

Community College of Philadelphia

**COMMUNITY COLLEGE OF PHILADELPHIA
BUSINESS AFFAIRS COMMITTEE
NOVEMBER 14, 2012
LIBRARY CONFERENCE ROOM**

Committee Members Present:

*Administrative: Jim Spiewak, Wayne Wormley, Carol Whitney
Federation: Cathy Blaine, Kristy Shuda McGuire, Carline Rucker
Students: Michael Benzon, Kahsu Gerezgiher, Andres Vivas*

Alternates and Delegates Present:

Administrative: David Watters, Eloise Hall, Todd Murphy

Guests Present: Aida Hernandez, Aaron Borcco

1. **Call to Order**
Meeting called to order at 3:30pm.

2. **Approval of Minutes**
October's Minutes were approved by the Committee with corrections.

3. **Old Business:**
 - a. **College's Smoking Policy**
Discussion: The Smoking Sub-committee did not have an opportunity to meet since our last meeting. The committee decided to delay a decision on the College's smoking policy until all the final landscaping is completed on the Main campus. We are still discussing options: whether to have the campus be smoke-free, or establish no smoking zones or establish zones for smokers.
Action Item: None

 - b. **College ID Policy**
Discussion: Dave Watters stated that the new College ID's can be used for voter's ID in future elections as they all have a two year expiration date. A discussion ensued as to whether all faculty/staff should be required to get new

ID's with expiration dates or whether only new faculty/staff should be issued the new ID's. No consensus was reached.

Action Item: none

c. Lactation Room

Discussion: As agreed upon in the last meeting, Agnes Trummer sent out an email to all faculty/staff stating that lactation rooms were available on campus, and Human Resources should be contacted if an employee needed one.

Action Item: Jim Spiewak also sent an email to Ron Jackson, Dean of Students stating “**During** a recent meeting related to lactation facilities for employees, several members of the Business Affairs Standing Committee thought a facility should also be available for students. The committee agreed to forward this to the Student Affairs Standing Committee for their consideration.” Ron Jackson replied, “We assist students that require lactation to the best of our ability, but due to liability reasons have not formally designated a lactation facility for them. Unlike faculty and staff, the College is not required to provide this service to students.”

d. AED/EMS Notifications/Other Safety Issues

Discussion: After an extensive discussion at the last meeting, the Committee decided to alert the college community as to the locations of AED's on campus. One is located in the Security Office and the other in the Pavilion Dining room. The Committee decided to use an email blast, the plasma TV's, posters in the bathrooms, the College's web site and the Important Announcements on both the web site and plasma TV's to alert the College community to the location of these life-saving devices.

Action Item: Jim Spiewak sent an email to Charles Schaffner stating “Please put on the agenda - Discussion of Promoting Use of 5555 for Emergencies. During the Business Affairs Standing Committee, most members indicated that they were not aware that they should call Security for a medical emergency as opposed to calling 911. It was felt that a "campaign" of emails, posters, updating written documents, use of plasmas, etc. should be started.”

4. a. New Business: College Policy on Computer Replacement

Discussion: At our October meeting, 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. 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: The committee decided to cancel their December meeting, and send a subcommittee consisting of Jim Spiewak, Kristy Shuda McGuire, Dave Watters, Wayne Wormley and Cathy Blaine to meet with Bill Bromley or

others to formulate a draft College policy on IT Computer replacement for faculty and staff.

b. No water bottles in the Winnet Building vending machines

Action Item: Jim Spiewak will contact the appropriate vendor.

5. Adjournment: Meeting adjourned at 4:10 pm.