

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

**MINUTES**

Business Affairs Committee  
January 28, 2009 3:45 p.m.  
Library Conference Room L1-09

**In attendance:**

Denise Michalski, Harry Moore, Cynthia Reid, Nester Serrano, Jim Spiewak, Margaret Stephens, Agnes Trummer, Carol Whitney, Sean Zayon

**Approval of minutes:**

The minutes of the meeting held on 12/17/2009 were presented by D. Michalski and accepted with the following change: The correct spelling of the student representative's name is Sean Zayon (not Zayo, as written in the December minutes.)

**Discussion:**

Cynthia Reid agrees to take minutes.

**A. Review of smoking policies**

Agnes Trummer, H.R. - The new smoking ordinances extend the no smoking area outside workplaces. The college's health plan, Blue Cross, reimburses up to \$200 for smoking cessation programs and related expenses, such as classes, nicotine gum, and co-pays for prescriptions. Margaret asked how long the Classes are (6-10 weeks) and whether the Blue Cross programs are available to employees who have New Jersey-based health plans (yes).

Sean reported that American Respiratory will send someone to facilitate educational programs, and he received a packet of signs for smoke free areas that he gave to Harry Moore.

Sean stated Vanguard News paper wants him to put a survey in the papers about Smoke Free Areas. Sean will draft an article and get back to the committee about that.

Margaret asked Agnes about benefits for employees, articles, and possible speakers. Margaret also asked that if we make changes to the smoking policy, could we count on Agnes and HR for assistance with publicity and programs (yes). Denis asks Agnes to bring in some articles to our next meeting. Harry asked Agnes to ask other companies how long their processes of planning, education and implementation took.

## **B. Heaters**

Harry provided information on infrared heaters, which are much more energy efficient and safer than the space heaters many employees use. They cost approximately \$100. Harry reviewed how Facilities responds to issues and concerns regarding the use of space heaters now. They are inefficient and may overload the electrical circuits, causing loss of power in some areas. The committee is working on the policy regarding the heaters and will follow up.

## **C. City Ride-Bicycle-sharing and car sharing**

Margaret has contacted city officials and suggested that **if** the committee is interested, that we invite an official to a meeting to present the possibilities for improving bicycle parking and putting CCP on a list for bicycle sharing on or near campus. There may be grant money available. The committee agreed to explore this, and Margaret will arrange the meeting. In response to a question about car sharing, Margaret briefly described the non-profit (Philly Car Share) and for-profit (Zip Car) programs. Jim expressed concern about allocating campus parking space for car sharing, and others asked whether and how car sharing would benefit CCP or the community. There is no proposal at this time, but Margaret will find out more details and report back to the committee about how corporate car sharing might work.

**No new business.**

The meeting adjourned at 4:28 p.m.

**Minutes submitted by Cynthia Reid  
Business Affairs**