

Community College *of* Philadelphia

Business Affairs Committee – Community College of Philadelphia

September 23, 2009 Meeting Minutes

L1-09

In attendance

Administrative Reps: Regina Carbone, Harry Moore, Jim Spiewak, David Watters, Carol Whitney,

Student Reps: Richard Chau, Mickey Kelly, Brian McClinton

FSF Reps: Denis Michalski, Cynthia Reid, Margaret Stephens

1. **Selection of Chair** – Denis Michalski and Jim Spiewak accepted their nominations and were elected as co-chairs.

Margaret Stephens agreed to take minutes.

2. Approval of minutes

The April, 2009 minutes were approved, with the following change: The correct spelling of the student representative's name is Brian McClinton (not Brain, as written in the previous minutes.)

3. Old Business

- a. Revision to ID Card Policy #160 – **Action:** approved
- b. Smoking Policy – A lengthy discussion took place, within which the current policy (No smoking within 20 feet of building entrances, in accordance with PA law) was reviewed and alternatives were explored. **Action:** Stephens made a motion to charge a subcommittee to research the issue and come up with a proposal to present to the committee. **Motion was approved.**
Subcommittee members: Denis Michalski, Brian McClinton, Jim Spiewak, Margaret Stephens.
The subcommittee will attempt to present a proposal in time for the December meeting. The goal would be for any new policy to take effect in the fall, 2010, so that there would be time to develop and implement an extensive program of education and outreach. The discussion emphasized the importance of a positive, non-punitive campaign to maximize cooperation with any smoking policy.

Some suggestions: improve enforcement of current policy – with security officer reminders and possible student assistance; establish clean air zones (smoke free zones within designated areas)

- c. Proposed Space Heater Policy – **Action:** This will be presented for discussion at the October meeting (Moore).

- d. Bicycle Parking **Action:** No new information. **McClinton** pointed out that there is a need for more bicycle parking, as bicycles are being parked on the ramp rails when existing bicycle parking areas are full. He agreed to follow up with Mr. Charles Carmalt, City of Phila., to investigate any new developments.

4. New Business

Stephens suggested some topics for discussion at future meetings:

- reducing paper use through double-sided copying, possible changes in policy for printing in computer labs
- energy conservation measures, including defaults for computers in hibernation modes; master switches to turn off equipment in computer labs; other energy conservation with a view toward deregulation of electric prices to take effect in 2010.

Minutes submitted by Margaret Stephens