

# Community College of Philadelphia

## Minutes

Business Affairs Committee (BAC)

November 9, 2022 - 3:00 pm Zoom Platform

### **Committee members present:**

**Administrative Appointees:** Derrick Sawyer, Charletha Porter, Carol Whitney, John Wiggins - **Alternate:** Elizabeth Heffner, Bryan Burns

**Federation Appointees:** Carmen N Colón, Selma Copper, **Alternates:** James Barry Johnson and Alexine Fleck

**Student Appointees:** Chloe Ohlinger, Anthony DiGiovanni, and Kahnees Martin and Dave Emdin

- I. Meeting called to order at 3:03 pm
- II. Charletha Porter opened the meeting by having everyone introduce themselves and their position at the College. C. Porter gave a short overview of the committee to new student delegates and directed them to the college's website on governance for more detail information. C. Porter announced that quorum was established.
- III. Approval of Minutes
  - a. April 11, 2022—no questions, concerns or comments were expressed and C. Colón motion to approve minutes, second by C. Whitney. Minutes approved with one abstention.
  - b. October 12, 2022—S. Copper commented on the change of day and time of meetings as she may not be able to fully participate due to other commitments and can a later time be reconsidered? C. Porter explained that changing the time to 4 or 4:30pm would not allow the committee to fully address agenda items. However, C. Porter indicated that we may revisit it again later if necessary. A. Fleck had a point of order—was the time of the meeting discussed and voted on and it was. D. Sawyer motioned to approve the minutes; C. Whitney second. Minutes approved with one abstention.
- IV. New Business—none
- V. Old Business—J. Wiggins is working on a draft of new policy/procedure on Key system John is looking at how keys are issued; considering the Dean or Department having main key to get in every room and individuals getting their keys from security. Lost keys will be reported to security and questions will be asked of the individual regarding the lost key. The intent is to have a better tracking system. Locksmith working diligently re-keying locks as quick as

possible. C. Porter ask when can the committee expect to see a draft of the proposal? J. Wiggins said within the next week. C. Porter will email the proposal to committee for review once it's received.

VI. Meeting adjourned at 3:23 pm