

## The Senate Committee on Environment, Quality of Life, and Disability Issues

### Final Report on Recommendations to the Academic Senate on the Issue of a Campus Smoking Policy

#### 1. Overview

The issue of smoking on campus, as well as exposure of non-smokers to second-hand smoke, has elicited much animated discussion via the QCC Community Dialogue, as well as other email and interpersonal venues.

Having inherited the charge from the prior Committee – that of examining the issue of smoking on campus and responding with thoughtful and appropriate recommendations for consideration – the current membership of the Committee on Environment, Quality of Life, and Disabilities Issues has profited both from the groundwork previously laid, as well as the collaborative work of the current Committee members, and the assistance of the Administrative Liaison to the Committee, and the director of the Office of Environmental Health and Safety – all of whom, in recognition of the necessity for prioritization, have met and communicated frequently in order to determine a course of action on the matter in as timely a fashion as possible.

Apparent to this Committee from the outset was that a diverse campus community, comprised of over 16,000 students, faculty, and administrative and support staff, must characteristically exhibit diversity of opinion on matters which invite or suggest consideration of a campus-wide policy.

To that end, as the governance arm of the College charged with reviewing this matter, the Committee on Environment, Quality of Life, and Disability Issues sought to ensure that its objectivity in analyzing the content of relevant documents remained balanced by, and married to, a healthy respect for the inclusion and consideration of the diversity of opinion across the many “stakeholders” – non-smokers and smokers alike – upon whom crafting any policy recommendation(s) for review by the Academic Senate (and, ultimately, the Office of the President) would impact.

#### 2. Activities Conducted To Inform This Report

The Committee:

- Met four times: on 9/17/2009, 10/7/2009, 10/21/2009, and 11/18/2009;
- Reviewed the 2008-2009 Committee on Environment, Quality of Life, and Disabilities Issues’ Annual Report to the Senate (**Appendix 1: pgs. 6-13**);
- Reviewed the draft of Borough of Manhattan Community College’s and Kingsborough Community College’s “Smoking Policy”, as well as resultant achievements and/or problems (**Appendix 2: pgs. 14-15**);
- Reviewed CUNY Policy 4.6 on prohibition of smoking inside facilities owned, leased or operated by the University (**Appendix 3: pg. 16**);
- Reviewed campus concerns/postings from QCC Community Dialogue emails;
- Reviewed documented concerns surrounding implementation of a smoking policy, i.e., extent of a policy (complete ban, partial restrictions, dedicated space), applicability of policy to faculty/staff/students/visitors, enforcement of policy/disciplinary actions, adjudication of disputes arising from policy, and practicality of establishing dedicated spaces (within **Appendix 1: pgs. 6-13**);
- Reviewed Smoking Policy Planning Handbooks from (collaborative) AK, MO, KA, NC and CA community colleges (**Appendix 4: pgs. 17-19**);

- Reviewed published Abstract: Texas Public Health, 2005, Student Smoking Behaviors (**Appendix 5: pg. 20**);
- Reviewed Northern Michigan University: 2008, Smoking Survey and Results (**Appendix 6: pgs. 21-27**);
- Reviewed Indiana University – Perdue University Indianapolis (IUPUI) Campus Smoking Survey (**Appendix 7: pg. 28**);
- Reviewed University of Minnesota Campus 2008 Smoking Survey and Results (**Appendix 8: pgs. 29-43**);
- Reviewed Rogue Community College: Smoking Survey and Results (**Appendix 9: pgs. 44-52**);
- Reviewed Newberry College’s Tobacco Prevention Policy/Guidebook, and Faculty, Staff and Student Pre- and Post-Survey Instruments (**Appendix 10: pgs. 53-61**);
- Reviewed the American College Health Association’s October 2009 recommendations on policies addressing tobacco use at colleges and universities (**Appendix 11: pgs. 62-64**);
- Delivered a Progress Report to the Academic Senate on the Issue of Developing a Campus Smoking Policy for its November 10<sup>th</sup>, 2009 session (**Appendix 12: pgs. 65-66**); and
- Conducted and assessed results from an online Smoking Policy Survey, distributed via email/Tigermail to Students, Faculty, and Administrative and Support Staff, so that a more representative sample of opinion from across all constituencies could be taken, and the more than 16,000 “stakeholders” on campus could be offered an opportunity for participatory inclusion in the decision-making process as the Committee measured its potential policy recommendations (**Appendix 13: pgs. 67-69**).

The discussions/deliberations at the four meetings of the Committee focused on integrating aspects of relevant and appropriate information from all the above resources, as well as contributions from students and student government, in determining what recommendations would be forwarded to the Academic Senate for consideration.

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### **3. Conclusion/Recommendations of the Committee**

**Whereas**, there has been raised, through the venues of the QCC Community Dialogue, as well as other email and personal exchanges, both prior and current concerns surrounding the issue of exposure of non-smokers to second hand smoke, as well as smoking in general on campus, particularly regarding, but not exclusive to, a) second-hand smoke exposure generated by smokers congregating by entrance and exit doorways of buildings, or below or adjacent to building windows and vents; and b) second-hand smoke entering through classroom and office windows of buildings which encase common areas where smokers congregate, i.e., the Science Building’s encasement of the open courtyard outside the student cafeteria;

**Whereas**, a study of the issues and concerns involving smoking on campus, the impact of second-hand smoke on non-smokers, and the freedoms of smokers, as well as recommendations for reconciliation/resolution of these issues and concerns, has been given as a charge by the Academic Senate Steering Committee to the Committee on Environment, Quality of Life, and Disability Issues;

**Whereas**, the Committee on Environment, Quality of Life, and Disability Issues feels it has adequately completed its evidentiary review, inclusive of: a) documents and planning handbooks generated by this campus, other CUNY campuses, the University, and/or other colleges and universities, which identified areas of success and limitations surrounding establishing a campus smoking policy; b) survey data gathered over 10 days, sampling the opinions of 1,053 students, faculty, and administrative and support staff members on the question of the desirability of establishing a campus smoking policy; and c) campus concerns surrounding the mechanics of implementing such a policy, i.e., the

extent of a policy (complete ban, partial restrictions, dedicated space), the applicability of policy to faculty / staff / students / visitors, the enforcement of policy/disciplinary actions, the adjudication of disputes arising from policy, and the feasibility of establishing dedicated spaces;

**Therefore, be it resolved** that the Senate Committee on Environment, Quality of Life, and Disability Issues makes the following recommendations concerning a QCC Campus Policy on Smoking for review and approval by the members of the Academic Senate, and thereafter, the Office of the President:

## Recommendations

1. Committee's recommendations regarding the Creation of a New Campus Smoking Policy.
  - a. It is the recommendation of the Senate Committee on Environment, Quality of Life, and Disability Issues that CUNY Policy 4.6, SMOKING BAN (BTM,1994,09-29,005,\_A), and the current Smoking Policy of the University, approved by the Council of Presidents at its meeting of 7 May 1990, which prohibited smoking in over ninety percent of the space in campus buildings—including classrooms, auditoriums, elevators, hallways, restrooms, and other common areas – shall remain in effect;
  - b. It is the further recommendation of the Committee that recommendation 1a (above) be augmented in its application to the QCC campus and that **a new Campus Smoking Policy be implemented, and Queensborough Community College be newly established as a "Smoking-Restricted Campus"**.
2. Committee's recommendations regarding the Intent of a Campus Smoking Policy.
  - a. It is the recommendation of the Committee that **the intent of this proposed policy be to restrict, rather than ban smoking on campus** and, in this way, reconcile the rights of smokers with the impact of second-hand smoke on the rights of non-smokers;
  - b. It is the further recommendation of the Committee that the implementation of a QCC "Smoking-Restricted" Campus Smoking Policy be **preceded by a robust information and educational campaign**, so as to make the college community aware of any coming changes and restrictions, and to make available to the college community relevant informational resources – including ongoing smoking cessation opportunities – **6 months prior to the implementation of the proposed Campus Smoking Policy.**
3. Committee's recommendations regarding the Scope of a Campus Smoking Policy.
  - a. It is the recommendation of the Committee that the **Scope of this proposed policy be fully applicable to all persons in the employ and/or on the grounds of the campus**, including students, faculty, administrative and support staff members, and visitors;
  - b. It is the further recommendation of the Committee that the proposed Campus Smoking Policy **define a "Smoking-Restricted Campus" as one in which smoking would not be prohibited on the entire grounds, but which would identify "Restricted" areas on campus where no smoking would be allowed.**

4. Committee’s recommendations regarding Identification of “Smoking-Restricted” areas on campus where no smoking would be allowed.

- a. It is the recommendation of the Committee that the **“Restricted” areas on campus** where no smoking would be allowed include:
- An area of **25 feet from all entrances, exits and other doorways** leading to or from buildings; **and additionally,**
    - i. The Science Building atrium/courtyard, outside the student cafeteria;
    - ii. The elevated plaza in front of the RFK Building/gym;
    - iii. The Q27 bus stop shelter area;
    - iv. The area around loading docks and platforms, up to the campus property boundaries;
    - v. The Holocaust Center’s elevated patio: “Sandy’s Terrace”;
    - vi. The entire perimeter around the Child Care Center, up to the campus property boundaries.
- b. It is the further recommendation of the Committee that **evident and plentiful signage be placed at all of the areas identified in 4a (above)**, clearly indicating their “Smoking-Restricted” status; and that all **digital signage and LCD scrolls across the campus be programmed to advertise the proposed policy** as well as the “Smoking-Restricted” areas.

5. Committee’s recommendations regarding Enforcement of a Campus Smoking Policy.

- a. It is the recommendation of the Committee that **“enforcement” – the monitoring of compliance with this proposed policy – be a self-regulation mechanism, the responsibility of all members of the college community**, rather than any one designated agent such as the Office of Public Safety and Security;
- b. Based on a review of “enforcement” practices for similar policies implemented at similar institutions, attempts at installing disciplinary actions for non-compliance – and with them, the concomitant need for adjudication procedures for disputes arising from disciplinary actions – have proven impractical, functioning less as a safeguard of deterrence and more as an administrative morass; and so it is the further recommendation of the Committee that **establishing disciplinary procedures for non-compliance with this proposed policy be rejected** in favor of the members of the college community taking it upon themselves to collectively and collaboratively support the policy and thoughtfully and respectfully manage it;
- c. It is the final recommendation of the Committee that 5b (above) be accomplished through **consistency in delivery and frequency of communication efforts, by and across members of the college community** – including the Office of the President, his cabinet and deans, academic department chairs, department heads and supervisors, the Offices of Student Activities and Student Government, the Office of Public Safety and Security Campus Security, and students, faculty, and administrative and support staff members –to inform one another, early and often, of the changes this policy brings, and to respectfully encourage one another to stay compliant.

6. Committee’s recommendations regarding Implementation Timeline for a Campus Smoking Policy.

- a. As it is the recommendation of the Committee in section 2b of this report that a Campus Smoking Policy be preceded by **a robust information and educational campaign 6 months prior to implementation**, the Committee further recommends that:

- i. **An information and educational campaign** – comprised of such elements as distributing **email and digital signage** announcements to the college community; making **announcements** at student, faculty, and administrative and support staff orientations, convocations, and other oral or written forums; readying the design, purchasing and placement of **signage indicating the “25-foot rule” and “Smoking-Restricted” areas on campus**; and conducting **smoking cessation activities and opportunities**, led by Health Services and in collaboration with Student Activities and appropriate or interested academic departments – be conducted for a 6-month period, **from January 2010 to July 2010**;
- ii. The proposed **Campus Smoking Policy and its restrictions be fully implemented in August 2010**.

7. Committee’s recommendations regarding Coordination of Implementation of a Campus Smoking Policy.

- a. It is the recommendation of the Committee that **coordination for the implementation of the information and educational campaign**, leading up to the implementation of the proposed campus smoking policy, be overseen by an **ad-hoc Task Force**, with members chosen to serve as approved by the Office of the President;
- b. It is the further recommendation of the Committee that this **ad-hoc Task Force be comprised of members of the faculty, administrative and support staff, the student body, and administration**, and that these designees be chosen to best effect the coordination of efforts and resources across the Offices of Academic Affairs, Student Affairs, and Finance and Administration;
- c. It is the final recommendation of the Committee that the **Committee on Environment, Quality of Life, and Disability Issues members will be available and act in an advisory capacity** to the members of the ad-hoc Task Force, as requested.

8. Committee’s recommendations regarding Evaluation of a Campus Smoking Policy.

- a. The Committee deliberated with full awareness that the breadth of the recommendations as set forth in sections 1 – 7 of this report may fall short for some, and seem too cumbersome for others; and so it is the recommendation of the Committee that a **post-survey on the effectiveness of and satisfaction with the proposed policy be distributed after 2 semesters of full implementation**, at which time the Committee will revisit its original recommendations and assess whether any amendments are appropriate.

Respectfully submitted,  
The Senate Committee on Environment, Quality of Life, and Disability Issues

Dion Pincus, Committee Chair, HEO  
Hayes Peter Mauro, Committee Secretary, Faculty  
Alicia Sinclair, Committee Member, Faculty  
Carol Soto, Committee Member, Faculty  
Patricia Spradley, Committee Member, Faculty  
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Leen Feliciano, Committee Member, Student  
Esther Lee, Committee Member, Student

Advisory to the Committee:

Mel Rodriguez, Environmental Health and Safety liaison  
Diane Call, Acting Provost/Sr. VP, Administrative Liaison to the Committee

11/19/09

**Appendix 1**

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**

**COMMITTEE ON ENVIRONMENT, QUALITY OF LIFE AND DISABILITY ISSUES of the ACADEMIC SENATE**

**TO:** Devin McKay, Secretary, Academic Senate Steering Committee

**FROM:** Georgina Colalillo, co-Chairperson, Committee on Environment, Quality of  
Life and Disability Issues

**SUBJECT:** Annual Report of the Committee on Environment Quality of Life and  
Disability Issues for September 2008- May 2009

**DATE:** August 26, 2009

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**Committee Members:** Diane M. Carey, Secretary; Georgina Colalillo, co-Chairperson; Young Kim; Holly O'Donnell, co-Chairperson; Patricia Spradley

Steering Committee Designee: Marilyn Katz

Committee on Committees Liaison: Regina Rochford

Student Representative: Marvin Young

**Date committee met and times it meets regularly:** The Committee on Environment, Quality of Life and Disability Issues met six times during the 2008-2009 academic year: September 16, October 16, November 11, December 9, March 12 and April 30. Meetings were held on Tuesdays in the Fall and Thursdays in the Spring usually at 3:30 or 4:00 p.m.

