

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

## PROCEDURE NO. 45

**TITLE:** Tobacco Product-Free Campus

**EFFECTIVE DATE:** July 1, 2017

### PROCEDURE

#### 1. PURPOSE

To provide guidelines and procedures to adhere to the resolution adopted by the WV Council for Community and Technical College Education in January 2013 regarding Tobacco Free Campuses.

#### 2. SCOPE AND APPLICABILITY

This procedure applies to all faculty, staff, students, vendors, and visitors.

#### 3. DEFINITIONS

- A. New River Community and Technical College Campuses – (1) property controlled by New River CTC and under the jurisdiction of New River Community and Technical College Board of Governors, which includes any premises owned, operated, leased, or occupied by New River CTC; or (2) any street, road, or thoroughfare passing through New River CTC owned property. This definition includes all campuses and locations.
- B. Public Events – Any gathering of individuals on campus locations for the purpose of conferences, meetings, public lectures, social events and cultural events.
- C. Responsible Party – All College employees, students, and visitors.
- D. Tobacco Products – Any of these items: traditional cigarettes, e-cigarettes, chew, pipes, cigars, hookah or water pipe smoking, snuff, etc.
- E. Tobacco Use – Includes, but is not limited to, smoking, chewing, rubbing of any tobacco product.

#### 4. PROCEDURES

- A. Tobacco use is prohibited on all campuses. Organizers and attendees at public events using College facilities will be required to abide by the College Tobacco-Free Campus operating rule. Organizers of such events are responsible for communicating and enforcing this rule to attendees.
- B. The sale of or free distribution of tobacco products on campus is prohibited. This includes the delivery of tobacco products to campus by means of delivery services of any kind.
- C. Campus organizations are prohibited from accepting money or gifts from tobacco companies. All tobacco advertising in public spaces, such as billboards and signs is prohibited. Accepting revenue for advertising tobacco products is inconsistent with the mission of the College Tobacco-Free Campus operating rule. Course learning materials which reference tobacco products are acceptable, as long as the materials do not promote the use of tobacco.
- D. Tobacco advertisements are prohibited in college-run publications.
- E. Enforcement of the Tobacco Product-Free Campus operating rule will depend on the cooperation of all members of the campus community, both to comply and encourage

others to do so. Faculty, staff and students who see individuals smoking or using tobacco products are asked to inform these individuals in a professional and courteous manner that College operating rule prohibits tobacco use anywhere on the grounds. Offenses are to be reported to the Regional Director of Operations for campus. Continued offenses of employees will be reported to the Director of Human Resources Office at the Central Administrative Offices located on the Raleigh County Campus in Beaver, WV. Continued offenses of students will be reported to the Vice President for Administrative Services located on the Raleigh County Campus in Beaver, WV.

- F. Initial rule violations will be responded to with education. Reported violations may be subject to appropriate disciplinary actions in accordance with the student code of conduct and the employee disciplinary action outlined in the respective handbook for faculty and staff. Visitors who violate the rule will be informed the New River CTC is a tobacco product-free campus. Visitors who continue to violate the rule following a warning will be escorted off campus by security or the appropriate authorities.
- G. A comprehensive description of tobacco-use cessation options and resources are available to New River CTC students. Employees may obtain information from the Human Resources Office at the Central Administrative Offices located on the Raleigh County Campus in Beaver, WV. Employees shall be eligible to utilize all tobacco cessation programs and resources which may be free or reimbursable by insurance.

**RELATED POLICIES AND/OR PROCEDURES:** Operating Rule 23 Tobacco Product Free Campus

**RESPONSIBLE OFFICES:** President, Administrative Services

**Approved by:** President's Cabinet and President's Extended Cabinet