

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, September 14, 2016

3:30pm

Library Conference Room

**I. Call to Order-** The meeting was called to order at 3:41 pm.

**II. Attendance**

*Administration:* Chelsea DiCarlo, Harry Moore, Carol Whitney, Todd Murphy (A), Agnes Trummer (A), David Watters (A)

*Federation:* Cathy Blaine, Eric Massenburg, Jessica Rossi, Kristy Shuda McGuire, Alexine Fleck (A), Cynthia Reid (A)

*Students:*

*Guest:*

**III. New Year Administrative Business**

In absence of designated convener Jim Spiewak, Harry Moore called meeting to order. Nominations for the 2016-2017 Chair were accepted. Jim Spiewak and Kristy Shuda McGuire were nominated to continue as Co-Chairs. Both accepted (J. Spiewak by H. Moore proxy). Both were elected as Co-Chairs unanimously.

For benefit of new members, Committee structure, areas of responsibility, and examples of past work were discussed.

**IV. Old Business**

A. Minutes from April 13, 2016 meeting were approved.

B. Update on Legacy's Smoke-Free and Tobacco-Free Community College Grant Initiative

1. Kristy Shuda McGuire reported that the second year of funding of \$5,000 was received. \$4,000 from first year of funding went toward new "Smoke Free Campus" signs and disposal receptacles on Main Campus. Approximately 1/2 of the second year grant funds will be used for similar signs and receptacles at Regional Centers and perhaps additional Main Campus locations.
2. Chelsea Pizzi reports that the promotional / educational campaign is underway (lead by Marketing Department). Wallet cards were designed and printed with distribution underway. Additional

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marketing materials will be forthcoming during Fall and Spring semesters.

3. Philadelphia Department of Public Health has offered to assist in training staff with non-confrontational enforcement strategies.

C. Update on President's Climate Commitment

Harry Moore reported that the College is underway in collecting data for the survey.

D. Recycling

Anyone interested in working on policy should contact Kristy Shuda McGuire.

V. **New Business**

- A. David Watters reports that Student Government was delayed in appointing Student Delegates to all Standing Committees. Goal is to have students in place by October meetings.

- B. Topics for Committee action for 2016-2017 were discussed. Topics for future consideration included:

1. Review of Posting Policy (P&P 159) with specific attention to the use of clings.
2. Emergency Procedures available inside classrooms. Suggestions included posting the multi-color poster inside all classrooms; use of a desk-top icon loaded on computers.
3. Classroom configurations. Possible development of alternative or multiple standard set ups for classrooms. Perhaps better use of Resource 25 to include room set-ups (e.g., standard rows, circle, moveable arrangement).
4. Review of Minors on Campus Policy (P&P 156) – especially the tone of the policy.

- VI. **Adjournment-** The meeting was adjourned at 4:42 pm.