**Narrative summary of committee work and report on status of prior recommendations:**

The Committee worked on the following bylaws charges:

- Through a process that involves the administration, formulate and recommend to the Academic Senate policies and practices pertaining to the College environment in matters of health, safety, security, maintenance and allocation of facilities.
- Evaluate and report to the Academic Senate on the administrative response to problems in the College environment
- Receive all proposals concerning naming and renaming campus facilities and make appropriate recommendations
- Review and report on College Master Plan regarding facilities and campus environment
- Review the assessment of the campus with regard to services for students with disabilities and disability issues as the assessment relates and pertains to the campus environment and campus facilities and make appropriate recommendations to the Academic Senate.

In addition, the Committee worked on the following specific charges from the Steering Committee:

- Report on current use of space re: student classroom and faculty offices
- Create subcommittee to review and report on College Master Plan- involve all parts of the community in comments and suggestion
- Review the College assessment of the Early College High School proposal for environmental impact on the College and its facilities, services and programs
- Obtain from the Office of Services for Students with Disabilities an annual assessment of the campus with regard to such.
- Solicit student designees- determine possibility soliciting student designee(s) from disability office.
- Work with administration and possible a student/faculty/administration task force to implement structural changes to support CUNY sustainability initiative.
- Work with Administration to assist with any continuing action items related to the Summer 08 and winter Intercession 09 Asbestos Abatement Project.

**Space Allocation/Utilization:**

Queensborough Community College (QCC) has been experiencing a steady trend of increased student enrollment (with more full-time students) and this necessitated reshuffling, restructuring and the creation of new instructional spaces in the Technology Building. Diane Call reports that three new instructional spaces (2 classrooms) in the Technology Building have been created. These rooms are ADA accessible and full utilization began. Modular classrooms have been

placed behind the “Z” building and are fully operational. These changes are expected to relieve some of the increased demand for space and help with scheduling difficulties.

Summer Projects include: remodeling of LB 30 to create three new spaces, new fencing around the perimeter of campus, a Pergola on the lawn between the “C” building and the Oakland Building.

CUNY’s Central Space Management Team visited the campus in October, 2008. The Committee will follow-up on the report when it becomes available.

With regard to plans for Early College Classrooms on QCC campus, there is a decreased interest in this due to: space and location issues, age difference of students and increased suicide rate associated with young students. The committee will communicate with the Steering Committee about the possibility of removing this charge.

QCC is in the process of Middle States Self-study. One of the issues identified was space. At a meeting of the Academic Senate, there was a discussion on college policies regarding admission and classroom space. It was indicated that the task force on scheduling would be evaluating this.

**Student Designees:**

Student representation at committees of the Academic Senate was identified as an important initiative to support shared governance and improve student life on campus. Marvin Young, who serves in the QCC Student Government Association as Vice President for Evening Students attended most of the Committee’s Fall, 2008 meetings. He did not attend meetings in Spring 2009. The student actively participated in discussions and provided input on major issues.

**Parking Issues:**

Marvin Young, Student Representative, distributed copies of the SGA Parking Proposal, which he explained will help make student parking more efficient. Currently students must navigate the perpetually full parking lots as well as the inconvenient token system. The proposal would allow student to use a refillable swipe card to park instead of constantly purchasing individual parking tokens. The proposed system would be more convenient. A copy of the proposal was presented to committee members.

VP Call and Mel Rodriquez noted that there is a task force on ID cards. This task force is working on the possibility of providing students with an “all-in-one” card that could be used for parking, the cafeteria, the library, etc. VP Call and Mr. Rodriquez will keep the committee updated on the task force’s progress.

**Infrastructure:**

During the Summer/Fall 2008, the College experienced serious electrical power issues as a result of storms and water flooding into the vaults. Complicating the issue, the emergency back-up generators started to fail and the fuel filters clogged. Emergency generators were put into effect and required monitoring at night by engineers. Buildings & Grounds (B&G) and Information Technology (IT) worked around-the-clock in order to repair the resulting problems as quickly as possible and to ensure that the situation did not cause a lengthy inconvenience for students, faculty and staff.



VP Call reported that Con Edison partnered with QCC and leased transformers to college for four month. The campus electrical equipment is antiquated and the college desperately needs an upgrade of the entire electrical system. Budgetary constraints make such a project impossible at this time with the many fiscal uncertainties plaguing the city and state budgets. CUNY currently has only about one third of the required funds set aside for QCC's electrical issues. The resolution is to settle for repairs at this time with plans for an upgrade when more funds become available. All buildings have power.

The transformer site was barricaded and pedestrian traffic near the site was re-routed as a safety precaution. No reported incidences during resolution of this problem.

### **Construction and Renovations:**

- Renovations Involving Asbestos Abatement - Summer 2008 and January 2009.  
Major renovations involving removal of floor tiles/asbestos abatement in the Science Building Floors 2 and 4 took place in the summer, 2008 and Science Building Floor 3 completed during semester break, January 2009. Mel Rodriquez reported that air monitoring was conducted during the abatement projects. He reported that several PSC Health and Safety Watchdog representatives performed a "walk through" of the renovated areas early in the Fall 2008 semester. The Committee requested the report on the walk-through for review. Mel Rodriquez provided an update after the January, 2009 abatement. He was provided with daily air monitoring reports during several phases of the project. None of the data provided showed any airborne asbestos levels that would cause concern. Mel Rodriquez has been involved throughout the process to oversee compliance. The Committee will continue to monitor as renovations continue. Administration is responsive and is following all precautions for relocating departments as necessary.
- Harriet Kupferberg Holocaust Resource Center (HKHRC): Construction on the Holocaust Resource Center is near completion. Expected date of completion is Fall, 2009. The Committee continually receives and reviews updates related to construction site. Reports on the construction project have been positive. Student Representative Marvin Young expressed concerns about how the HKHRC will be powered. VP Call reported that the electricity will come from the existing system. The campus also has been evaluated by Con Edison to determine if it is a candidate for solar powered energy. QCC has been placed on a list to receive solar panels but this will take some time.
- Main Gate/Parking in Lot #1:  
Access to the main entrance parking area (Parking Lot #1) is undergoing renovations.

In order to complete the work on the above in the timeframe required, the Contractor has requested that the main gate be blocked until further notice. Therefore, the Main Gate will be completely blocked until further notice. Access will be diverted to the entrance from Cloverdale Blvd. in order to enter and exit Parking Lot #1.

This temporary inconvenience will allow the work to be completed faster and provide a safe working environment for the contractors as well as safe passage for the persons entering the campus. The Committee has been monitoring the progression of this project.

Don Rainey, CUNY Campus Facility Officer, has vacated this position. No replacement has been announced at this time. Jim Fox is the contact person until a replacement is found.

**Campus Safety and Security:**

The Campus Security Report and the Sex Offender Report was reviewed for 2008. The Report includes an explanation of the availability of escorts for faculty during late hours and isolated areas.

A Campus Advisory was sent out on the QCC community dialogue - October, 2008 – an incident occurred on campus with student/visitor in possession of illegal drugs. The local police precinct was involved and the issue was resolved without incident.

Campus Public Safety pamphlets were distributed to Committee and reviewed. These are published annually and can also be found on the QCC website.

- CUNY Alert: Registration online is available. Enrollment is growing steadily. Marvin Young will discuss with QCC SGA about getting the message out for students to enroll. CUNY Alert was successfully used during the power failure on campus in Summer, 2008 and during the snow emergency in Spring, 2009.
- Emergency Procedure Quick Guide: was developed by Public Safety Department and distributed campus-wide. It was suggested that all department should familiarize themselves with the procedures and keep the guide handy.
- Closed circuit surveillance cameras have been installed throughout the campus for the full implementation of the CUNY Alert System.
- Digital signage was installed on campus, exterior sirens were installed to add to the campus alert system
- Each floor/Department has a designated fire coordinator. These designated individuals completed a Fire Safety Training course and they were provided a brightly colored vest, whistle and flashlight.
- Mel Rodriquez receives a list each semester with the location of students with disabilities.

There is a periodic test of the speakers on the Emergency Voice Alert System throughout the campus. Notification of testing is sent via the QCC community dialogue. The purpose of this system is to provide pre-scripted emergency alert notifications in the event of serious emergencies on campus.

**College Health & Environment Issues:**

**HEALTH:**

- Second Hand Smoke:  
The issue of second-hand smoke and complaints from faculty and students has been a recurrent issue. The problem areas are: the entrance of the buildings, particularly the Science Building from the courtyard outside the cafeteria. The problem becomes intensified in the colder months when individuals smoke closer to buildings and smoke permeates through doors and vents. There were also complaints that the cigarette odor enters the buildings from the garbage receptacles that sit close to the buildings. Although free standing cigarette disposals are provided on campus, they are not utilized. The Committee discussed the possibility of signage to be placed on buildings stating permissible distance from the building for smokers to stand. In addition, it was

recommended that the garbage receptacles should be distanced from the entrances of the buildings. Relocating the garbage receptacles provided a partial solution but complaints continue. The dialog of the college community is leaning toward have a smoke-free campus. Second hand smoke is not only unhealthy; it detracts from the appearance of the campus due to inappropriate disposal of cigarette butts. The Committee discussed the possibility of recommending a no smoking policy for outside areas or having areas designated for smoking on campus. The discussion centered on these main issues:

- Where would students, faculty and staff smoke if the campus was smoke-free? Leaving campus could be a safety concern.
- Would the policy address students, faculty/staff and visitors?
- What would the penalties be?
- Who would enforce the policy?
- Who would adjudicate the cases?
- What would be the consequences of dedicated space for smoking?

The Committee looked at alternate solutions to the problem such as health education:

- Student Health Services – Isabel Hocevar has established an active smoking cessation program on campus that is sponsored by NYS – it is available free to students, faculty/staff and the community.
- Nursing students participate in QCC health fair in December and educate the campus community on smoking.
- Smoking cessation information is advertised through the electronic billboard and QCC website.
- Involve the SGA in getting information out on smoking cessation and also involving SGA in ongoing dialogue on recommendations for smoking outdoors.

The Committee requested the assistance of Mel Rodriguez, Health and Safety Officer, in providing the latest guidelines on “smoking on campus” and distance allowance from buildings (doors and vents). Committee members reviewed NYC Smoke Free Act and NYS Clean Indoor Act. Diane Call has attended all meetings and has participated in the conversation. Recent articles on second-hand smoke were circulated to all new incoming committee members. Mel Rodriguez sent a draft of the campus smoke free policy being formulated at Kingsborough C.C. This same topic was also being reviewed by a subcommittee of the CUNY EHS council, of which he is a member. This draft was in the process of being reviewed for consideration as a university-wide policy. The document was sent it to all Committee members (incoming and outgoing) requesting their review and comments. The document may contain everything needed - the policy, regulatory citations and language regarding enforcement. Mel Rodriguez will keep the committee posted on any decisions made concerning the status of this policy.

The incoming committee members are aware that this issue needs to be addressed early in the Fall 2009 semester and should be given high priority.

#### H1N1 Influenza Preparedness:

The campus has initiated preventative measures for the H1N1 virus beginning in the Spring, 2009 semester

- Information pertaining to H1N1 is posted on website
- Student Health Services sends out information via community dialogue
- Buildings and Grounds involved with sanitizing bathrooms and insuring soap dispensers are refilled periodically.
- Health Education - notices posted around campus
- Clorox disinfectant wipes supplied to all departments- for wiping of all common surfaces (door knobs, telephones, computer keyboards, etc.).

Committee suggested that disinfectants should be accompanied by instructions for use. It was suggested that an e-mail go out through the QCC Community Dialogue.

Incidence of H1N1 Influenza is expected to peak during the influenza season (October – March) and New York City is preparing. All Committee members received an e-mail with the Center for Disease Control (CDC) website dedicated to H1N1 virus information. Isabel Hocevar was contacted and reports that vaccines for H1N1 influenza will be available at QCC in October and she has scheduled immunization clinics for students, faculty and staff. The H1N1 vaccine needs to be given in a series of two doses in order to be effective. In addition, the influenza vaccine will also be available this fall. The vaccines are available to students for free. Due to the projected high demand to immunize the college community, the Nursing Department is mobilizing student nurses to assist in the immunization clinics. Information concerning immunization clinics will be available on the website and advertised through the electronic billboard.

- SAFETY:

Elevator Malfunctioning/Repairs: The elevators in the Science Building and the Medical Arts Building are plagued by periodic malfunctioning. The Committee received from Buildings & Grounds information about the inspections and repairs of the elevators in the Science and Medical Arts Buildings, particularly Elevator A and B and they have been reviewed. Elevator A in the Medical Arts Building has been out of order frequently. In April, 2009 the elevator in the Science Building was out of order for an extended period of time. After extensive rebuilding, testing and independent inspection it was back in operation. During periods of extended elevator outages, Ben Freier assures that every effort is made to have the classes of students with disabilities moved or changed.

- CAMPUS ENVIRONMENT:

The Dig In Event took place on May 1, 2009 and as a result almost 400 trees and shrubs were planted by student, faculty, staff and neighbors around the athletic field area. Many of the trees and shrubs planted are not native to this region. There was inquiry from the Biology Department as to the possibility of planning native trees and bushes instead as the “non-native” do not support the local biodiversity and are not ecologically sound. This request needs careful consideration and should take into account time, energy and financial expenditure that would be incurred to make these changes.

The college obtained the trash compacter near the Science Building through a partnership with the NYC Department of Sanitation. It is self-contained and deodorized and will improve both sanitation and recycling.

**Review Assessment of the Campus with Regard to Services for Students with Disabilities, Health & Safety, Security and Maintenance.**

### Services for Students with Disabilities

Ben Freier, Director of Services for Students with Disabilities has attended a majority of the Committee meetings and provides updates. At the start of each semester, The office of Students with Disabilities sends out an e-mail through the QCC Community Dialogue about new initiatives and to remind faculty and staff about the free standing desks and chairs in every classroom and how to obtain needed services or items for disabled students. New tables and ADA stations for students with disabilities will be arriving. New full-time position of a Disability Accommodation Specialist Level 2 provisional has been approved and a search committee has been formed.

