

Community College *of* Philadelphia

MINUTES

Business Affairs Standing Committee

March 11, 2015

3:30pm

Library Conference Room

- I. **Call to Order-** meeting called to order at 3:35 pm
- II. **Attendance**
Administration – Jim Spiewak, Harry Moore, Aileen Rollins, Carol Whitney, Todd Murphy (A), Agnes Trummer (A)
Federation – Kristy Shuda McGuire, Cathy Blaine, Eric Massenburg, Cynthia Reid
Students – Sokrady Chey, Cynthia Huertas
Guests- Andrea Ross
- III. **Approval of Minutes** – February 11th meeting minutes approved
- IV. **Old Business-**
 - A. **Agenda Item-** Bike Share Program-we have heard nothing back from the City.
 - B. **Agenda Item-** Smoke-Free Campus- Kristy Shuda McGuire announced that CCP had received the \$5,000.00 grant from the Legacy Foundation to work towards a smoke-free campus. Marketing and several faculty members are interested in participating. There is a kickoff meeting on March 17th to get everyone assigned to tasks that need to be completed.
- V. **New Business-**
 - A. **Agenda Item- new Facilities Master Plan**
Discussion- Portions of the old Facilities Plan have already been completed such as the Pavilion Building, the expansion of the Northeast campus, the new Chemistry labs in the West Building, and a retrofit of portions of the HVAC system. The West Regional Center already has the auto technology program based there, but other programs may be expanded there, like Justice. There is also already a Learning Commons at the West campus with renovations to classrooms, such as Smart Boards in progress.

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A discussion ensued about the poor conditions of the escalators in the West Building. Harry Moore explained what the College had done to repair them recently, but that ultimately the College was looking for replacement with either new escalators or more elevators and possibly open stairs between floors.

Further discussion was held about the status of software implementation for the College's Work Order System. Harry explained that partial implementation had already taken place, but that Facilities was still accepting paper requests until the software is fully functional. The committee members made Harry aware of 4-5 work orders that were very overdue, and he made notes to follow up on them.

Action- Eric Massenburg and Cathy Blaine will follow up with the New VP of Finance to see if any faculty or staff are on the current Facilities Master Plan committee. Our goal is to be able to update the faculty on what projects are in the works or coming.

VI. Adjournment: The meeting was adjourned at 4:23 pm.