

# Community College *of* Philadelphia

**MEETING MINUTES**  
**Institution-Wide Committee**  
**Monday December 17, 2012**  
**2:30 p.m.**  
**Isadore A. Shrager Boardroom**  
**Community College of Philadelphia**  
**1700 Spring Garden Street**  
**Philadelphia, PA 19130**

## **I. Call to Order**

The meeting was called to order by Pascal Scoles.

## **II. Attendance**

### **Delegates**

Faculty: Ed Baker, Pascal Scoles

Administration: Judith Gay, Samuel Hirsch, Sharon Thompson

Students: Sharron Cooks, Louise Whitaker

### **Alternates**

Administration: Jane Grosset (voting)

### **Guests Present**

Jim Spiewak

## **III. Approval of Minutes**

The minutes of November 26, 2012 were approved.

## **IV. Old Business**

None

## **V. New Business**

- (a) Proposal for Revision to Policies and Procedures Number 151 (Submitted by the Business Affairs Committee)

Jim Spiewak said the Business Affairs Committee has been discussing the smoking policy for a couple of years. There may be wide-ranging changes proposed later; however, at the present time, the Committee is proposing to change the required distance for smoking from 20 feet from College entrances, exits, loading dock, etc. (the State or City requirement) to 25 feet. Making the change would result in an additional LEED point and may result in gold LEED certification for the Northeast Regional Center.

There was a recommendation to change a typographical error in the document (change office to offices). There was a discussion of enforcement and communication of the policy. Jim Spiewak said that communication was delayed because of construction. There will be a more comprehensive communication about the policy during the coming year.

The IWC also briefly discussed the potential effectiveness and implementation of a more far-ranging policy.

**Action Item: Recommend approval of the proposal to amend Policy and Procedure 151 to reflect smoking prohibited within 25 feet of any entrance, exit, or loading dock or as posted otherwise. (Baker/Gay).  
Motion approved unanimously.**

**VI. Adjournment**

The meeting was adjourned at 2:50 p.m.