Some of the issues affecting students with disabilities this academic include:

- Elevator access during Medical Arts Building and Science Building elevator outages.
- Transporting students with disabilities during emergencies and evacuation
- Frequently non-functioning handicapped access button throughout campus, particularly in the Administration Building
- Bathrooms in gym and the library not handicapped accessible.
- Adequacy of ADA parking spaces near Art Gallery and HKHRC.

Many of these issues were resolved or have plans for resolution in place:

- Elevators in Science Building have been repaired and are working. Students with disabilities had their classroom assignments moved or changed to insure their access.
- Each floor was assigned a fire coordinator. Campus Security has a protocol for handling disabled students in emergency situation – only fire department can help disabled students during evacuation. Mel Rodriguez receives an updated list from the Office of Students with Disabilities of all disabled students
- Work to “hard wire” ADA electronic door openers is complete. This should reduce incidence of malfunction. Electronic door opener will be installed at ACC entrance.
- The Office of Students with Disabilities requested that Jim Fox make an assessment to determine whether bathrooms located at L-110, G-204 and G-205 meet federal guidelines for accessibility.
- Adequate handicapped parking spaces during renovation of Lot #1 were insured by placement of cones by Public Safety with monitoring for violations. The new lot will have 2% of parking spaces designated as handicapped spaces. This will exceed the number of handicapped spaces that were in the old design.

### **Sustainability Campus Council:**

A CUNY Environmental Sustainability Committee has been established and QCC is taking part in this initiative and has established the Campus Sustainability Project of which Mel Rodriguez is a member and provides updates for the Committee. GoGreen

e- Newsletter is available. A Sustainability Website has been developed which provides updates:

<http://www.qcc.cuny.edu/susproj/> A new private recycling vendor has been hired (Royal Contracting). There are new recycling bins on campus. The college can get real numbers regarding how much is recycled.

The Committee recommends actions on the following issues:

- Review “No Smoking Policy” draft being considered by CUNY EHS Counsel and possible adoption at QCC
- Monitor efforts and preparedness to control outbreak of H1N1 Influenza
- Evaluate the plausibility of planting only native trees and bushes on campus
- Sustain efforts for student involvement and input at committee meetings.
- Collaboration of Committee members with Campus Sustainability Project
- Review campus walk-through and assessment after completion of major projects.
- Education of students, faculty, staff on proper disposal of recyclables.

**New Committee Members for 2009/2010:** Hayes Mauro, Dion Pincus, Alicia Sinclair Carol Soto, Patricia Spradley;  
**Chairperson and Secretary for 2009/2010:** TBA

Respectfully submitted,

Georgina Colalillo  
Co- Chairperson

**KCC: NO SMOKING POLICY FOR OUTSIDE AREAS - (10<sup>th</sup> Draft)**

Below is draft of the written NO SMOKING POLICY.

Health Risks associated with smoking are well documented. Studies have indicated that exposure to environmental tobacco smoke (second hand smoke) is a significant health risk for non-smokers. Kingsborough Community College is responsible for providing a safe environment for its faculty, staff, students and visitors. Consequently, we have implemented a more stringent campus-wide policy on smoking.

**Proposed Policy**

Smoking is prohibited in all buildings, within 25 or more feet from all building entrances and doorways, beach, balconies, patios, terraces, athletic field, loading docks, shuttle buses, shuttle bus waiting line, college vehicles, intake vents **including but not limited to any outside areas on campus property which non smokers are subject to smoke or second hand smoke.**

Smoking will **ONLY** be permitted in the designated areas indicated below. Areas containing cigarette disposal containers and/or receptacles will be labeled with signage indicating “SMOKING PERMITTED IN THIS DESIGNATED AREA”. These areas are as follows:

1. Between the A and P buildings under the bridge
2. East Side of the MAC Stage area
3. Between T2 and T8 buildings
4. Between T3 and T2 Buildings
5. Between D and C Cluster buildings at Island where seating is available adjacent to grass field.

Additional locations will be added as needed.

Smokers are expected to use containers/receptacles provided by the College to dispose of cigarette butts or other smoking materials. Employees, students, visitors, etc. who **DO NOT** extinguish or discard cigarette butts or other smoking materials in the cigarette butt containers/receptacles provided; or use the college grounds as an ash tray to discard or extinguish their smoking materials will be considered a violation of this policy. Smokers who continue to violation this policy may be subject to disciplinary action, and/or asked to leave the campus property.

**Proposed Compliance**

Any Employees, Students, Visitors, Contractors of Kingsborough Community College are responsible for observing and complying with the provisions of the No Smoking Policy.

All persons/smokers will be given one warning prior to any action taken.

Any employee who has been given one warning and still violates this policy shall be subject to appropriate disciplinary action and referred to the Office of Human Resources. Any student, who violates this Policy after one warning, shall be subject to disciplinary measures in accordance with the provisions of the Student Code of Conduct/ Henderson rules and referred to the Dean of Students. Visitors to the College, who violate this policy, may be asked to leave the College property if not in compliance. All violators are also subject to sanctions provided by applicable laws and regulations. Enforcement of this Policy will be the responsibility of the Office of Public Safety.

### **Current Implementation**

Based on discussion with Environmental Health and Safety at KCC, the following elements of the proposed policy have been implemented, fully or in part:

- **Banned smoking within 25 ft. of all building entrances, doorways, vents, windows, loading docks, bus stops, etc.**
- **Posted clear signs at these locations advising people of this policy**
- **Designated smoking areas at strategic locations around campus**
- **Posted signs at these smoking areas advising smokers that they can smoke at these locations; however the signs also carry the warning label from the Surgeon General**

**KCC stripped the policy of any disciplinary measures for non-compliance;** however as part of their daily rounds, Public Safety officers ask anyone smoking at these smoke free zones to observe this rule. Interestingly enough, other **people have taken it upon themselves to ask smokers to observe the policy, and so far the smokers have obliged.**

**Prior to this policy being implemented, a massive informational campaign was done,** involving temporary signs at all the proposed smoke free zones (“Smoke Free Zones are Coming!”), email, electronic bulletin boards and word of mouth. This was tied in with a Smoking Cessation information and campaign, which I think should be continuous. This was done a month ahead to give everyone notice.



**Appendix 3**

**The City University of New York  
Policy 4.6 SMOKING BAN**

The largest urban university in the country, The City University of New York is committed to promoting the health and well being of its faculty, students and staff. (BTM,1994,09-29,005,\_A)

The health hazards of tobacco use are well documented and directly linked to the death of an estimated 390,000 Americans a year. Exposure to environmental tobacco smoke has been associated with the occurrence of many diseases, such as lung cancer and heart disease in nonsmokers and low birthrate in the offspring of nonsmokers. Environmental tobacco smoke represents one of the strongest sources of indoor air contaminants in buildings where smoking is permitted. (BTM,1994,09-29,005,\_A)

**Therefore, smoking is prohibited inside all facilities owned, leased, or operated by the University.**  
(BTM,1994,09-29,005,\_A)

**This policy will further strengthen the current Smoking Policy of the University, approved by the Council of Presidents at its meeting of 7 May 1990, which prohibited smoking in over ninety percent of the space in campus buildings—including classrooms, auditoriums, elevators, hallways, restrooms, and other common areas.** The significant health hazards associated with tobacco smoke for both smokers and non-smokers alike clearly indicate the necessity of creating a University smoke-free environment. (BTM,1994,09-29,005,\_A)

Questions or Concerns regarding the implementation of this policy should be referred to the office of the Vice President for Finance and Administration. Managers, Supervisors, Directors, Chairpersons or their representatives are responsible for seeing that persons in their area are **AWARE OF THIS POLICY.**

**Appendix 4**

**Smoking Policy Planning Handbooks from (collaborative) AK, MO, KA, NC and CA community colleges**

Planning for Policy - AK, MO, KA, NC and CA Community Colleges

In November 2004, Foothill and De Anza faculty, staff, and students were asked to participate in an online 10-item survey developed to assess the smoking opinions of all campus constituents.

The key questions in the survey addressed the following issues:

- smoking status of respondent
- preference for smoking policy
- whether or not secondhand smoke was a problem on campus
- whether or not the current board policy on smoking is followed
- whether a non-smoking campus would improve the learning and working environment

An impressive total of 6,839 individuals responded to the survey, with 2,615 responses from Foothill, 4,175 from De Anza, and 49 from Central Services. Overall, the majority (6,309) of the responses were from students. The responses for the two campuses were very similar for the respondent groups.

The majority of respondents were interested in a more restrictive smoking policy on the two campuses, with over 70% preferring either a smoke-free campus or smoking only in restricted areas. In general, students were only slightly less supportive of the more restrictive policies, and felt that secondhand smoke and the board policy not currently being followed were problems on campus. (more details of the survey are below, if needed)

Armed with the results of the survey, the committee felt that the time was right to join other community colleges including Ohlone and Cabrillo, and move towards a smoke-free campus.

**Over the next several months, the committee met with each of the various governing bodies on each campus to share the survey results** and to ask for their support in taking the change in policy to the Board of Trustees. All of the governance committees supported the change; some were unanimous in their support.

**The plan:**

From September 1, 2005 to September 2006, **a planned “enforcement through education” phase will be implemented.** During this phase, there will be no disciplinary action taken if a smoker is non-compliant. **Members of the college community will be made aware of the new policy via many channels, including electronic messages, schedule of classes, catalog.** Cards with the policy and a map of each campus will be distributed to students, faculty and staff. A voluntary team of “policy promoters” will help educate the campuses about the policy.

In September 2006, a disciplinary plan will become effective. It will outline the disciplinary action to be taken if someone violates the policy. **Based on the experiences of other colleges, the one year “enforcement through education” plan allows for a natural “culture of change” to occur, and disciplinary action is rarely needed.**

**More detail of survey results:**

Overall, only 12% of the respondents identified themselves as smokers, with 15% identified as former smokers, and 72% as non-smokers. The smoker category was most common in the student group, at 13%, while the faculty smoking rate was smallest at 4%.

The vast majority of the respondents prefer a different policy than the current board policy.

Overall, only 20% of respondents preferred the current policy, with 44% preferring an entirely smoke-free campus and 27% prefer smoking only in designated areas. Slightly fewer students preferred a smoke-free campus, at 44%, compared to 53-55% for the employee groups.

Overall, 63% of the respondents felt that secondhand smoke was a problem. Again, the employee groups more commonly felt that secondhand smoke was a problem, at 65%-74% vs. the students’ 62%.

Finally, nearly two-thirds of the respondents (64%) felt that a non-smoking campus would improve the learning environment for students 71%-75% of employee groups felt this way, compared to 63% of the student respondents.

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*(I sent this memo to all of the Counselors who were going to be teaching the orientation to college classes during the summer prior to the fall quarter 2005.)*

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MEMO

June 30, 2005

Counseling 100 Instructors:

Please give your students a “heads up” by announcing that as of September 1, 2005, De Anza will be a smoke-free campus. Smoking will be allowed only in Student Parking Lots A, B, the top floor of both parking structures and in Staff Lot J and Lot A-1. The revised policy will be posted soon at [http://www.fhda.edu/about\\_us/board/policy](http://www.fhda.edu/about_us/board/policy).

Thanks very much!

Mary-Jo Lomax

Health Services

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*(This memo was sent to all faculty and staff the second week of fall quarter 2005.)*

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MEMO

DATE: September 30, 2005

TO: All Faculty and Staff

FROM: Mary-Jo Lomax, Health Services

RE: Smoke-Free Policy Handouts and Information Sheet

As you may be aware, the District has a new smoke-free policy that became effective September 1, 2005. This first year we are ‘enforcing through education’ only. The attached card is for anyone to hand out to smokers to make them aware of

the new policy. On one side of the card is a map of the campus that identifies the designated smoking areas, and the other side has tips and cessation resources.

Also attached is an information sheet that briefly describes the policy and its history. If you would like more cards, please contact me at 8903 or email me at [lomaxmaryjo@deanza.edu](mailto:lomaxmaryjo@deanza.edu).

Thank you.

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## **2nd Annual Making Your Campus Tobacco-Free Workshop**

Ozarks Technical Community College  
April 18, 2005

Attendees included a college president, a director of campus security, a director of facilities, a nurse practitioner and other employees working at community colleges and universities in AK, MO, KA, NC and CA.

Also in attendance were employees from local hospitals and local health organizations. The workshop was very comprehensive. People from various areas of the college (the President, VP of student services, Campus Security, Personnel, Counseling, Public Relations) spoke about the project from his/her perspective. In addition, there was a panel of community business leaders who talked about their efforts to reduce tobacco use and also a panel of community organizations who discussed the importance of community partnership.

### **Biggest lessons they learned:**

**Time is your friend.** In December 1999, their Board approved the policy change that would go into effect in August 2003.

- o Time allowed people to “get on board”
- o Time allowed them seek feed back employees via focus groups, etc
- o Time helped to dissipate any antagonism towards the policy and helped avoid confrontation
- o Time allowed them to create an advisory board made up of leaders in the community
- o If there isn’t enough time to prepare, the policy may backfire, the momentum may be blunted, and the possibility of resistance and confrontation is greater.

**Be clear about your philosophical perspective**

- o Smoke-free vs tobacco-free?
- o Educational approach vs punitive approach?
- o Health rationale or educational rationale?
- o Strongly enforcement oriented (out looking for violators) or not (cite those you come across)?
- o Does “campus” include off-campus sites?

### **Other interesting points**

- Fear that policy would have negative consequences (hundreds will be non-compliant, protestors) was not borne out
- Since the policy was implemented in August 2003, only 24 or 25 citations have been issued and only one person was a repeat offender

Survey of incoming and graduating students showed incoming students using tobacco at higher rates than graduating students, and 2/3 of incoming students were aware of policy; 18% of incoming students said policy had an impact on their decision to go to OTC. They don't know if any of this has any relationship to the policy.

**Responses to “smokers’ rights” argument.** (According to Dr. Jim Blaine, Chairman of the OTC Tobacco-Free Advisory Committee, tobacco companies abandoned the scientific argument in favor of the individual rights argument.)

