

Community College *of* Philadelphia

AGENDA

Business Affairs

November 13, 2013, 3:30pm

Library Conference Room

- I. Call to Order**
- II. Old Business**
 - Discussion of Smoking Policy
 - Discussion of Recycling Efforts
- III. New Business**
 - Discussion of Document Safeguarding and Shredding
- IV. Adjournment**

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>

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