

# Community College *of* Philadelphia

## MINUTES

Business Affairs Standing Committee

Wednesday, February 13, 2019

3:00 p.m.

Library Conference Room

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

The meeting was called to order at 3:09 p.m. by M Stephens.

### II. **Attendance**

*Administration:* Lisa Hutcherson, Gim Lim (A), Hannah McGarry (A), Jim Spiewak, Carol Whitney

*Federation:* Cynthia Reid, Margaret Stephens

*Students:* None

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

The minutes from the November 14, 2018 meeting were reviewed. A motion was made by J Spiewak that the minutes be approved as submitted, C Whitney seconded, all were in favor, and the minutes were approved.

### IV. **Old Business – Update**

#### A. **Posting Policy**

J Spiewak reported that the subcommittee has not been able to meet yet. A meeting will be planned prior to our March meeting, and the subcommittee will bring specific recommendations to the full committee. A couple of specific issues to be addressed include College vs. Public Boards (do we want/need both) and where cling posters should be posted.

#### B. **Proposed Bike Rack Purchase**

J Spiewak reported that Facilities is on board with the new bike rack design. It was noted that Gary Bixby's replacement (Mike Fohner) is now on board, and he will be making the decision regarding the placement of the new bike racks. Suggestions for placement included the 16th Street entrance, CBI, West Building – Spring Garden side, 18th Street near the Athletics Center, and south side of the Bonnell Building under the bridge. M Stephens suggested seeking sponsorship and perhaps design of the set-up of the bike rack areas. L Hutcherson will provide the name of her contact at IBX who might be interested.

A question was also raised as to whether or not the College would consider the installation of an electric car charging station on campus. It was noted that expansion plans are underway at the West Regional Center, and this might be an ideal location. M Stephens will make some contacts regarding sponsorship, perhaps by a car company.

# Community College *of* Philadelphia

## **C. Open Expression Policy**

There is no update on this item at present.

## **D. Facilities and Construction: Furnishings, Learning Commons**

Nadya Day was invited to the meeting to review furniture options and samples for outfitting classrooms. She brought a number of tablet arm chairs and regular chairs for us to see and try out.

The following points were noted:

- Tablet arm chairs come in left-handed and right-handed models, and a certain percentage would be allotted for both.
- Wall-saver features are a big consideration, as the backs of these types of chairs will not gouge the walls which is important for Facilities.
- Wheels are handy in moving furniture around but they can lead to slips and possible injuries.
- Small tables with chairs are nice but not all of our rooms will accommodate this type of setup; some classrooms are just too small.
- A certain percentage of seats need to be ADA compliant; due to this, it might appear that furniture is mismatched in a room but there is a purpose for the design.

J Spiewak noted that there is no urgency to this matter since the money is in our capital budget. Nadya noted that she could set up different furniture styles in different classrooms for demonstration purposes, and feedback could be collected from faculty and students. A suggestion was made that this could occur during professional development week when faculty would be available, and perhaps it would be helpful to involve Wendy Kohler in the Center on Disability.

## **V. New Business**

There was no new business.

## **VI. Adjournment**

The meeting was adjourned at 3:53 p.m.