

Community College *of* Philadelphia

**MEETING MINUTES
Institution-Wide Committee
Monday, June 18, 2018**

2:30 p.m.

C2-5

I. Call to Order

The meeting was called to order at 2:34 by Sam Hirsch. Bridget McFadden stated that she objected to item Va. On the agenda. There was a discussion by committee members and guests about the item being on the agenda over the objections raised by Bridget McFadden. Junior Brainard made a motion to remove item Va. from the agenda. The motion was seconded by Rainah Chambliss. (After further discussion the second was changed to Jalyn Warren after it was agreed that only voting members of the IWC can make a motion, second a motion and vote). The issues discussed by IWC members and guests included:

- Whether an item can be forwarded without a positive recommendation
- The definition of recommendation
- Whether the minutes of the Business Affairs Committee were appropriately approved
- Whether the minutes of the Business Affairs Committee accurately reflects what happened at the meeting
- Whether the agenda item was appropriately placed on the agenda
- The interpretation of the contract language
- How the committees have operated in the past
- Whether safety issues are being conflated with political issues
- Whether there are issues with the policy as provided
- Whether the item should just be sent back to the Business Affairs Committee
- Whether there was agreement about what happened at the Business Affairs Committee
- Whether the policy should have input from different stakeholders up front

A copy of the contract language was distributed and Committee members and guests read that and discussed the interpretation.

Karen Schermerhorn reported on her memory of how the committees started. She stated that the point of the committees was to come to agreement.

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Randy Merced gave an account of steps that were taken to revise the proposal.

Jim Spiewak provided his view of what happened at the Business Affairs Committee and his concerns about the process for approval of the Business Affairs Committee minutes.

Various speakers suggested interpretations for the motives of others. Committee members and guests were asked to keep the discussion respectful. Also there was a reminder that the chairs were responsible for directing the meeting.

The question was raised by Rainah Chambliss as to whether the members of the Business Affairs Standing Committee requested that this item be forwarded to IWC. Jim Spiewak responded that he provided the results of the vote from Business Affairs to the co-chair of the IWC, Sam Hirsch.

After discussion there was a vote on the motion. The vote was 5 in favor and 4 opposed to removing the item from the agenda.

II. Attendance

Delegates

Federation: Todd Jones, Bridget McFadden

Administration: Carol de Fries, Jacob Eapen, Judith Gay, Samuel Hirsch

Students: Troy Bundy

Alternates

Federation: Junior Brainard
(voting), Rainah Chambliss, Steve

Jones, Jalyn Warren (voting)

Administration: Jim Spiewak

Students:

Guests:

David Ascencio, John Braxton, Gail Harrington, Richard Keiser, Marc Meola, Randy Merced, Eric Neumann, Jessica Rossi, Karen Schermerhorn,

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Evan Seymour, Yusefa Smith

III. Review and Approval of Minutes

Todd Jones made a motion to approve the minutes of May 21, 2018. Bridget McFadden seconded the motion. The minutes were unanimously approved.

IV. Old Business

a. Discussion of the functioning of IWC

Bridget McFadden distributed copies of the document she distributed at the May 21, 2018 IWC meeting, “Recommendations for Improving the Governance Procedures for Standing Committees and IWC.” Bridget McFadden explained the gist of the first recommendation and reminded IWC members that because there was a difference of opinion about whether committees could have bylaws, that Judy Gay agreed to consult the College’s general counsel, Victoria Zellers. Judy Gay read the response from Victoria Zellers:

“The procedures governing the Standing Committees and the Institution Wide Committee are set forth in the Full-Time Faculty Collective Bargaining Agreement, Article XXI. The College has followed the procedures set forth in Article XXI. The Committees are not independent entities and it is not appropriate for them to have their own ‘bylaws’. Any changes to the procedures in Article XXI would have to be agreed to by the College, not the individual committees.”

Steve Jones stated that he had used the term “bylaws” in an earlier discussion at IWC. He said he agrees with Victoria Zellers that committees do not have bylaws. Guidelines may be a more accurate term.

There was a question about what was meant by the term “agreed to by the College.” Judy Gay stated that the agreement would have to be between the College administration and the Federation. Steve Jones stated that he agrees with this interpretation. He said the Federation is preparing a proposal on this topic to present to the administration.

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Next there was a discussion of the second item on Bridget McFadden's list: Students do not regularly attend meetings. David Ascencio discussed training, use of alternates and student schedules. Troy Bundy added that students do not always understand the language used in meetings and that they may need compensation. There was a discussion about how to help students be more comfortable in the meetings, helping them understand that they are being prepared as professionals.

There was a brief discussion about item 3: People on the Standing Committees and IWC often do not know their roles on the committee or how to use Robert's Rules of Order when voting on decisions. There has been training in the past but not well attended. The PowerPoint from the training has been posted. One suggestion was to have lunch provided with the training.

Item 4: Meetings of the Co-chairs do not occur regularly to discuss upcoming meetings. There was no discussion of this point. It is dependent on the co-chairs.

V. New Business – not discussed

VI. Adjournment

The meeting adjourned at 3:55 pm.