

# Community College *of* Philadelphia

## **AGENDA**

Business Affairs Committee

Library Conference Room

**Date November 14, 2012**

**3:30 PM**

- I. Call to Order**
- II. Attendance** ( *to establish quorum - use document on page two for this purpose*)
- III. Approval of minutes from October 10, 2012**
- IV. Old Business**
  - a. Agenda item-Recycling**
  - b. Lactation Room**
  - c. ID Card Policy**
  - d. Smoke-Free Building Policy**
  - e. AEDs/EMS Notifications/Other Safety Issues**
- V. New Business**
- VI. Adjournment**

# Community College *of* Philadelphia

## COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 151

### SMOKE-FREE BUILDINGS POLICY

---

Revised: October 20, 2008

Original Number: 34  
Original Date of Issue: April 30, 1970

Reissued: 34A - January 16, 1984  
34B - May 17, 1993

Smoking is, without exception, prohibited in any College building or facility. This includes all office and any previously designated smoking areas inside any campus building.

Anyone who wishes to smoke must do so outside of College buildings and facilities. Smoking is prohibited within twenty-five (25) ~~twenty (20)~~ feet of any entrance, exit, or loading dock or as posted otherwise. Smoking is also prohibited on adjacent stairways, ramps, or landings leading to any entrance, exit, or loading dock.

# Community College *of* Philadelphia

## Meeting Attendance

<u>Administrative Appointees</u>	<u>Administrative Alternates</u>	<u>Faculty Delegates</u>	<u>Faculty Alternates</u>	<u>Students</u>	<u>Student Alternates</u>	<u>Guests</u>

List all in attendance - members and/or alternates absent for the meeting should be noted included and noted in *italics as absent*.