

# Community College of Philadelphia

**COMMUNITY COLLEGE OF PHILADELPHIA  
BUSINESS AFFAIRS COMMITTEE  
February 13, 2103  
LIBRARY CONFERENCE ROOM**

**Committee Members Present:**

*Administrative: Jim Spiewak, Wayne Wormley, Carol Whitney  
Federation: Kristy Shuda McGuire, Carline Rucker  
Students: Ericka Lawrence, Zoya Melkova*

**Alternates and Delegates Present:**

*Administrative: David Watters, Todd Murphy*

**Guests Present:** Adam Kadagate

**1. Call to Order**

Meeting called to order at 3:30pm.

**2. Approval of Minutes**

No minutes from December since this meeting was used as a discussion period with ITS. No meeting held in January, 2013

**3. Old Business:**

**a. College ID Policy**

**Discussion:** Dave Watters distributed draft of revised policy. Changes to draft were made and discussed.

**Action Item:** Policy revision was voted upon and approved and will be submitted to IWC upon approval of minutes.

**b. AED/EMS Notifications/Other Safety Issues**

**Discussion:** Jim Spiewak notified the Committee that he had discussed the wording of "Emergency Response" with the Safety Committee. He also informed

the Committee that he was told that although dialing 5555 from a CCP phone will result in an immediate response, dialing 215 751-8111 will be handled as any other incoming call. Jim and Charles Schaffner, Director of Safety & Security will discuss phone options with ITS. The exact language needs to be decided upon soon to make publication deadlines for the Orientation Booklet and Student Handbook. Signs will be posted in restrooms and language will be incorporated into Security's website. Suggested language is:

**In the event of a medical or other emergency, call Security by dialing 5555 from a College phone or 215 751-8111 from your cell phone. This will result in the fastest response of Philadelphia Emergency Personnel.**

4. **New Business**
  - a. College Nurse – Jim Spiewak answered a question about the College having a nurse on duty by stating that this is a personnel decision and is not within the charges of this committee.
  - b. Restroom Issues – A brief discussion concerning restroom cleanliness was started. It was decided to discuss at a later meeting when someone from Facilities could answer questions.
  
5. **Adjournment:** Meeting adjourned at 4:00 pm.