- We are preparing students academically, but also socially by preparing them to comply with issues they don't agree with
- Preparing students for jobs that may prohibit smoking (similar to above)
- Creates a powerful learning opportunity.
- People have a right to smoke, just not here.
- It's not a personal issue, but a public health issue
- A quote from Pope John Paul II, “Freedom is not the right to do as you please; it is the right to do what you ought.”

*Appendix 5*

### **Abstract: Texas Public Health, 2005 Student Smoking Behaviors**

BMC Public Health. 2005; 5: 74. Published online 2005 July 7. doi: 10.1186/1471-2458-5-74.

PMCID: PMC1177969

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## **College campus smoking policies and programs and students' smoking behaviors**

Tyrone F Borders,<sup>1</sup> K Tom Xu,<sup>2</sup> Donna Bacchi,<sup>3</sup> Lee Cohen,<sup>4</sup> and Danielle SoRelle-Miner<sup>5</sup>

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<sup>2</sup>Division of Health Services Research, Texas Tech University Health Science Center Lubbock, Texas, USA

<sup>3</sup>Department of Pediatrics and Center for Tobacco Control and Prevention, Texas Tech University Health Science Center, Lubbock, Texas, USA

<sup>4</sup>Department of Psychology, Texas Tech University, Texas, USA

<sup>5</sup>Center for Tobacco Control and Prevention, Texas Tech University Health Science Center, Lubbock, Texas, USA

## **Abstract**

### **Background**

Although tobacco use in the United States has declined over the past 20 years, cigarette use among college students remains high. Additional research is thus needed to determine how university tobacco control policies and preventive education programs affect college students' smoking behaviors.

### **Methods**

Approximately 13,000 undergraduate students at 12 universities or colleges in the state of Texas completed a web-based survey. College smoking policies were obtained from a survey of college administrators and from college websites. Logistic regression analyses were conducted to estimate the effects of individual smoking policies and programs on the odds of cigarette smoking.

**Results**

Of the individual programs, only having a preventive education program on campus was associated with lower odds of smoking. The existence of smoking cessation programs and designated smoking areas were associated with higher odds of smoking. Policies governing the sale and distribution of cigarettes were insignificantly associated with smoking.

**Conclusion**

**Rather than focusing on policies restricting cigarette sales and use, college administrators should consider implementing or expanding tobacco prevention and education programs to further reduce student smoking rates.**

*Appendix 6*

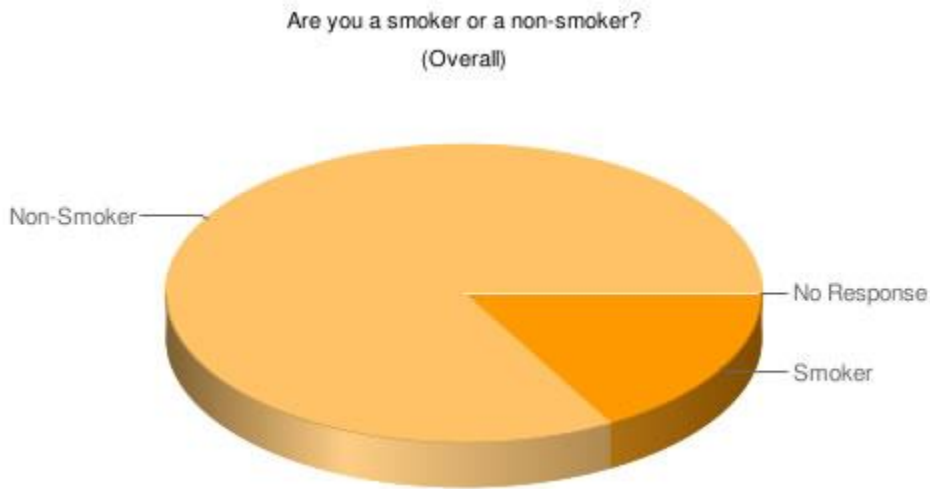
**Northern Michigan University: 2008 Smoking Survey and Results**

**2008 Smoking Survey Northern Michigan University**

**1. Are you a smoker or a non-smoker?**

	Smoker	Non-Smoker	No Response	Total
<b>Students</b>	722 (18.3%)	3221 (81.6%)	2 (0.1%)	3945
<b>Non-Students</b>	43 (7.1%)	560 (92.9%)	0 (0.0%)	603
<b>Overall</b>	765 (16.8%)	3781 (83.1%)	2 (0.0%)	4548

(Respondent Population = 4,548)  
Students are self-identified by their response to question #6.



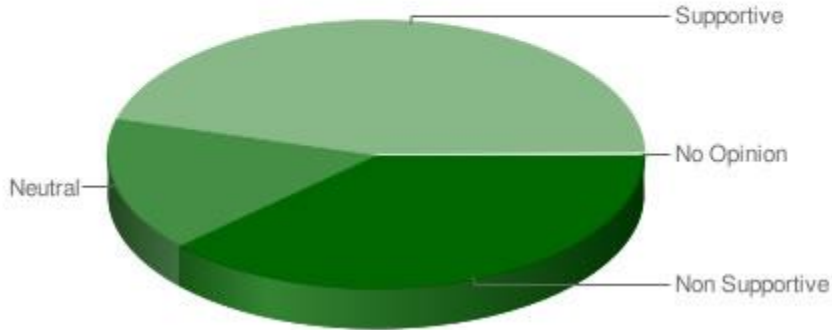
**2. To what level would you support NMU going completely smoke-free (all interior and exterior parts of the campus, including parking lots and private vehicles).**

	Not Supportive	Neutral	Supportive	No Opinion	Total
<b>Non-smokers</b>	1,055 (27.9%)	683 (18.1%)	2,033 (53.8%)	10 (0.3%)	3,781
<b>Smokers</b>	680 (88.9%)	54 (7.1%)	31 (4.1%)	0 (0.0%)	765
<b>Overall</b>	1,735 (38.2%)	737 (16.2%)	2,064 (45.4%)	10 (0.2%)	4,546

(Respondent Population = 4,548\*)

\*Does not include responses of 2 non-respondents to question #1 on smoking status

To what level would you support NMU going completely smoke-free  
(all interior and exterior parts of the campus, including parking lots and private vehicles).  
(Overall)



**3. Where does your level of support fall for NMU going completely smoke-free if private vehicles with closed windows are not part of the policy?**

	Not Supportive	Neutral	Supportive	No Opinion	Total
<b>Non-smokers</b>	936 (24.8%)	903 (23.9%)	1,939 (51.3%)	3 (0.1%)	3,781

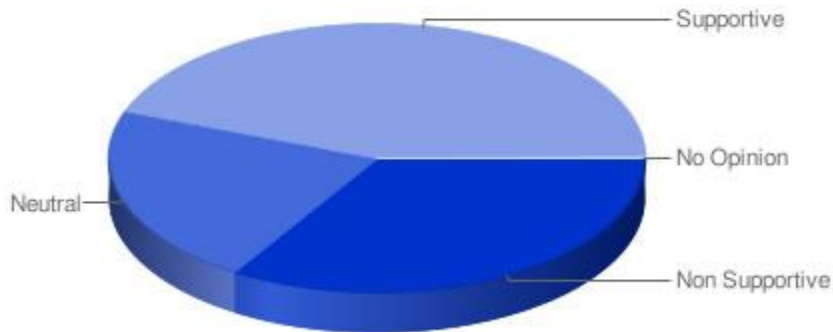


<b>Smokers</b>	607 (79.3%)	85 (11.1%)	70 (9.2%)	3 (0.4%)	765
<b>Overall</b>	1,543 (33.9%)	988 (21.7%)	2,009 (44.2%)	6 (0.1%)	4,546

(Respondent Population = 4,548\*)

\*Does not include responses of 2 non-respondents to question #1 on smoking status

Where does your level of support fall for NMU going completely smoke-free if private vehicles with closed windows are not part of the policy?  
(Overall)



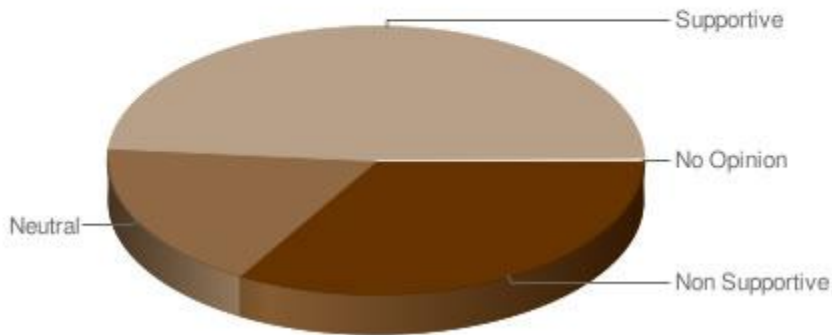
**4. Rate your support of NMU going smoke-free in a graduated fashion with the campus entirely smoke-free by 2010.**

	Not Supportive	Neutral	Supportive	No Opinion	Total
<b>Non-smokers</b>	981 (25.9%)	679 (18.0%)	2,117 (56.0%)	4 (0.1%)	3,781
<b>Smokers</b>	543 (71.0%)	136 (17.8%)	83 (10.8%)	3 (0.4%)	765
<b>Overall</b>	1,524 (33.5%)	815 (17.9%)	2,200 (48.4%)	7 (0.2%)	4,546

(Respondent Population = 4,548\*)

\*Does not include responses of 2 non-respondents to question #1 on smoking status

Rate your support of NMU going smoke-free in a graduated fashion  
with the campus entirely smoke-free by 2010.  
(Overall)



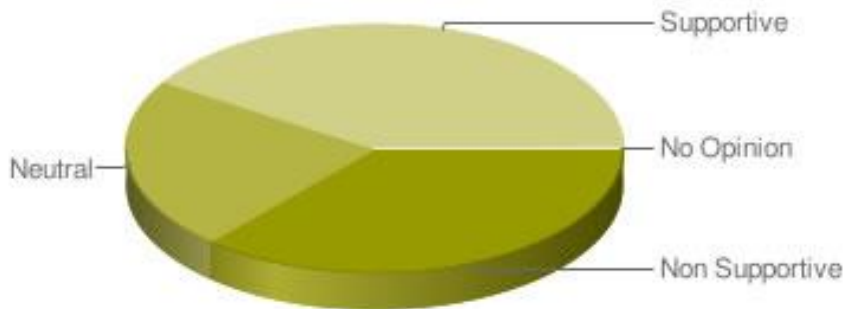
**5. Smoking shelters, similar to the Wildcat shuttle bus shelters, have been proposed as an idea to keep smokers away from building doorways. Rate your level of support for smoking shelters on campus, taking into consideration their cost and placement on campus.**

	Not Supportive	Neutral	Supportive	No Opinion	Total
<b>Non-smokers</b>	1,461 (38.6%)	850 (22.5%)	1,466 (38.8%)	4 (0.1%)	3,781
<b>Smokers</b>	199 (26.0%)	172 (22.5%)	392 (51.2%)	2 (0.3%)	765
<b>Overall</b>	1,660 (36.5%)	1,022 (22.5%)	1,858 (40.9%)	6 (0.1%)	4,546

(Respondent Population = 4,548\*)

\*Does not include responses of 2 non-respondents to question #1 on smoking status

Smoking shelters, similar to the Wildcat shuttle bus shelters, have been proposed as an idea to keep smokers away from building doorways. Rate your level of support for smoking shelters on campus, taking into consideration their cost and placement on campus.  
(Overall)



**6. Students only: Were you a smoker before you came to NMU?**

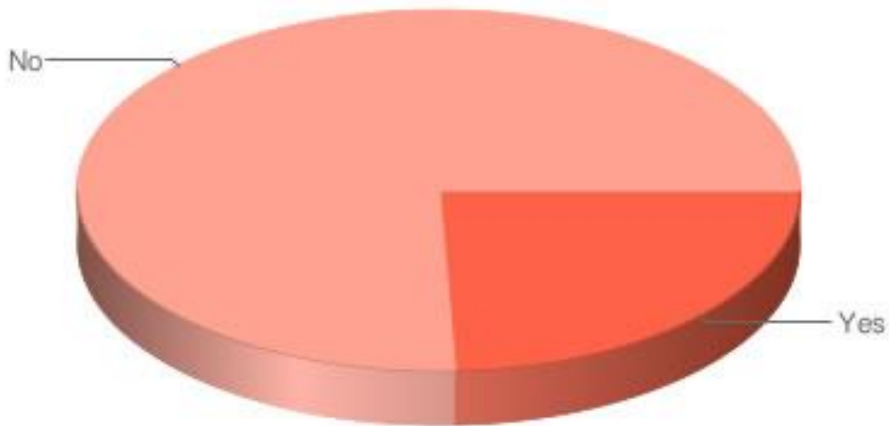
	Yes	No	No Response	Total
<b>Current Non-Smoker</b>	335 (10.4%)	2,886 (89.6%)	0 (0.0%)	3,221
<b>Current Smoker</b>	623 (86.3%)	99 (13.7%)	0 (0.0%)	722
<b>All Students</b>	958 (24.3%)	2,985 (75.7%)	0 (0.0%)	3,943

(Student Respondents\* = 3,945)

\*Students are self-identified by their response to Question #6

Excludes 2 students who did not specify smoking status

Students only: Were you a smoker before you came to NMU?  
(All Students)



**7. Students only: If NMU had been a smoke-free campus when you were making your university choice, would that have negatively or positively influenced your choice?**

