

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, February 15, 2017

3:30 p.m.

Library Conference Room

### I. **Call to Order**

The meeting was called to order at 3:40 p.m.

### II. **Attendance**

*Administration:* Jim Spiewak, Harry Moore, Eloise Hall (A), Carol Whitney, Agnes Trummer

*Federation:* Eric Massenburg, Kristy Shuda McGuire, Cynthia Reid (A)

*Students:* Jachai May

### III. **Approval of Minutes**

The minutes from the November 9, 2016 meeting were approved unanimously.

### IV. **Old Business**

A. Kristy Shuda McGuire provided an update on the smoke-free campus initiative. Our participation in the past Great American Smokeout and future Kick Butts Day events was discussed. Jim Spiewak advised that Facilities had surveyed for signage and receptacles at the Regional Centers. There is another cycle of grant funding available; Kristy is working with the Grants Office to submit a grant application for another \$5,000 in funding.

B. New bike racks have been installed at the CBI building entrance. Supplemental racks to those already installed in front of the Bonnell Building are planned.

C. The Classroom Resource Survey has launched; results should be available in the spring.

D. Harry Moore briefed the committee on the status of the Greenhouse Gas Inventory report. The report is required of participants in the Presidents' Climate Commitment program. In response to a question, it was confirmed that the report would be presented to the committee once complete.

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E. All Committee Members were asked to take the time and observe how posters, flyers and other postings are being affixed to walls throughout the College. It was noted that perhaps there was a greater need for more College and Public boards owing in some part to new traffic patterns in the buildings. This will further our discussions on review and amendment to P&P 159 Posting in College Facilities.

**V. New Business**

No new matters were raised.

**VI. Adjournment**

The meeting was adjourned at 4:30 p.m.

The next meeting is scheduled for Wednesday March 15, 2017 in Conference Room L1.09 at 3:30 p.m.