

Community College *of* Philadelphia

**COMMUNITY COLLEGE OF PHILADELPHIA
BUSINESS AFFAIRS COMMITTEE
SEPTEMBER 12, 2012
LIBRARY CONFERENCE ROOM**

Committee Members Present:

Administrative: Jim Spiewak, Harry Moore, Wayne Wormley

Federation: Cathy Blaine, Kristy Shuda McGuire

Students: Andres Vivas, Michael Benzon, Kahsu Gereziher, Zoya Melkova

Alternates and Delegates Present:

Administrative: David Watters

Students: Wenhui Xie

Guests Present: None

1. Call to Order

Meeting called to order at 3:35pm.

2. Approval of Minutes

No prior minutes to approve.

3. Old Business:

Discussion: Jim Spiewak reviewed with all present a brief history and some of the accomplishments of the committee over the past few years along with discussions on certain issues:

Last year the committee discussed basically two versions of a smoke free campus policy. There is and has been for many years no smoking inside the College's buildings. On the outside, we could either adopt a completely smoke free campus (the most challenging) or clearly marked smoking designated areas. Presently state law requires smokers to be at least 20 feet away from any college door. There are not enough security personnel to enforce this, so it must be done by peer pressure.

If the College is to receive LEEDs Certification as a Green Building site, smokers will need to be at least 25 feet away from all college doors (current policy states 20 feet). There are still landscaping and finishing touches to the Bonnell Building entrance way and the

Pavilion Building front lawn which should be completed this year. The committee will advise the IWC of their suggested revisions to the smoking policy.

Last year the committee also discussed creating a formal recycling policy. Policies of other colleges and universities had been reviewed by the committee. Jim Spiewak will indicate what monthly minutes these policies are included with so members can review them.

Last year the committee also discussed the possibility of bike-sharing programs and the desire to have more bike racks on campus.

Last year the committee approved a policy prohibiting the use of portable electric space heaters on campus. The only authorized personal heating device is an under the desk infrared heater panel. IWC approved the policy but the President has not acted upon the IWC recommendation.

Action Item: None

4. New Business

Discussion: Election of co-chairs. Nominations were made and accepted by nominees.

Action Item: Cathy Blaine and Jim Spiewak were elected co-chairs.

Discussion: Harry Moore of Facilities explained that the College will be getting new recycling bins, and will have an EPA audit performed in November, 2012. As a part of the audit, they will review the College's recycling policy. We need to have a formal document/policy in place to comply with city and state regulations.

Action Item: None

Discussion: Cathy Blaine stated that the faculty needed to be informed why the motorcycle riders ended up with three prime spaces on the first floor of the parking garage, and encourage the administration to do this.

Action Item: Jim Spiewak indicated that they could put a "blurb" on the Parking website stating that motorcycles are only allowed to park at the ground level of the 17th Street entrance for safety reasons.

Discussion: Jim Spiewak suggested that a new concern the committee could work on this year was the College's placement of new computers in faculty and staff offices. All faculty and staff should be saving all their documents on the H drive not the C, as it slows the limited IT personnel from setting up new faculty and staff computers when the ITS staff needs to do the document/file backup that would not be necessary if network drives were utilized. A very spirited discussion followed, and several people suggested that Jody Bauer (CFO) and/or one of the ITS technicians be invited to our next meeting to educate us on this situation. Many members expressed the idea that a model for computer

replacement should be set up with input from all affected parties, and then it should be adopted as a College policy.

Action Item: Jim Spiewak agreed to discuss with ITS and determine when they could make a presentation to the committee.

Discussion: Dave Watters stated our College ID's policy needs to be updated. New id's the College is issuing include a 2-year expiration date in order to serve as voter ID's in future elections.

Action Item: None

V. Adjournment: Meeting adjourned at 5:00pm