

Community College of Philadelphia

MINUTES

Business Affairs Standing Committee

Library Conference Room

Date: Wednesday, September 10, 2014

- I. **Call to Order-** The meeting was called to order at 3:35pm.
- II. **Attendance**
Administration: Harry Moore, Aileen Rollins, Jim Spiewak, Carol Whitney, Eloise Hall (A), Agnes Trummer (A)
Federation: Cathy Blaine, Eric Massenburg, Cynthia Reid, Kristy Shuda McGuire
Students: Jon David, Alex Figueroa, Cynthia Huertas
- III. **Elections**
Nominations for Co-Chairs of the committee were taken. Kristy Shuda McGuire and Jim Spiewak were nominated for the positions. There being no other nominees both were approved by unanimous acclamation of the committee. Harry Moore volunteered to serve as Secretary of the committee.
- IV. **Meeting Minutes**
The meeting minutes from the May 2014 meeting were distributed. The minutes were approved after minor amendment.
- V. **Old Business**
 - A. **Smoking Policy**
Jim Spiewak briefed the committee on previous work regarding the smoking policy. It was explained that the recommendation for amendment to the smoking policy could not be presented to the IWC last year. With approval of the minutes the recommendations will be presented at the September meeting of the IWC.
 - B. **Discussion of Shredding Policy**

Jim Spiewak noted that work was not completed on review of current shredding policies and it needs further discussion during this academic year.

C. Petty Cash Policy

Jim Spiewak briefed the committee that changes to the petty cash policy approved in April by the committee were forwarded to the IWC for action.

VI. New Business

A. ID Card Policy

Jim Spiewak discussed the need for the committee to review and update the ID card policy. Cards are now being issued to non-credit students for their use in the Library.

B. Smoke-Free Presentation

Jim Spiewak informed the committee that he was contacted by the Philadelphia Department of Health and they would like to make a presentation on implementing smoke-free policies. Jim will schedule this ideally for the October committee meeting.

C. Information Items

Kristy Shuda McGuire and Agnes Trummer announced that a permanent lactation room has been designated on the Mint Rotunda level.

Jim Spiewak announced that the College has been awarded a Capital Project for the renovation of the Biology Labs on the Main Campus and West Philadelphia Regional Center and the refurbishment of the Northeast Regional Center existing preparation lab. Planning to begin late 2014 with construction most likely set to begin summer of 2015.

Facilities is in the process of going online with a Computerized Maintenance Management System (CMMS). The initial rollout is planned for late October.

In response to a question from Jon David, Jim Spiewak explained the disposition of the technology fee and other course-related fees the College charges students. Eric Massenburg suggested that a document outlining and explaining fees could be prepared and disseminated to the students.

Kristy Shuda McGuire inquired if Dr. Generals had expressed interest in campus initiatives. Jim Spiewak indicated that there is a high degree of interest in replacing the escalators in the West Building. Kristy Shuda McGuire also asked about the continued closing of the Main campus on weekends. Jim Spiewak reported that this topic is under discussion at the senior administrative level.

Future meetings will take place on the second Wednesday of the month at

3:30pm in the Library Conference Room, L1-09

VII. Adjournment- A motion to adjourn was made and the meeting ended at 4:30pm.