



Tobacco-Free Policy

Category: General College Policies

Date Effective: September 1, 2014

Responsible Office: MCC Personal Health & Safety Committee

Date Last Revised: -

Responsible Executive: CFO & Vice President for Administrative Services

Date Board Approved: -

Summary

Monroe Community College is committed to providing and maintaining a tobacco-free learning and working environment that is healthy, respectful, and safe for its students, faculty, staff and visitors.

Policy

POLICY STATEMENT

Monroe Community College (MCC) supports a healthy, sustainable environment for the college community and is committed to preparing our students for increasingly tobacco-free workplaces. Therefore, tobacco use is prohibited on all college owned and leased property, both indoors and outdoors. This includes but is not limited to:

- All buildings on the Brighton and Damon campuses, Applied Technologies Center and Public Safety Training Center.
- Off-site and leased locations such as the Economic Development & Innovative Workforce Services facility.
- Outside property owned and leased by the college including open land areas, woods, fields, patios, parking lots, sidewalks, roads, loading docks and building entrances.
- All vehicles owned and leased by Monroe Community College or its affiliated organizations.
- College-sponsored events at all locations.

All tobacco products in use must be properly disposed of prior to entering any college property or exiting a personal vehicle. The College requires college community members to respect private property bordering all College locations by refraining from trespassing for purposes of tobacco product consumption.

The sale, free distribution, related advertising or sponsorship of tobacco products is also prohibited on college property.

BACKGROUND

Numerous studies show tobacco use is a serious public health issue. Smoking also contributes significantly to the risk of fires and cost of maintaining a clean campus. The State University of New York recognized the importance of providing a tobacco-free environment when its Board of Trustees on June 12, 2012 passed a resolution requiring 100% tobacco-free campus environments for all SUNY campuses by January 2014.

APPLICABILITY

This policy applies to all members of the college community including but not limited to affiliated organizations, faculty, staff, students, volunteers, vendors, guests and visitors.

DEFINITIONS

Affiliated Organizations - College affiliated organizations include the MCC Foundation, MCC Association, student clubs and any group that represents MCC and its affiliated organizations.

College Property – Property and facilities owned, leased or controlled by the College or its affiliated organizations.

Tobacco - For the purpose of this policy, “tobacco” is defined to include any lighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette, and any other smoking product, and smokeless or spit tobacco.

RESPONSIBILITY

Successful implementation of this policy requires the courtesy, respect, and cooperation of all members of the Monroe Community College community.

All members of the college community

- Comply with this policy in a courteous, respectful, and cooperative manner and contribute to the effort of educating others about this policy.

Supervisors (college, affiliated organizations, campus events, contractors & athletics)

- Communicate this policy to employees and ensure employees are in compliance.

Event Organizers

- Communicate this policy to event attendees and if needed require organizers to take corrective action to ensure compliance.

The MCC Personal Health and Safety Committee will oversee this policy and provide any recommendations for policy revisions.

PROCEDURE

Effective Date

Monroe Community College will ease into this policy starting September 1, 2014. The fall 2014 semester is a transitional period of gradual compliance, education and understanding. Full compliance is effective January 1, 2015.

Distribution

This policy will be:

- Included with orientation information given to students
- Communicated to all prospective hires, students, vendors, and contractors
- Communicated to newly hired employees during employee orientation
- Announced in various college publications and sites
- Posted on the Employee & Student Services website
- Distributed to all event sponsors

Support and Education

Monroe Community College understands the addictive nature of tobacco use and the reality that breaking the habit is extremely difficult for some people. The college will make every effort to assist and encourage those who wish to stop tobacco use. Employees should contact Human Resources and students should contact Health Services for assistance with smoking cessation.

Educational programming, cessation support mechanisms, and other resources are available to the college community through Health Services, Human Resources and various other college departments.

Compliance

Individuals who repeatedly violate this policy should be reported to the appropriate department:

- Employees: Human Resources – 292-2106
- Students: Student Services - 292-2122
- General Public: Public Safety – 292-2918

Student repeated violations will be treated as violations of Student Conduct Regulations. Employee repeated violations will be treated as disciplinary matters in accordance with employment contracts. Visitor repeated violations will be treated in accordance with Campus Events procedures.

Contact Information

Human Resources – Employee Benefits

292-2113

Health Services – Student Services

292-2526

MCC Personal Health & Safety Committee

292-3151

Institutional Compliance & Internal Audit

292-2158

Related Information

Related Links:

Smoking cessation classes and resources are accessible through the New York State Smoker's Quitsite: New York State Smoker's Quitsite

1-866-697-8487

<http://www.nysmokefree.com>

Other Sources of Information and/or assistance for those seeking to quit smoking include:

American Cancer Society
1120 South Goodman Street
Rochester, NY 14620
585-224-4833

<http://www.cancer.org>

Smoking & Health Action Coalition of Monroe County
1595 Elmwood Avenue
Rochester, NY 14620
585-666-1395

<http://www.SmokeFreeMonroe.com>

American Lung Association Finger Lakes Region
1939 Elmwood Avenue
Rochester, NY 14620
585-442-4260

<http://www.smokefreefingerlakes.org>

Excellus Quit for Life Tobacco Cessation Program (MCC employees)

1-800-348-9768

Revision History

Presidential Approval

Anne M. Kress, President

Date