

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, December 9, 2015

4:00pm

Library Conference Room

- I. **Call to Order** – The meeting was called to order at 4:05pm.
- II. **Attendance**  
*Administration:* Jim Spiewak, Chelsea DiCarlo, Todd Murphy (A)(Delegate for Today), David Watters (A)  
*Federation:* Kristy Shuda McGuire, Cynthia Reid, Miles Grosbard (A)(Delegate for Today), Eric Massenburg  
*Students:* Balquis Shariah (A)
- III. **Old Business**
  - A. **Approval of the November 11, 2015 Minutes**  
**Action:** A motion was made by Jim Spiewak to accept the November 11, 2015 Business Affairs Standing Committee meeting minutes. David Watters seconded the motion. The motion passed unanimously without change.
  - B. **Update on College Policies & Procedures Memorandum No. 160 College Photo Identification Card Policy and College Policies & Procedures Memorandum No. 152 Admittance to College Buildings and Facilities**  
Jim Spiewak stated that both policies were approved by IWC and that they will be effective beginning January 1, 2016. David Watters suggested that something official be put out reflecting the new change. This will allow him to include in the new student orientation for Spring 2016 semester. David also suggested that the College develop signs that are consistent regarding swiping of ID's with the new policy. David will meet with Jacob and Randy to discuss further. Kristy suggested that for the first week of January 2016 students who need replacement ID's be given them free. Jim will discuss with Jacob and Randy.
  - C. **Update on Legacy's Smoke-Free and Tobacco-Free Community College Grant Initiative**
    1. **Summary of Smoke-free Conference held on November 24, 2015.**  
Jim Spiewak & Kristy Shuda McGuire attended the conference. Rick Frei and his students did a great job of presenting the results of their Smoking Survey research.

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2. **Smoke-free Campus Task Force Meeting Scheduled for Professional Development Week.**

Rick Frei will do another presentation the week of professional development.

3. **Revision of College Policies & Procedures Memorandum No. 151 Smoke-free Buildings Policy.**

It was agreed that P&P 151 still needs revisions. Kristy received a few handouts from Amna Rizvi, who was a guest at a Business Affairs Committee meeting last year. Kristy suggested that we review these handouts to assist as a model in helping to revise the College's policy. One of the biggest obstacles for adopting the new policy will be enforcing it. Kristy suggested discussing it with security. A suggestion was made to have both Randy and Jacob attend the next meeting to discuss.

4. **Reapplication for Year 2 funding due on February 15, 2016**

Kristy will continue to work with Kristen Star on the re-application. Jim suggested putting a sign similar to what the City uses to promote smoke free buildings until the policy is in place. Jim provided a picture of the sign that the City uses.

**D. Update on President's Climate Commitment**

Miles Grosbard offered to take the lead on organizing the work necessitated by its implementation. He offered to help organize faculty and students interested in working on this initiative. A working group will need to be set up going forward.

**E. Violations of Posting Policy**

Jim Spiewak raised his concern regarding continued violations of the College's posting policy. He asked the committee if adding more bulletin boards would help alleviate the problem. David Watters suggested that the committee go back and revisit the policy as to where signs should be placed. Miles Grosbard suggested that we ask Nayda Day in Facilities to develop a specification as to what type of boards would work best. David suggested possibly adding kiosks. Further discussion needs to take place at the next meeting.

**IV. New Business**

**A. Updates on Capital Projects**

Gary Bixby provided an update of the College's capital projects:

**Main Campus:**

- Underground storage tanks were replaced. The College is now fully compliant with the EPA standards.
- Enhanced safety and security measures will be added, which include additional security cameras tied to door access.

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- 17<sup>th</sup> Street Plaza is 95% complete. Special trees and plants have been planted. Street stripping is underway. Outside lighting has been added.
- The Pavilion public art is titled “Illuminated Growth”.
- The new performance theater (Black Box) is almost complete. The new floor was being installed over the weekend.
- The West Building Biology Renovation on the 3<sup>rd</sup> floor will have many new features. Construction is anticipated to start in late Spring 2016 and to be completed by Fall 2017.
- The West Building escalators will be removed and replaced with steps. Construction is to be complete by June 2016.
- The College is in the midst of its new facility master plan. However, the College has decided to change architects from Francis Kaufman to a new firm, WRT to complete the plan.
- Gary is part of a group of students and faculty who submitted a proposal which was approved for funding from the new innovation fund. The proposal is for the development of three charging stations at the main campus utilizing solar power.

## **West Regional Center:**

- Several enhancements have been made to security. Specifically, the security desk and several security cameras have been relocated, lighting was upgraded and door access modified.
- The back end of the West Regional Center will be converted to a student lounge area. The construction bid is set to go out during the Spring 2016 semester.

## **NE Regional Center:**

- The College achieved a LEAD silver rating for the design and construction.
- The building doubled in size without increasing the cost of operations.
- Electric savings has come from the 220 geothermal wells by not running heating and cooling systems.
- Daylight harvesting has helped to avoid running electric to power lights.
- Storm water management has created savings by re-using rain water.
- A Biology prep room is being added.
- Several smart classrooms are being added.
- LED lights will be added to the common areas.
- Enhanced safety and security measures will be added which include additional security cameras and door access.

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**B. Proposed Dates for Spring Meetings**

February 10, 2016

March 16, 2016

April 13, 2016

**V. Adjournment** - The meeting was adjourned at 5:19 pm.