

Community College of Philadelphia

MINUTES

Business Affairs Committee

Library Conference Room

Date: October 9, 2013

- I. **Call to Order-** meeting called to order at 3:35 pm
- II. **Attendance**
Administration – Jim Spiewak, Carol Whitney, Harry Moore, Eloise Hall
Federation – Emile D’Amico, Kristy Shuda McGuire, Cathy Blaine, Miles Grosbard (A),
Students –Erika Lawrence, Destiny Adams, Jon David, Kathleen McCaffrey
- III. **Approval of Minutes** – September 11, 2013 minutes approved
- IV. **Old Business-**No Old Business from last year
- V. **New Business-**
 - a. **Agenda Item-Introduction Of New Student members**

Discussion-The New Student members were introduced. Kristy Shuda McGuire made the student aware of the College’s Governance Web site and a Power Point they could review. She also stated the Robert’s Rule of Order were now online for review.

Last year’s accomplishments were also reviewed with the students.

1. Campus Emergencies-dialing security instead of 911-Emergency Signage to be posted in bathrooms.

Action-Jim Spiewak stated that he had posted new dial 5555 signs in several bathrooms in the Bonnell building. Duplicating had printed these signs with a static-cling surface paper, and they are supposed to adhere to a surface for 90 days. This was a trial to see what type of sign would work best at the College. Secondly, the committee decided to review the College’s Posting policy

Discussion-

2. Revisitation of the Campus Smoking Policy- Harry Moore stated that Dr. Gay had forwarded a student letter to him about the excess of smoking under the 17th Street bridge. Secondly, he spoke of an

incident when someone was smoking in the gender neutral bathroom in the West building. Kristy Shuda McGuire stated that Penn had just adopted a campus non-smoking policy. The committee was interested to review this as Penn has so many city streets as part of its campus. Landscaping in front of the Bonnell Building was approved by the Board of Trustees and will probably begin in November. When finished, we can finally look at possible smoking areas and a new policy.

Action-Kristy Shuda McGuire will bring copies of Penn's policy to the next BAC meeting for our review.

Discussion

3. Recycling Awareness The committee discussed the campus recycling policy. Many students believed that we didn't recycle. The Student Government representatives on the committee will clear this up at the next SGA meeting. The College is trying out a new simple recycling system where green and brown containers are being distributed around campus. The cans are labeled for trash and recyclables. Harry Moore spoke about why we are getting rid of the old fiberglass ones; students were using them for chairs damaging the covers. Cathy Blaine will bring in pictures of CHOP's recycling methods which are very successful.

Action-The committee decided to review the College's Recycling policy to increase awareness and success.

Discussion

4. Henry Moore said that the Board of Trustees has approved funds for the renovation of the Chemistry lab in the West Building. Two would be renovated while the other two were used for courses, and then the remaining labs will be renovated. Another project in the planning stages (and awaiting funding) that would need the Board's approval would be the renovation of the Biology labs.

Action-None

5. **Adjournment: The meeting was adjourned at 4:32 pm.**