

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

February 11, 2015

3:30pm

Library Conference Room

I. **Call to Order-** meeting called to order at 3:42 pm

II. **Attendance**

Administration – Harry Moore, Aileen Rollins, Jim Spiewak, Carol Whitney, Eloise Hall (A), Todd Murphy (A)

Federation – Eric Massenburg, Kristy Shuda McGuire

Students – Sokrady Chey

III. **Approval of Minutes** – January 14, 2015 minutes approved

A motion to approve the minutes was made by Jim Spiewak with amendments, seconded by Harry Moore.

IV. **Old Business**

A. **Legacy Smoke-Free Grant** - Kristy Shuda McGuire reported that the College was successful in obtaining the grant from the Legacy Foundation and that an upcoming meeting with Institutional Advancement to kick off the grant is scheduled. A change in funding was made so that the grant will now begin on April 1st. A smoke-free task force will be assembled to implement the activity requirements of the grant. Jim Spiewak mentioned that the City has supplied surveys and awareness information to help the group implement the campaign. He will forward to Committee members. Jim also indicated that the City is willing to help the College in any way necessary. Kristy mentioned that Rick Frei will be conducting the survey with his Psychology class, Kris Henk will work with the group to come up with a marketing campaign and Agnes Trummer in Human Resources will help gather cessation support available for employees.

B. **Bike Share** - The City's Dept. of Utilities and Transportation is really pushing to have the bike station placement on the Main campus at Spring Garden Street; specifically, the corner of 17th Street. From the College's perspective, this is not the ideal location due to the heavy traffic of students and pedestrians. The ideal station will need to house

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approximately 19 bicycles. Further discussion will need to take place between the College and the City.

C. **Work Order System** – Harry Moore discussed how Facilities rolled out a new automated work order system called FAMIS during the second week of November, 2014. The system was only rolled out to a limited number of organizational managers. As of this meeting, 600 work orders have been entered into the system with approximately an 85% completion rate. Some orders have been specifically held due to weather conditions, but will be completed sometime in the spring. One of the challenges is that in order to use the system you need to have a separate user ID and password. ITS is working on a single sign on to allow users to access the work order system through the College’s portal. ITS has committed to providing a solution by April, 2015. Once the solution is implemented, the Facilities Department is planning to roll the system out to the entire College community.

D. **Recycling Program** – Kristy Shuda McGuire discussed developing a College Policy and Procedure for recycling. She indicated that there were some sample reports and policies she had found that could be used as a starting point. Jim Spiewak suggested that a work group be assembled to draft a policy that could then be reviewed by the full committee. Kristy volunteered to assemble a group. The focus of the work group will be to:

- Develop a General Statement.
- Identify locations and types of recycling receptacles to be used.
- Explain the consequences of contamination and the need for cooperation from students, faculty and staff.
- Distinguish between internal (offices & suites) and external (hallways) recycling procedures.

Aileen Rollins volunteered to draft the P&P and will send to Kristy for review before the next meeting on March 11, 2015.

V. **New Business**

A. **Escalators** – There have been several complaints by faculty regarding the escalators in the West Building constantly being non-operational and the risk some of the barricades pose. Jim Spiewak explained that the College has contracted with a consultant to evaluate a solution to the escalator

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problem. Currently, the College is reviewing several options with the consultant. It should be noted that this has been a high priority of the President in finding a solution for students, faculty and staff.

- VI. **Adjournment:** The meeting was adjourned at 4:26 pm. The next meeting is scheduled for Wednesday, March 11th.