

Business Affairs Committee Minutes

Nov. 19, 2008

1. Call to order @ 3:35 p.m.
 2. Distribute sign in sheet
- Present: D. Michalski, R. Carbone, R. Krefetz, S. Zayon, B. McClinton, M. Stephens, H. Moore, J. Spiewak, C. Whitney Quorum was met.

3. Approval of minutes
 - a. Sept accepted – approved
 - b. Oct. (name spelled Robin Krefetz; on smoking; improved) - approved

4. Old Business – **Smoking policy**

- a. City Changes – 20ft previously agreed to update the Website. It was noted the website has been updated. (updated web site 10/20/08)
- b. Motion to move further discussion of the no smoking policy to the next meeting 3rd Wednesday of Dec. 17th. Agreed

Smoking Discussion –

- People still violate policy – lack of compliance and no real co-operation. Facilities has noted urns for cigarette butts and signs have been moved .
- Robin Krefetz suggested Puff huts due to concern about employees & where they are smoking. After some discussion it was decided they are too expensive (we may have to reconsider the option later). Harry brought up the Mayors’s announced 2 million dollar cut. We won’t be buying anything like that for a while.
- There was a side bar discussion that Construction will affect West Building dock where many people take their cigarette break. This may be an issue. The area behind Registrar’s office (grassy area by Bonnell Lot) is an exit of the building and should be covered by the 20 ft no smoking area.
- We should decide if we are going: totally no smoking; only in limited locations; or no further changes.
 - If limited locations only – need to Identify areas.
- Sidewalks on college property boundaries are NOT applicable to the 20 foot rule.
- Some college areas fine individuals and put it onto the students’ accounts receivalbe.
- If we go totally no smoking should we remove urns? We should facilitate no smoking in any way possible.
- Key to it working is to Publicize – pre notification plan. Notify as of this date the campus will be totally no smoking.
- Need to discuss all the options not make a decision now.
- Form a Subcommittee – How other Colleges do it?

Action –

- Margaret Stevens to contact umbrella organizations to see what’s happening

and who to contact. Later Margaret will present list & request all members to take a contact/school.

- Jim will contact Eacubo members that he has contacts with & (13) PA Colleges. Sean and Bryan will contact other Student Unions from area colleges and contact Vanguard. Margaret Stevens will contact other Colleges.
- Robin will contact some health institutes in the area.
- Margaret and Jim are to send the list of contacts to committee members. Members are to sign up and check their source before next meeting

Recycling effort

Update - A PO was issued to clear the area and place a recycle unit back by the dumpsters off the right of the receiving dock We need to publicize – market to everyone once in place.

Bicycle Sharing

- a. Bicycle Sharing Transport site: Margaret Stephens spoke with Charles Carmolt, Street Department concerning the program. (Bike Rack issue) The city is researching Bike share efforts.
 - The College may be considered for a location
 - There are a lot of safety issues, security – monitor use – further research is required.
- b. Bicycle Parking – Charles Carmolt said there are various possibilities to items available- he suggested the college meet with him on this.
 - Does anyone want to meet? Take this on – wouldn't mind having the discussion –

Action: Forward info to Jim to discuss within the Finance Division.

City Ride Program –

A request was sent to Purchasing to research the possibilities pertaining to the Car program. Jean acknowledged someone in her area was asking about the program. Additional information will be provided for the next meeting.

One Card Program on Campus.

The College will move toward a 1 card program- on campus. The program will encompass use with copiers, vending, food service and eventually parking. This will all tie to the ID card.

ID Card policy edit

Jim would like to add the term that a second card would not be issued for convenience purpose. The committee discussed the redundancy issue. Should the term, “a second card will automatically invalidate the first when issued” be sufficient.

Action item:

Jim will rework and asked that suggested language be re-presented at the next meeting.

Motion to adjourn: 4:45p.m.