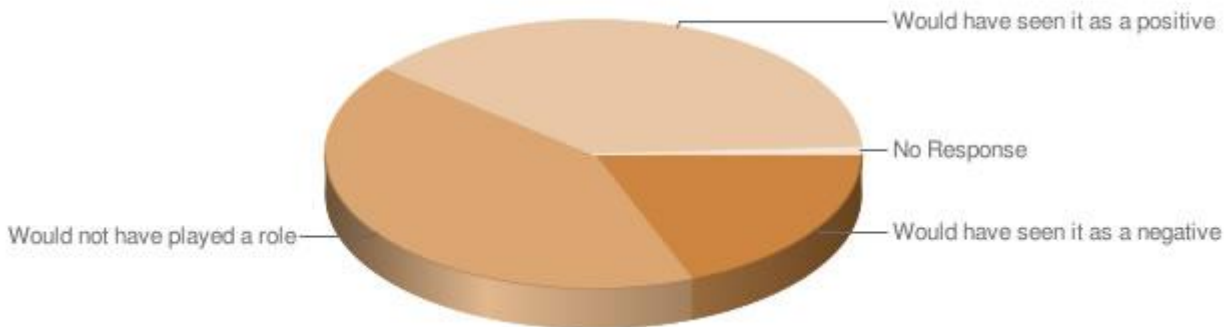
	Would have seen it as a negative	Would not have played a role	Would have seen it as a positive	No Response	Total
<b>Current Non-Smoker</b>	301 (9.3%)	1,408 (43.7%)	1,481 (46.0%)	31 (1.0%)	3,221
<b>Current Smoker</b>	449 (62.2%)	247 (34.2%)	25 (3.5%)	1 (0.1%)	722
<b>All Students</b>	750 (19.0%)	1,655 (42.0%)	1,506 (38.2%)	32 (0.8%)	3,943

(Student Respondents\* = 3,945)

\*Students are self-identified by their response to Question #6

Excludes 2 students who did not specify smoking status

Students only: If NMU had been a smoke-free campus when you were making your university choice, would that have negatively or positively influenced your choice?  
(Overall)



**Indiana University – Perdue University Indianapolis (IUPUI) Campus Smoking Survey**

- 1) I believe the percentage of students, staff, and faculty who smoke on campus is:  
 0 -10%  11- 20%  21-30%  31-40%  41-50%
- 2) Have you smoked at least 100 cigarettes in your entire life?  
 Yes  No
- 3) Do you smoke cigarettes now?  
 Every day  Some days  Not at all
- 4) Exposure to secondhand smoke is a serious problem. Do you:  
 Strongly agree  Agree  Neutral  Disagree  Strongly Disagree
- 5) Indicate the extent to which you are bothered by someone else smoking on campus.  
 Frequently  Occasionally  Seldom  Never
- 6) If the University were to implement a smoking policy regarding smoking in university resident halls, apartments, and student housing, which statement would best fit your beliefs.  
 No smoking in any resident halls, apartments, or student housing  
 Smoking permitted in designated areas  
 No restrictions on smoking
- 7) If the University were to implement a smoking policy, smoking should not be permitted on main pedestrian walkways.  
 Strongly agree  Agree  Disagree  Strongly Disagree
- 8) If the University were to implement a smoking policy, smoking should not be permitted within how many feet of any building's doorway?  
 100 feet  75 Feet  50 feet  25 Feet  No Restriction
- 9) If the University were to implement a smoking policy that restricted smoking on campus, which statement would best fit your beliefs?  
 No smoking anywhere on campus  
 No Smoking in any buildings but smoking permitted outside in designated areas  
 No Smoking in any buildings but smoking permitted anywhere outside  
 No restrictions on smoking
- 10) If the University were to implement a smoking policy, smoking cessation programs should be made available for students, staff, and faculty wishing to stop smoking.  
 Strongly agree  Agree  Disagree  Strongly Disagree
- 11) If smoking cessation services were provided, the University should provide these services at low or no cost.  
 Strongly agree  Agree  Disagree  Strongly Disagree
- 12) If the University were to implement a smoking policy, smoking prevention programs should be made available to students, staff, and faculty.  
 Strongly agree  Agree  Disagree  Strongly Disagree
- 13) If the University were to implement a smoking policy, the marketing and distribution of tobacco products should

be prohibited on campus.

Strongly agree  Agree  Disagree  Strongly Disagree

14) If the University were to implement a smoking policy, smoking should be prohibited at all University sponsored events.

Strongly agree  Agree  Disagree  Strongly Disagree

**Appendix 8**

**University of Minnesota Campus 2008 Smoking Survey and Results**

## Methodology

- **2000** surveys sent to random sample of full- and part-time faculty and staff
  - 130 surveys were undeliverable
  - 865 completed a survey
  - **46.2%** final response rate
  
- **5000** survey sent to random sample of full- and part-time undergraduate and graduate/professional students
  - 13 surveys were undeliverable
  - 1645 completed a survey
  - **33.0%** final response rate

## Survey Demographics

	Students	Faculty/Staff	Combined
<b>Gender</b>			
Male	44.4%	36.4%	41.6%
Female	54.8%	62.9%	57.6%
Transgender/Other	0.2%	0.5%	0.3%
Refused	0.6%	0.2%	0.5%
<b>Age</b>			
18-24 years	67.4%	4.8%	45.8%
25-34 years	26.1%	20.8%	24.3%
35-55 years	5.8%	53.8%	22.3%
56+ years	0.2%	20.0%	7.0%
Refused	0.5%	0.7%	0.6%





University of Minnesota: Academic Affairs & Provost - Microsoft Internet Explorer

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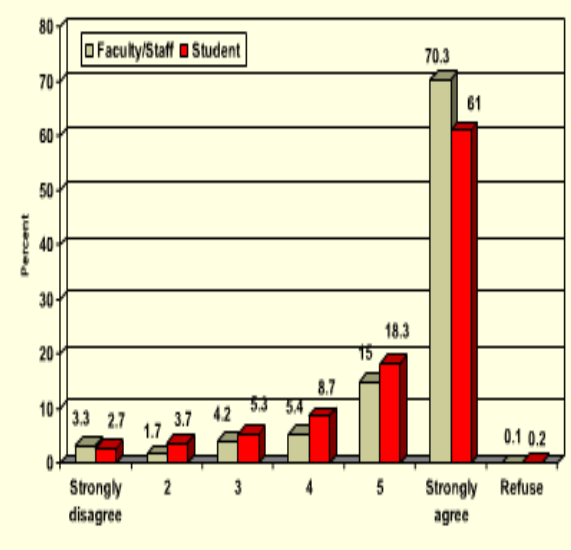
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## Survey Demographics

Position on campus	Students	Faculty/Staff	Combined
Full-time Faculty	n/a	16.6%	5.7%
Part-time Faculty	n/a	1.9%	0.6%
Full-time Staff	n/a	75.5%	26.0%
Part-time Staff	n/a	5.6%	1.9%
Full-time Undergraduate	61.4%	n/a	40.3%
Part-time Undergraduate	3.1%	n/a	2.0%
Full-time Graduate/Professional Student	28.5%	n/a	18.7%
Part-time Graduate/Professional Student	6.6%	n/a	4.3%

## Agree or Disagree: Exposure to Secondhand Smoke is a Health Issue



Response	Faculty/Staff (%)	Student (%)
Strongly disagree	3.3	2.7
2	1.7	3.7
3	4.2	5.3
4	5.4	8.7
5	15	18.3
Strongly agree	70.3	61
Refuse	0.1	0.2

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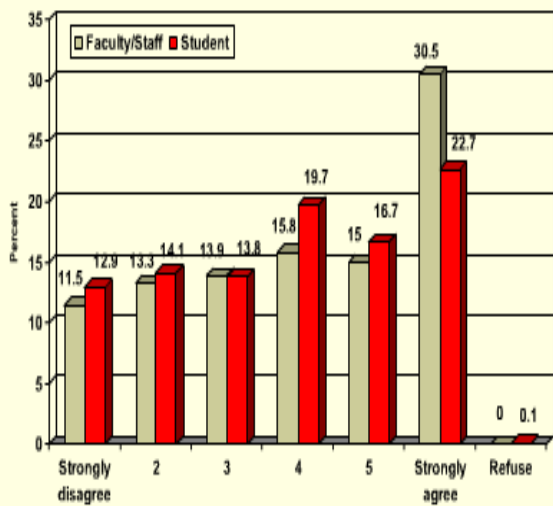
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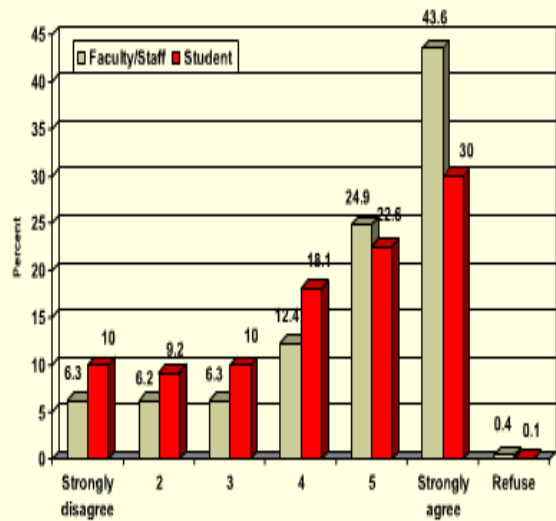
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**Agree or Disagree:**  
I am concerned about the health consequences of being exposed to secondhand smoke on this campus

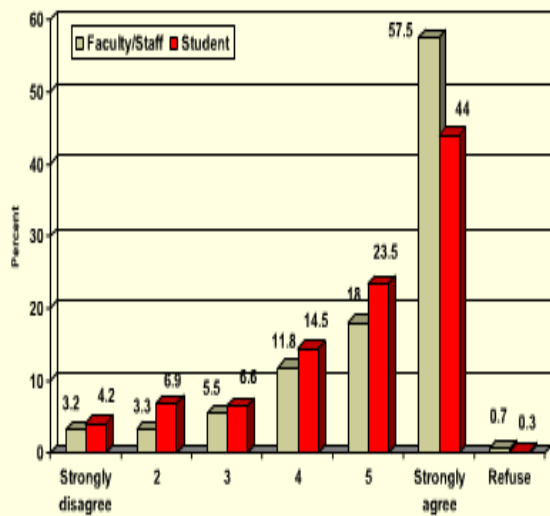


**Agree or Disagree:**  
It is the responsibility of campus administration to enact policies and regulations that protect members of the campus community from exposure to secondhand smoke

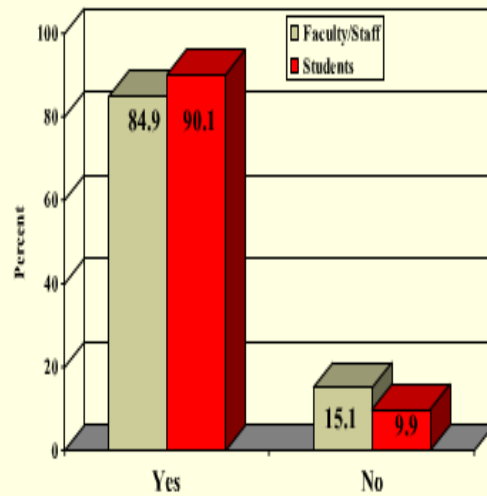




Agree or Disagree:  
Litter caused by smoking (cigarette butts, empty packages, etc.)  
detracts from the appearance of this campus



Have you ever been exposed to  
secondhand smoke on campus?





### Where have you been exposed to secondhand smoke Among those who indicated exposure

	Students	Faculty/Staff
<b>Location</b>		
Walking across campus	82.1	65.1
Entrance to buildings	72.6	84.3
Outdoor seating areas or bus stops	66.9	51.3
Parking lots, parking ramps or parking garages	16.9	21.9
Inside buildings –drifted in	10.9	18.3
Intramural sporting events	2.3	1.6

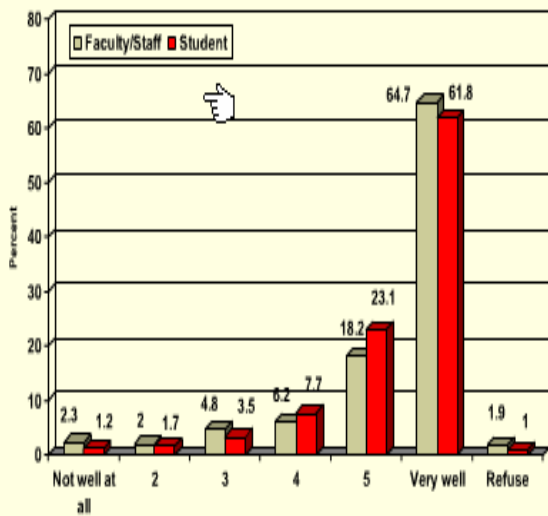
### Statement which best represents current smoking policy on campus

	Students	Faculty/Staff
<b>Statement</b>		
Building are smoke free, smoking on campus limited to 25 feet from building entrances, smoking prohibited in vehicles	59.5%	67.1%
Buildings are smoke free, smoking on premise prohibited except in designated areas, smoking is allowed in vehicles	3.7%	3.2%
Buildings are smoke free, no smoking restrictions on the grounds	10.7%	7.8%
I am not sure	25.7%	21.8%

