction projects

- Gary Bixby has been invited as a guest speaker at our next session. Gary will provide updates regarding designs and construction schedules for:
  - Construction of the new Pavilion Building on Main Campus
  - Construction at NERC
  - Accommodations for disabilities
  - Information regarding 'green' construction
    - Pursuing LEED certification (Leadership in energy and environmental design)

#### Bookstore services

- Angel Rios has also been invited as a guest speaker next month to discuss bookstore services.
- Items for discussion may include:
  - Extended hours during the first week of classes
  - Frustration in getting book orders from faculty
  - Ideas to improve services for students
  - Problems????

#### Key Policy

- There is no official College Policy regarding return of keys when people leave or move.
- This is becoming a costly problem with regards to time and materials.
- The sign off sheet regarding key return is not effective.
  - Department heads frequently accept keys from departing personal and reissue them to another employee without appropriate paper work.
  - It is presently impossible to determine who the key holders are at the institution.
  - A key deposit may help remedy this problem
- Harry Moore has samples of several key policies and will bring them to a future meeting for review.
- It would be helpful to recover all currently unused keys.
  - A request could be sent out from Academic Affairs requesting that all unused keys are returned to facilities in MG-17.
  - Returned keys should be associated with an individual so the authorized key list can be appropriately updated.
- Discussion to be continued.

#### General Updates

- A new head housekeeper starts on Monday, Dominic Dalanni
- Financial Aid is now keeping hours on Saturday and expanding hours at the regional centers.
- CCP has a full-time escalator maintenance person on contract to the end of this fiscal year.
- Last of the asbestos is to be removed this year.
- Ground breaking on Main Campus and NERC should occur around mid fall Oct/Nov.

Meeting adjourned: 2:50 p.m.

Next Meeting:

Oct 23, 2007

Jan 22, 2008

**April 22, 2008**

Nov 27, 2007

Feb 26, 2008

Dec 2007 – TBD

Mar 25, 2008