

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Business Affairs Committee**  
**October 28, 2009**  
**3:30 p.m., L1-09**

**Committee Members and Alternates Present:**

Isaiah Devine Sr., Robin Krefetz, Denis Michalski, Cynthia Reid, Jim Spiewak, Margaret Stephens, David Watters, Carol Whitney

**Guests Present:**

None

**I. Call to Order**

A quorum was established, and the meeting was called to order at 3:40 p.m.

**II. Approval of Minutes**

A motion was made by J. Spiewak that the September minutes be approved, R. Krefetz seconded the motion, all were in favor, and the minutes were approved.

**III. Old Business**

**Review of Smoking Policy:** The subcommittee that was established during the September meeting to research this issue and develop a proposal to present to the full committee was not able to meet prior to this date, so there was nothing to report.

**Action:** This item will be discussed at the November meeting.

**Space Heaters:** H. Moore was not in attendance, so discussion will be moved to the November meeting. I. Devine asked for an explanation about this item, and D. Michalski explained that there is currently no written policy regarding the use of space heaters at the College. They are being used all over the campus, and this creates a problem for Facilities in that the circuits cannot handle the load, blow out, and then need to be re-set by Facilities personnel. Facilities has attempted to address this situation in the past but without a written policy, they have not met with much success. H. Moore would like to see a policy developed so this issue can be addressed.

**Action:** This item will be moved to the November agenda.

**IV. New Business**

M. Stephens asked to re-visit several New Business items from the September meeting. With the removal of the PECO rate cap in 2010, energy rates will undoubtedly increase, and her concern is what can be done to educate people about electric use here at the College. Discussion ensued and suggestions included looking at areas to see where we can change/dictate policy or just educate people, i.e. the “turn-off-the-lights/power” campaign that was implemented several years ago. Also, in some areas of the College,

the lights have an automatic shut-off feature which activates when the room is empty for a period of time – can this be expanded to other areas? With some computer classrooms, the computers automatically go into hibernation mode when left idle for a certain period of time – can this be expanded to other areas?

With regarding to printing, M. Stephens talked with Jean Carbone and reported that the default in Duplicating is double-sided printing. J. Spiewak reported that the default on the electronic form is also set to double-sided printing. J. Spiewak also reported that the College will be experimenting with new software (P Counter) in an effort to control printing costs. Basically, the software counts the number of copies which are produced and if an individual exceeds a certain number, costs are then assessed. The software will also re-direct large print jobs to Duplicating where printing can be accomplished in a more cost-effective manner. The software will also prevent, to some degree, the use of printers as copiers, i.e. printing 15 copies of a 12 page document; a request such as this would be re-directed to Duplicating. It was decided that we should invite “experts” here at the College to our next meeting to discuss printing issues and what the College can do to control costs.

**Action:** M. Stephens will invite Bill Bromley and Arnold DiBlasi to our next meeting to discuss printing issues at the College.

M. Stephens reported that she has been receiving complaints from students about the cost of books purchased through the bookstore and asked whether consideration has been given to other vendors such as Amazon. After much discussion, it was reported that Barnes & Noble is a full-service bookstore, fills any/all orders placed by faculty members, has a book buy-back program for students, and has been a great partner for the College. At this time, it is the best the College can do and there are no plans to make any changes.

J. Spiewak took this opportunity to discuss the work of the newly formed Bookstore Advisory Committee; both J. Spiewak and C. Whitney are members. This Committee will work with the appropriate parties here at the College to get book adoptions in earlier and will encourage students to purchase their books on line. With the construction that is going on, access to the bookstore has changed, and it is going to be an inconvenience to students who will have to wait in line in the stairwell to get into the bookstore. If they purchase books on line, they will be able to pick them up in an alternate location.

There has also been a new law enacted, the Higher Education Opportunity Act. One of the provisions in this Act is a requirement that institutions provide textbook information at the time students register for classes. This provision goes into effect on July 1, 2010. Students must be provided with the name of the textbook, the ISBN number, and the cost. It will be imperative that book adoptions are received on time so this information can be provided to students. M. Stephens asked where the book information will be displayed. J. Spiewak explained that it is available at the bookstore’s web site. After discussion, it was recommended that she (and anyone else who is interested in reviewing the process)

visit the bookstore web site to review the process. When you get to the point that you enter the CRN, the name of the textbook is displayed (if it is available). J. Spiewak also explained that this Act will put pressure on publishers as well in that individual pieces of bundled packages must be made available for separate purchase.

To summarize, it will be very important to disseminate information about the provisions in this Act to all faculty, department heads, curriculum coordinators, etc. since this will have a great impact on College and bookstore operations. Timely receipt of book adoption information will be critical. This will also affect students and has the potential to save them money on book purchases and provide the maximum amount of money to students who sell their books back to the College. J. Spiewak explained that this is why the Bookstore Advisory Committee was established and will be the focus moving forward.

**V. Adjournment**

The meeting adjourned at 4:30 p.m.

Minutes submitted by C. Whitney