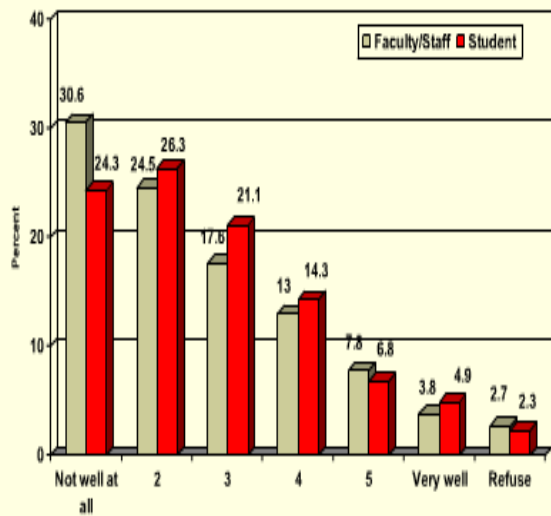




### To what degree do you think the smoking policy at the U of M is enforced indoors?

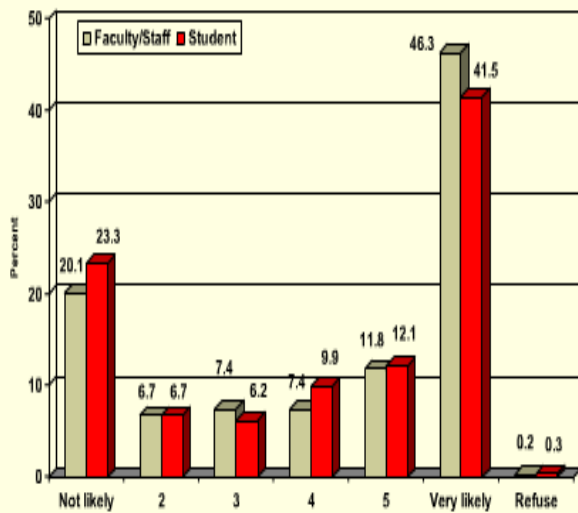


### To what degree do you think the smoking policy at the U of M is enforced at building entrances?

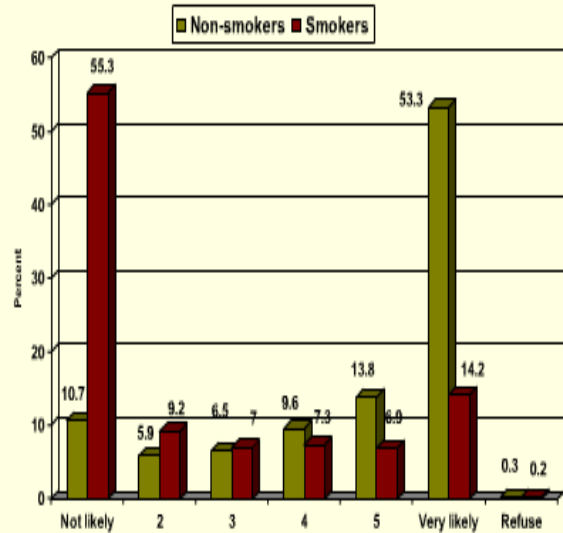




### How likely are you to support a policy prohibiting smoking on all U of M property (both indoors and outdoors)?



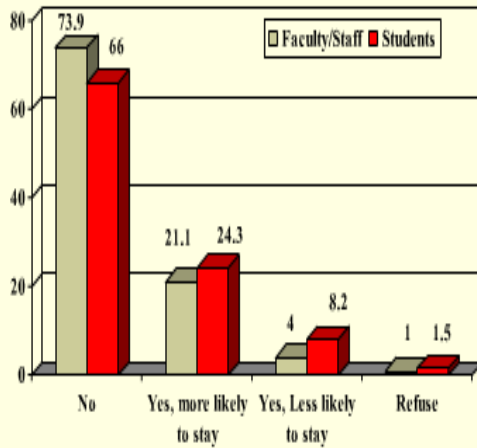
### How likely are you to support a policy prohibiting smoking on all U of M property (both indoors and outdoors)?



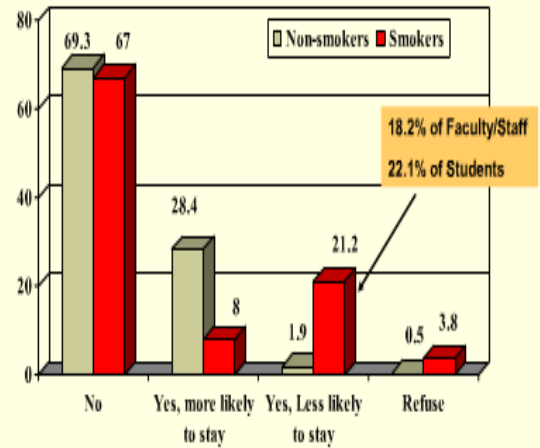
Smokers are defined as having used smoking tobacco within the past year



### Would a smoking ban influence your decision to continue working or going to school at the U of M?

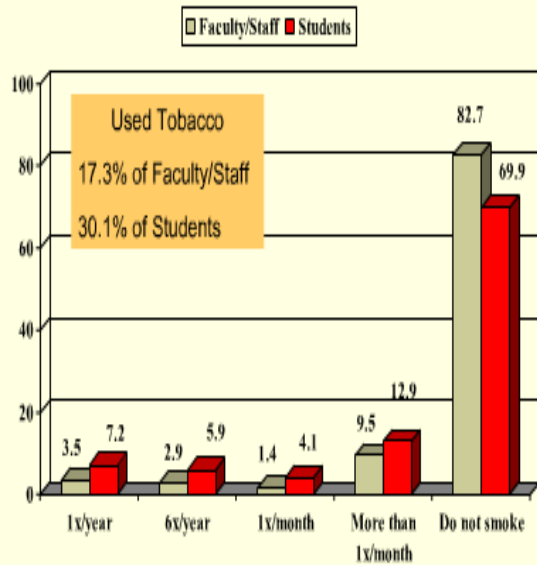


### Would a smoking ban influence your decision to continue working or going to school at the U of M?

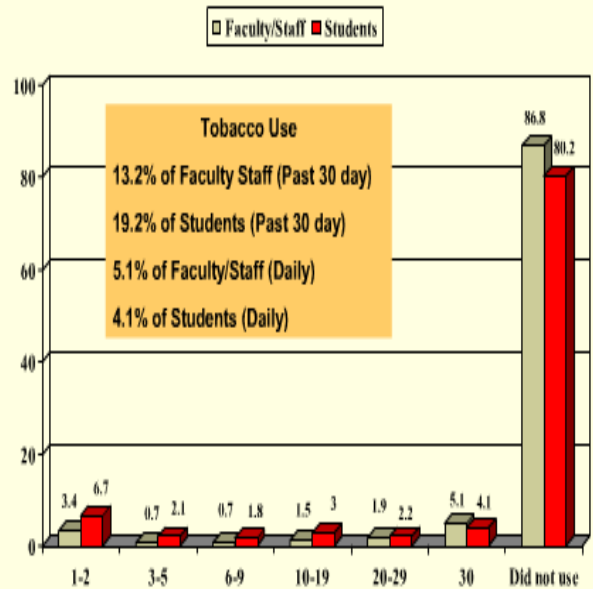




### Tobacco Use Rates- Past 12 months



### Tobacco Use Rates- Past 30 days

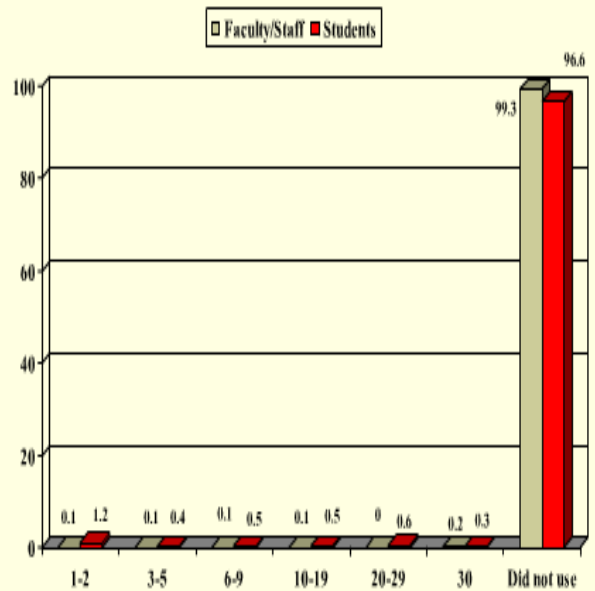




### Daily Tobacco Users Estimate of Actual Number of Users

- ~17,000 Faculty/Staff (full- and part-time) on campus
  - 5.1% daily tobacco use rate = 867 individuals
  
- ~51,000 Students (full- and part-time) on campus
  - 4.1% daily tobacco use rate = 2091 individuals

### Smokeless Tobacco Use Rates- Past 30 days





### Average Number of Cigarettes Smoked

	Students	Faculty/Staff
	Average Number	
Smoked on a Weekday	3.4 Range (0 to 20)	5.3 Range (0 to 25)
Smoked on a Weekend Day	5.1 Range (0 to 30)	7.2 Range (0 to 30)
Smoked On Campus -Weekday	3.2 Range (0 to 76)	3.0 Range (0 to 50)

### Consider themselves Smokers

- Among Faculty and Staff who used smoking tobacco within past 12 months **42.3%** consider themselves smokers
- Among Faculty and Staff who used smoking tobacco within the past 30 days **56.1%** consider themselves smokers



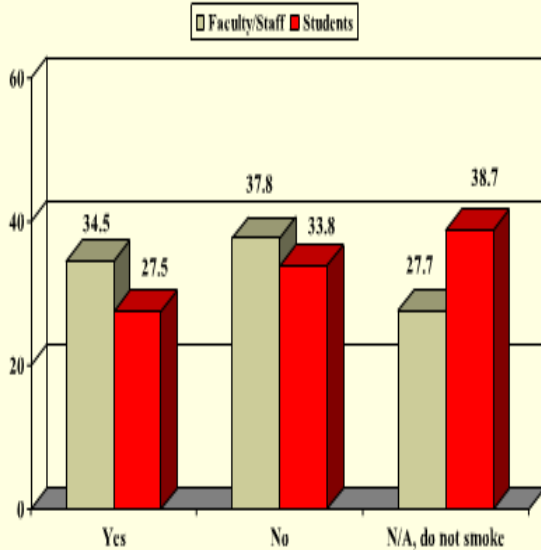
## Consider themselves Smokers

- Among Students who used smoking tobacco within past 12 months **31.1%** consider themselves smokers
- Among Students who used smoking tobacco within the past 30 days **46.5%** consider themselves smokers

## Where have you smoked within the past 30 days?

	Students	Faculty/Staff
<b>Location</b>		
Walking across campus	47.1	35.1
Entrance to buildings	21.5	19.3
Outdoor seating areas or bus stops	32.3	14.0
Parking lots, parking ramps or parking garages	9.5	11.4
Inside buildings	0.3	0.0
Intramural sporting events	0.3	0.0
Off campus	77.8	62.3

### During the past 12 months have you stopped smoking for one day or longer because you were trying to quit smoking?



NOTE: Based on survey respondents who reported using smoking tobacco within past 12 months

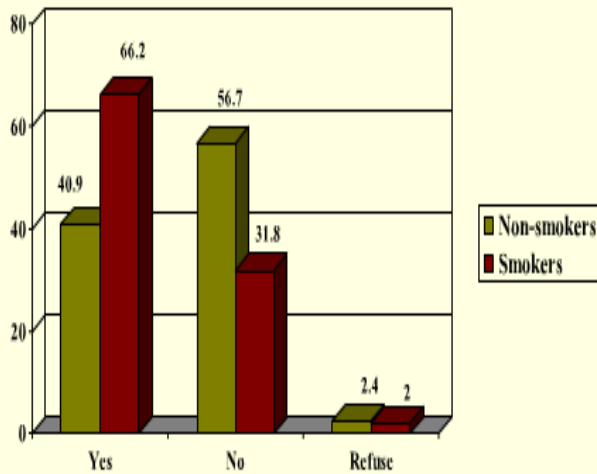
### Average Number of Quit Attempts within Past 12 Months

- Faculty/Staff
  - 2.48 attempts (Range: 1 to 12 attempts)
- Students
  - 2.42 attempts (Range: 1 to 15 attempts)



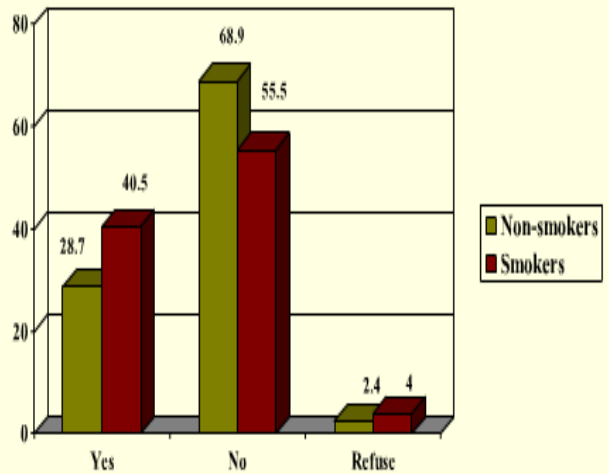
Are you aware of any tobacco cessation programs on campus?

Faculty/Staff



Are you aware of any tobacco cessation programs on campus?

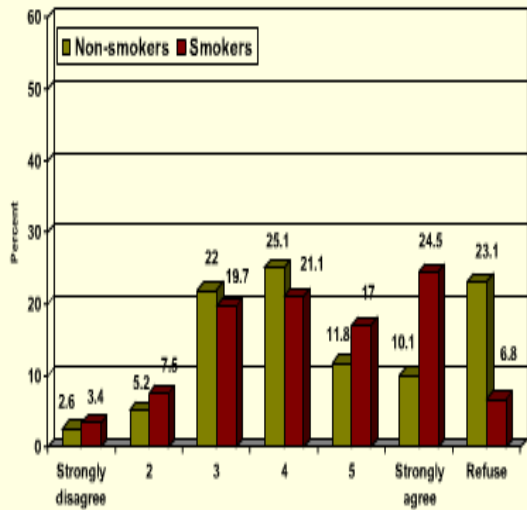
Students





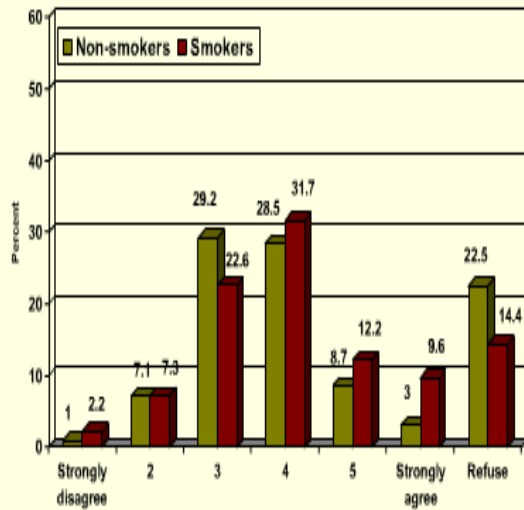
### Does the U of M offer adequate resources for smokers who want to quit smoking?

#### Faculty/Staff



### Does the U of M offer adequate resources for smokers who want to quit smoking?

#### Students



## Rogue Community College: Smoking Survey and Results

### Rogue Community College: Survey & Results

1. Secondhand smoke is smoke from someone else's cigarette, cigar or pipe that you breathe. How often would you say you are exposed to secondhand smoke on any RCC campus?

