

# **Community College of Philadelphia**

## **MINUTES**

Business Affairs Standing Committee

Wednesday, April 10, 2019

3:00 p.m.

Library Conference Room

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

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

### **II. Attendance**

*Administration:* Tyreice DuPass, Elizabeth Heffner (A), Lisa Hutcherson, Gim Lim (A), Jim Spiewak, Carol Whitney

*Federation:* Jessica Rossi, Margaret Stephens

*Students:* None

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

The minutes from the February 13, 2019 meeting were reviewed. A motion was made by M Stephens that the minutes be approved as submitted, J Spiewak seconded, all were in favor, and the minutes were approved.

### **IV. Old Business**

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

J Spiewak mentioned another idea which is the elimination of cling posters due to the cost and, instead, the installation of additional cork boards (not cork strips) around the College for posting purposes. The policy will still need to be revised to reflect any changes the Committee determines are necessary, and we still need to discuss the need for both public and College boards. Regarding the timeline, J Spiewak will contact R Long, the student who worked with him on this project and request the pictures that were taken some months ago which identified areas where corkboards could be placed. Once we determine the placement, we can work with Facilities Management to purchase/place the new boards.

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

J Spiewak reported that new bike racks would be placed under the bridge (outside of the Counseling area) first. Requisitions need to be prepared and submitted to start the process.

#### **C. Learning Commons Update**

A construction manager has been hired who will lay out the timeline, plans, etc. It is anticipated that construction will begin sometime after June 30.

#### **D. Classroom Furnishing, Accessibility**

See New Business ~ item B below.

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## **V. New Business**

### **A. Guest Presentation: Chris Kane, Post Landfill Action Network (PLAN)**

Chris Kane from PLAN was invited to present information on a waste reduction initiative on college campuses. He noted that PLAN is a national organization, six years old, providing a support system for college and university students who want to reduce waste on campus; there is also a leadership component to their organization. They are headquartered in Philadelphia with satellite locations in New Hampshire, Colorado and South Carolina. They have partnered with Penn Environmental to focus on plastics reduction.

Mr. Kane provided an overview of the project: Drink Philly Tap Project. The goal is re-branding how people perceive tap water with the aim to reduce plastics. They would like to pilot the project with CCP and Penn since we are both large consumers of resources in the City. Their approach would be to conduct interviews with appropriate parties such as those in the dining/café areas; residence life or the equivalent; student government association; student focus groups; facilities; and athletics regarding their use of plastics. They will use an assessment tool throughout the process and issue a report with recommendations and next steps. A “score” will also be provided along with recommendations to improve the score.

PLAN would like to finalize campus involvement this month. During May/June, interviews would be conducted; during July/August, they will compile their findings; and in September they would provide the campuses with a final report and identify next steps. He did note that the only thing required of us is staff time for interviews; there are no other associated costs.

Mr. Kane reported that at this point, Penn is still determining if they want to participate. If we decide to participate, he would need the name of a liaison who could identify the interviewees and introduce PLAN representatives to these individuals.

Later in the meeting after Mr. Kane had departed, discussion was held regarding participating in this pilot project. Committee members felt there is no downside to this and it could result in some free publicity. All present were on board with this, and Margaret Stephens and Tyreice DuPass agreed to serve as liaisons with PLAN.

### **B. Universal/inclusive design for all campus operations, information/training**

Nadya Day attended the meeting to discuss classroom typicals for the next purchasing cycle. She began with an overview of how requirements have changed over the years, with the goals of optimizing flexibility of the classroom space while still adhering to ADA guidelines and being conscious of the cost involved. She also pointed out that our rooms are different sizes and will not

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accommodate all setups; we need to ensure adequate egress aisles. A question was raised as to whether these small rooms are only at the Main Campus. Nadya pointed out that NERC has four small rooms as well; however, if input from Main Campus faculty is used to make informed decisions, we can apply this same logic to outfit the Regional Centers.

The discussion then moved to the mock-up in the Faculty Center for Teaching and Learning (FCTL). The purpose of this set-up is to allow faculty and students an opportunity to provide feedback regarding the various pieces of furniture presented. Brian Goedde in the FCTL sent out an email to faculty requesting feedback, and a survey tool may be developed as well. M Stephens indicated that she would be happy to work with Nadya to create a survey instrument. We also need some way, e.g. database, to compile all the feedback, and the concern is finding a reliable way to do this. M Stephens will work to address this issue. A question was raised as to when feedback is needed. J Spiewak noted that there is no deadline in place, as there are no time constraints to the project.

Another concern raised is that most people perceive disabilities in terms of mobility but that may not always be the case. Some students need to have something in front of them, so a desktop would be important in these situations. It was suggested that the Committee sponsor and/or host a session on campus to educate the College community about universal design. L Hutcherson noted that she is part of the ADA Accessibility Committee, and they are creating a survey around accessibility. Perhaps training could be done around this effort through Si Brown's office. M Stephens will contact Si about this.

## **C. Next Meetings**

The next meeting is scheduled for Wednesday, May 8.

## **VI. Adjournment**

The meeting was adjourned at 4 p.m.