# Community College *of* Philadelphia

## MINUTES
Business Affairs Standing Committee
Wednesday, September 12, 2018
3:00 p.m.
Library Conference Room

**I.**  **Call to Order**
The meeting was called to order at 3:03 p.m.

**II.**  **Attendance**
*Administration: Appointees:* Lisa Hutcherson (A), Gim Lim (A), Hannah McGarry (A), Charletha Porter, Jim Spiewak, Carol Whitney
*Federation:* Alexine Fleck, Jessica Rossi, Margaret Stephens, Mary Yannuzzi (A)
*Students:* Andrew Fester, Liam Knight, Michael Luna

**III.**  **Introduction of Attendees**
All attendees introduced themselves. J Spiewak provided an overview of the Committee's function to the new student attendees: a focus on how the College's facilities are used and policies affecting same. Examples provided included parking policy, no-smoking policy, posting policy, providing updated information on construction and renovation, and other items which generally fall under the purview of the Vice President for Planning and Finance.

**IV.**  **Voting for Co-Chairs**
The committee unanimously voted to elect Charletha Porter and Margaret Stephens as Co-Chairs.

**V.**  **Old Business**
A recap of the previous year's business was provided as follows:

A. Posting policy: This will need to be re-visited this year. Policies from other colleges had been shared with last year's committee members and will be shared again with current members prior to the next meeting. Some items to be addressed include:
   a. A need to purchase and hang additional cork boards.
   b. Identified areas where no postings will be allowed, e.g. marble surfaces, doors (safety concerns).
   c. Identify who will enforce the policy, remove postings, etc.
   d. Community boards vs. College boards
   e. Cling posters and where they should be posted
B. Smoke-free campus initiative: The grant is finished. Future considerations include: is it working and do we need to re-evaluate at some point?
C. Time, place and manner policy: A vote had been taken, and the submitted draft

will not be used as a model.  Being considered is to have a group of stakeholders meet to develop a new policy.

VI.     **New Business -  Topics that were discussed**
A.  Library and Learning Commons - J Spiewak and J Rossi discussed elements of the construction project; this includes Learning Lab, Student Academic Computer Centers (SACC) and Library space.  It was noted that architects have developed a 3D model of the space design and it was presented to the involved division members.  Highlights of the project include:
   a.  Planned work will progress in three phases, with each phase expected to last three to four months:  First, the stacks will be moved and a Learning Lab area will be created.  The second phase involves the relocation of office staff and stacks.  In the last phase, entrances will be totally re-configured.
   b.  The only "secure" area will be the stacks.  Students already swipe to enter the building, so it was felt there is no need to re-swipe to enter the Learning Commons.
   c.  A 3D model/schematic will soon be posted on the portal.
   d.  The plan is to put the construction work out to bid before the end of the calendar year.
B.  Streamlining room and other reservations systems
Currently, there are different individuals to be contacted depending on the space being requested which can be time-consuming and cumbersome.  25Live may help with this issue.

   **ACTION**:  C Whitney will provide information regarding 25Live.

C.  Streamlining reporting and feedback on repairs that are needed, signage, etc.
Any needed services should be entered into the FAMIS system instituted by Facilities a few years ago; the system can be accessed via the portal.  This system allows the user to track the progress of the request.
D.  Classroom set-up and configuration
The Committee started discussions about this last year.  We need to identify solutions with input from faculty (perhaps a survey of some sort), the Center on Disability, and design personnel.
E.  Revenue for student activities
Revenue from the Bookstore and Cafeteria is down considerably, and this affects the Student Activities and Athletics budget because a percentage of sales from the Bookstore and the Cafeteria is used to fund student activities.  It was noted that David Asencio, Dean of Students, is working on the development of a new model regarding how to fund student activities.  A question was raised about outsiders who use our facilities and are we maximizing our rental revenues.  It was reported that there are established rates for renting various spaces at the College.
F.  Parking:

      a. More bicycle spaces are needed. Should we consider a grant for more bike racks?

      b. Has any consideration been given to more spaces in the parking garage for smaller vehicles?

G. SEPTA fares

SEPTA has moved to a key card system with charges per ride. Funds can be loaded on the card, and it is a replacement for monthly passes. It was noted that conversations are being held with SEPTA regarding the Bookstore selling key cards. College staff will ascertain if any discounts are available to college students.

H. WiFi connectivity

There are issues with connectivity in the Mint Building and the PTK office in the Winnet Building. There is also difficulty locating the College network name which needs to be considered.

**ACTION**: J Spiewak will follow up with the College's Chief Information Officer and provide additional information.

I. Wireless printing

J. Printing guidelines

Printing guidelines need to be developed for students and faculty, as well as tips for printing – new ways to use less paper.

It was decided that the Committee will start with the following three items for the next meeting:

1. Posting policy

     **ACTION**: J Spiewak will provide information that he gathered from previous work on this topic.

2. Classroom configuration/set up
3. Bicycle parking

**VII.** Adjournment

The meeting adjourned at 4:10 p.m.