- A few times a day
- Every Day
- A few times a week
- A few times a month
- Less than that or never

2. Would you say that secondhand smoke on campus typically bothers you a lot, a little, or not at all?

- A lot
- A little
- Not at all

3. How many hours a week are you on any campus?

- At least 40 hours
- At least 30 hours
- At least 20 hours
- At least 10 hours
- Less than 10 hours

4. On which RCC location do you spend the most time?

- Redwood Campus (Grants Pass)
- Riverside Campus (Medford)
- Table Rock Campus (White City)
- Illinois Valley Learning Center (Kerby)
- Esther Bristol Learning Center (downtown Grants Pass)
- Other

4. Do you agree or disagree with the following statement: It is okay for colleges to prohibit smoking on campus if that is necessary to keep secondhand smoke away from other students, staff and community members.

Strongly agree

Somewhat agree

5.  Somewhat disagree

Strongly disagree

6. Do you agree or disagree with the following statement: Daily exposure to even small amount of secondhand smoke is a serious health risk.

Strongly agree

Somewhat agree

Somewhat disagree

Strongly disagree

7. Do you now smoke cigarettes every day, some days, hardly ever or not at all?

Every day

Some days

Hardly ever

Not at all

8. Do you currently use any smokeless tobacco products?

Chewing tobacco

Snuff

Snus

Combination of products

I don't use smokeless tobacco products

9. Are you in favor of RCC becoming a tobacco free college?

Yes

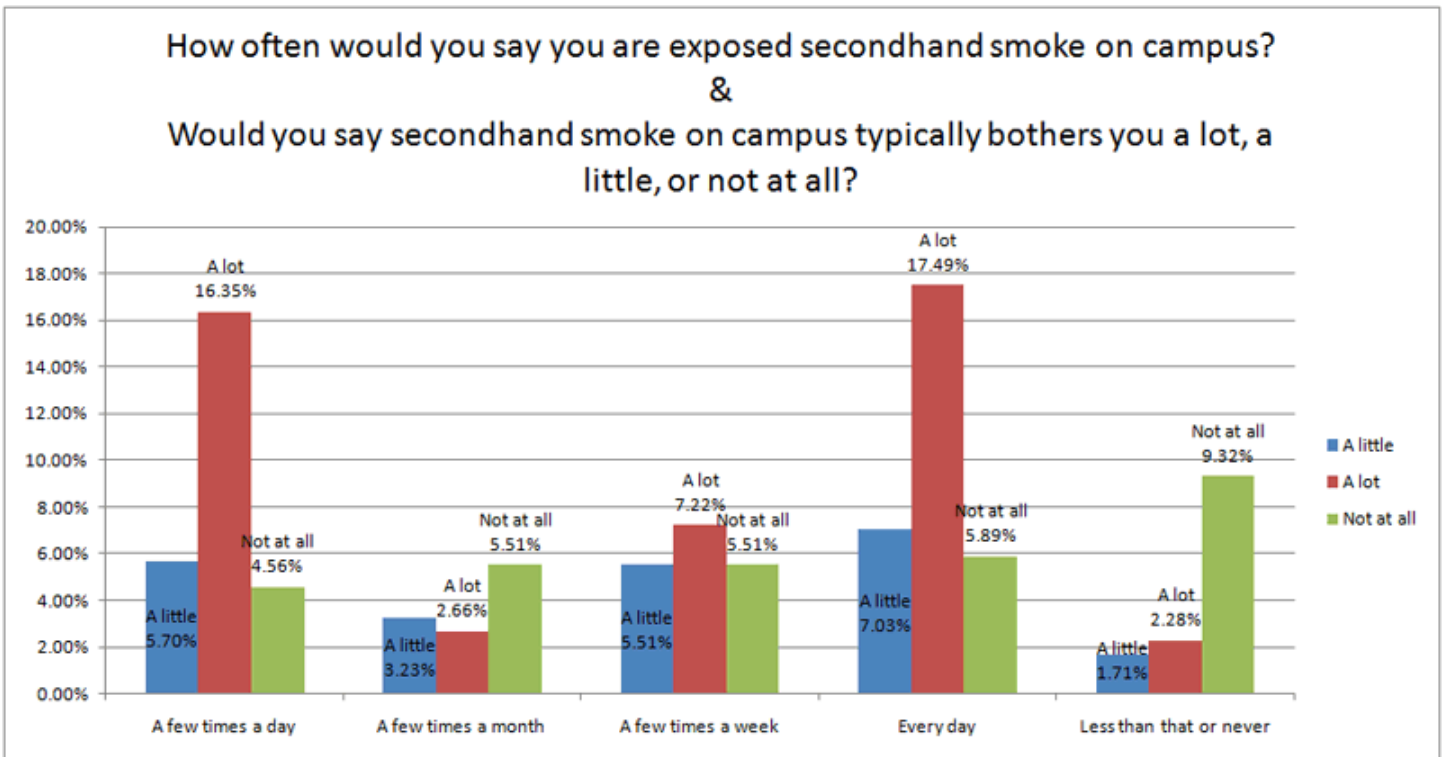
No

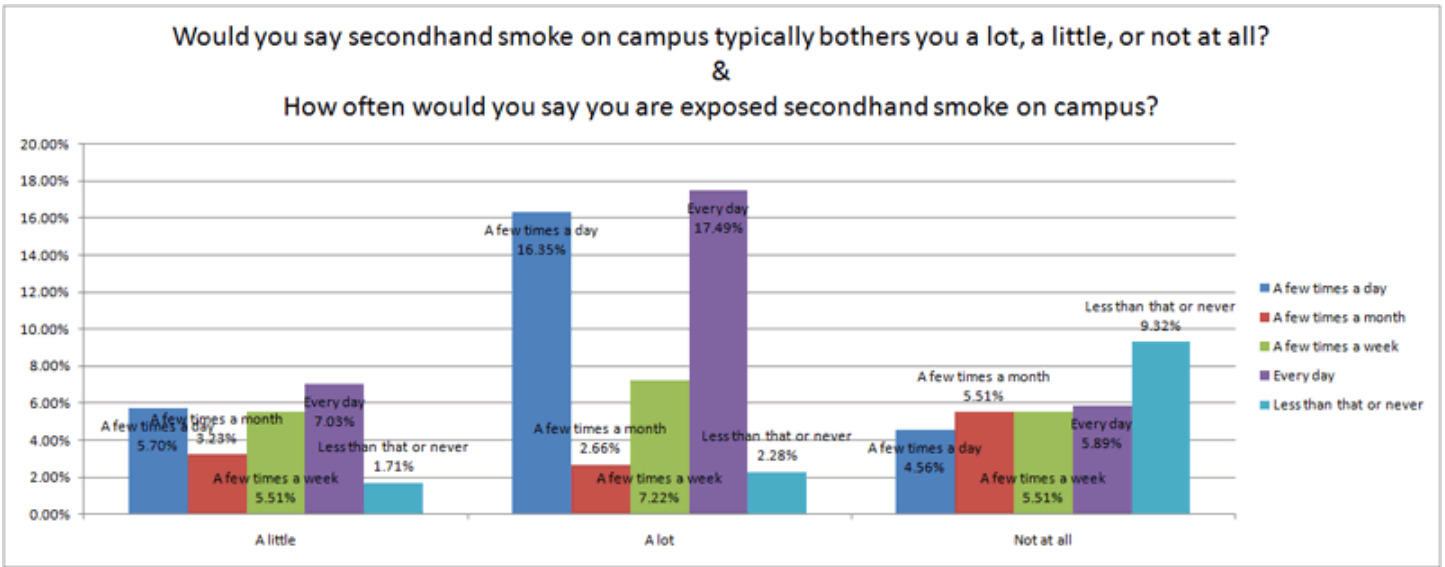
Maybe

10. Please use this space for constructive comments about the issue of tobacco use on campus.

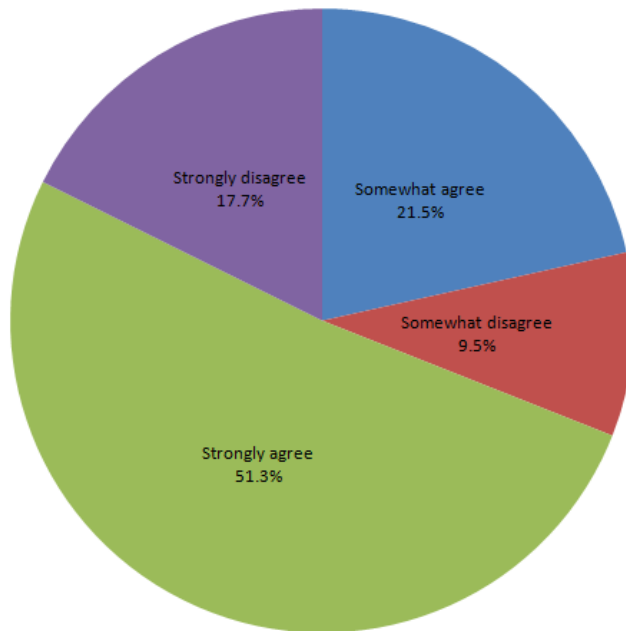
Submit

**Rogue Student Survey Results:**

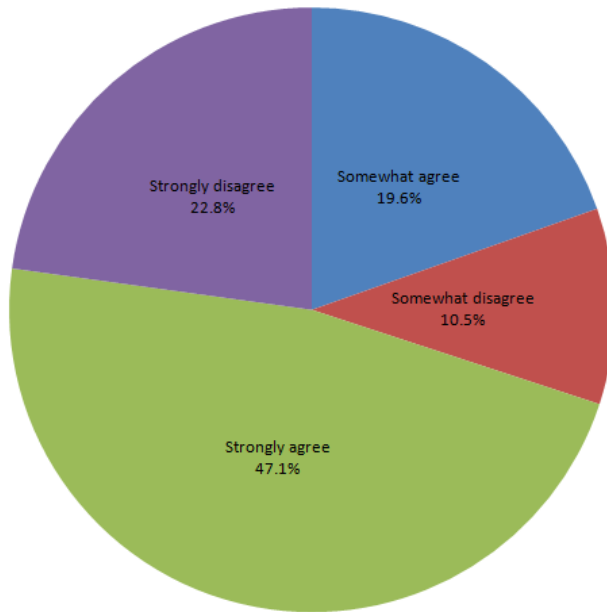


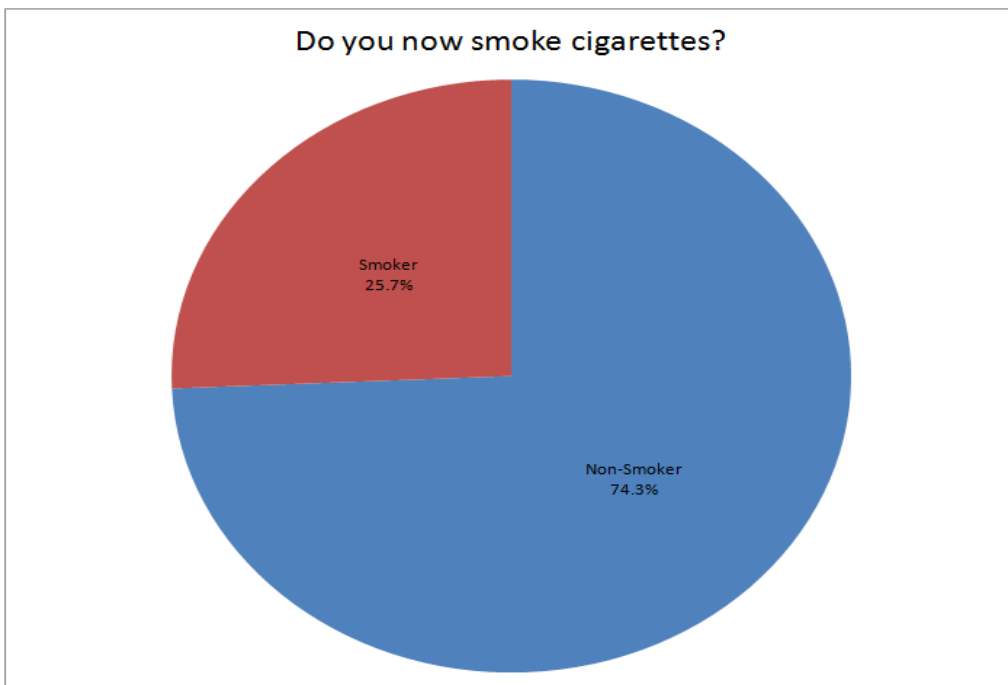
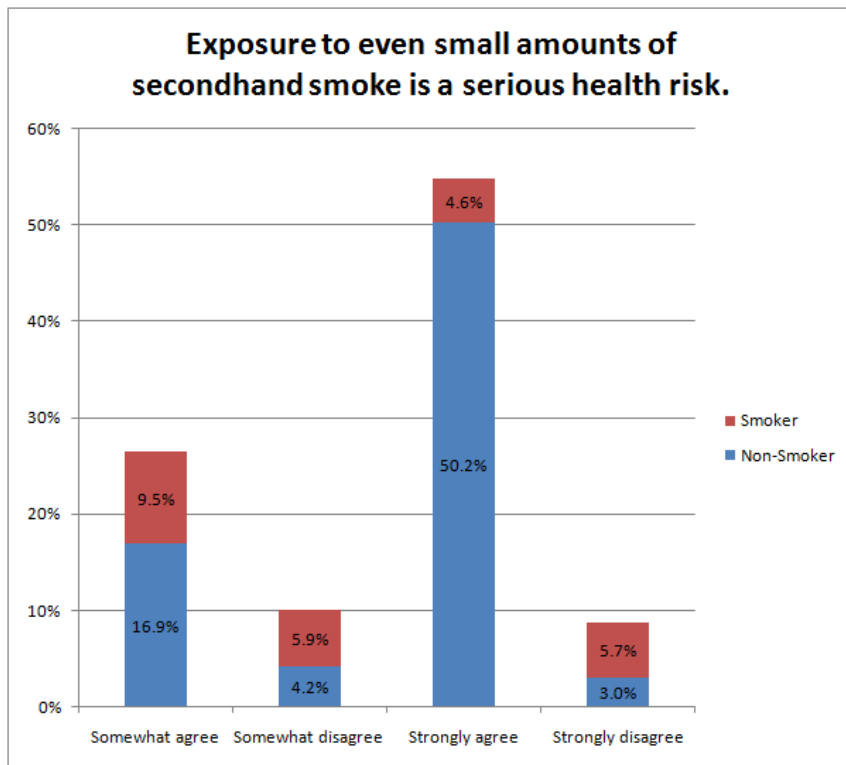


