

PROCEDURES MEMORANDUMS

TO: MCC Staff

FROM: Office of the President

SUBJECT: Smoking and Use of Tobacco Products in College Facilities and College Vehicles

DATE: January 16, 2008

PURPOSE: To provide College-wide procedures on smoking and use of tobacco products on College facilities and College vehicles.

SCOPE: The provisions of this procedures memorandum apply to all College facilities and College vehicles.

1. Background

In 1992 and 1993, a special committee of the College Action Committees (CAC) carefully reviewed facts and inputs regarding College smoking policy and its implementation. The CAC provided a thorough and fair deliberation of this matter. The CAC presented its recommendations for a smoking policy for the College to the President in the fall of 1992, and the President developed a specific set of procedures on the topic. The issue was revisited in early 1993, and a modification was made. In 1998, the Facilities Planning Advisory Group reviewed this policy. In light of expanding facility needs and health and property issues, the policy is again being revised. The revised policy is set forth in this procedures memorandum.

2. General Provisions

Smoking and use of tobacco products is prohibited in all College facilities and College vehicles. Smoking is permitted only in designated outside smoking areas.

- a. Smoking - Smoking means carrying a lighted cigar, cigarette, pipe or other lighted smoking material or equipment.
- b. General Prohibition - No person shall smoke or use tobacco products in College facilities or College vehicles. Smoking is permitted only in designated outside smoking areas. Violation(s) of this prohibition will or may result in imposition of disciplinary action on the offending student(s) or employee(s).

- c. Posting of Building Entrance Signs - The following or comparable signage will be conspicuously posted at the entrance to all College facilities:

**ALL COLLEGE BUILDINGS ARE SMOKE AND TOBACCO FREE
SMOKING IS PERMITTED ONLY
IN DESIGNATED OUTSIDE SMOKING AREAS**

3. Designated Outside Smoking Areas

- a. Smoking is permitted only in designated outside areas. Individuals smoking in outdoor areas are to use receptacles for smoking materials provided for that purpose. Designated areas are to be a minimum of 25 feet from all entries, building air intakes, and any other means of ingress into the building interior.
- b. The designated smoking areas are determined by the Campus Deans in cooperation with Facilities Management, Public Safety and Environmental Health, and Student Services.
- c. Students and staff utilizing facilities owned and operated by other organizations will follow the guidelines relative to smoking and tobacco use administered by those organizations.

4. Enforcement of Procedures

The College's Public Safety Officers, along with the Campus Deans and Student Services offices, will be expected to monitor and enforce these procedures. Other College employees will be asked to assist in the successful implementation of the policies and procedures as necessary.

Enforcement of these procedures is in accordance with established College procedures memoranda, including the disciplinary procedures applicable to students and employees.

5. Education and Training

Smoking has been identified as a major source of environmental contamination and poses a significant health threat to the smoker as well as the non-smoker who comes in contact with "passive" smoke. The United States Surgeon General's reports have for many years provided an indictment of smoking and use of tobacco products as a cause of diseases of the cardiovascular system, the respiratory system and of cancers of many organs of the body. According to the Nebraska State Health Department, smoking causes more than 2,200 deaths annually in Nebraska and more than 425,000 annually in the United States. Further, the Environmental Protection Agency (EPA) concluded in its January 1993 report that environmental tobacco smoke (ETS) is a human lung carcinogen and is responsible for approximately 3,000 lung cancer deaths annually in U.S. non-smokers.

Employees will be offered information on the dangers of smoking and the use of tobacco products.

Adopted 6/11/93; Revised 7/26/99; 6/5/06; 8/29/06; 1/16/08