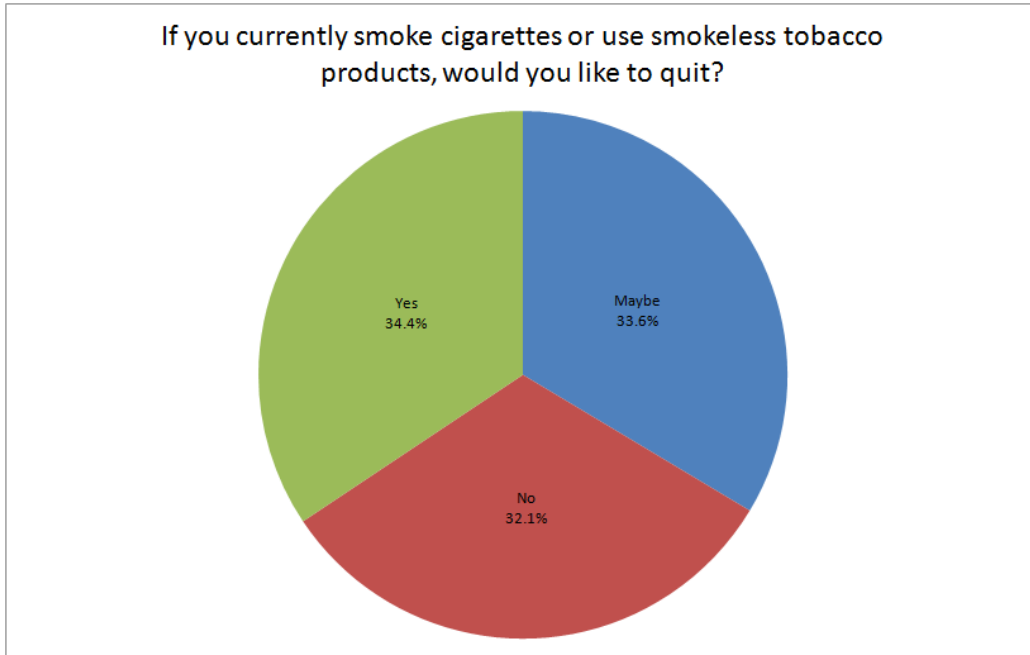
It is okay for colleges to prohibit smoking on campus if that is necessary to keep secondhand smoke away from other students and staff.



Other things being equal, I would choose a "smoke-free" college over a college that allows smoking on campus.



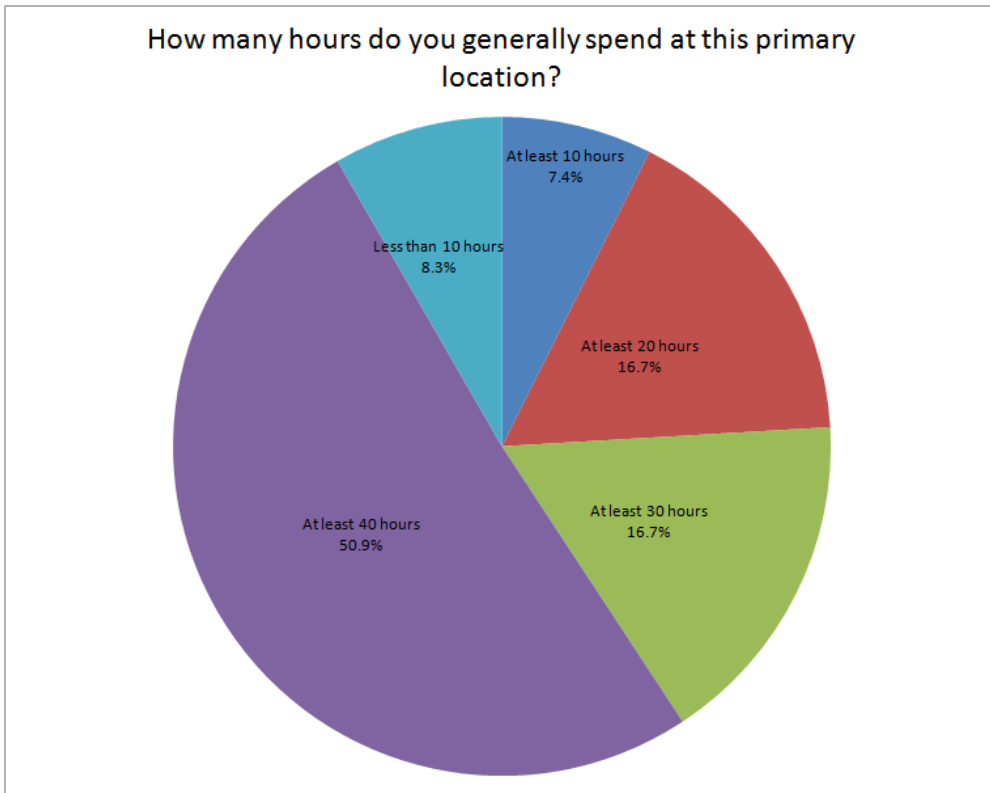


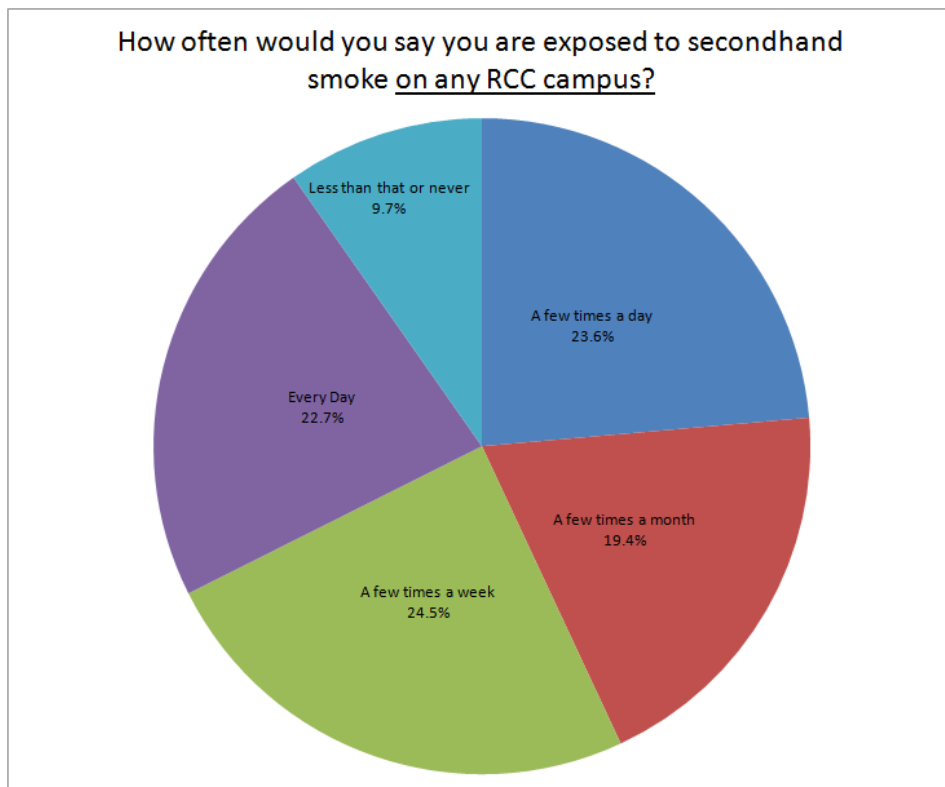
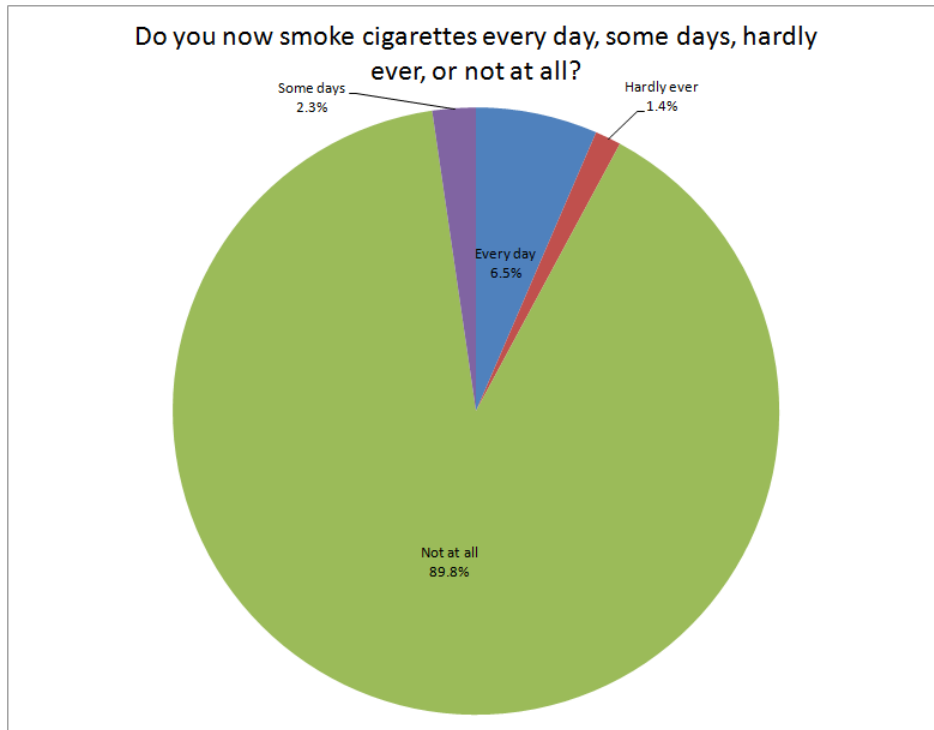


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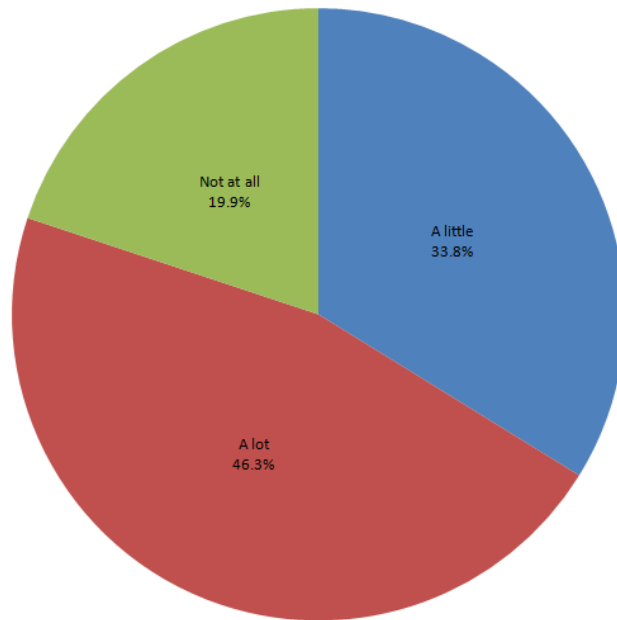
**Rogue Faculty/Staff Survey Results**



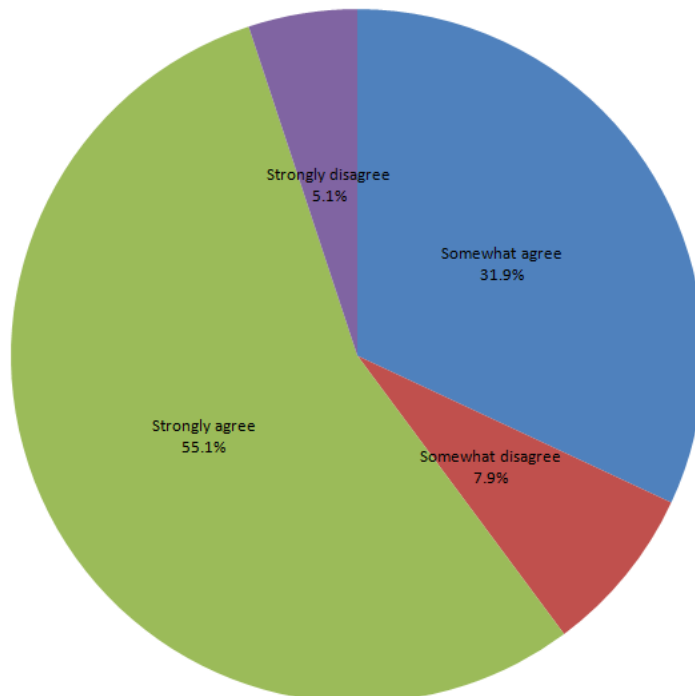




Would you say that secondhand smoke on campus typically bothers you a lot, a little, or not at all?

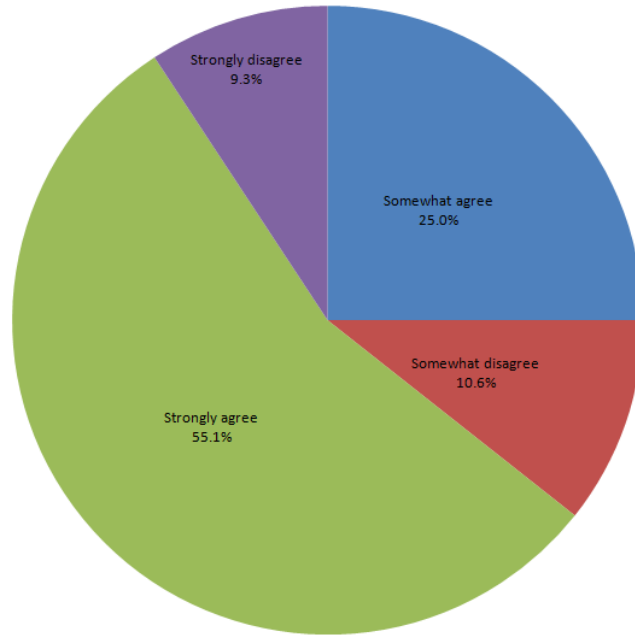


Daily exposure to even small amount of secondhand smoke is a serious health risk.



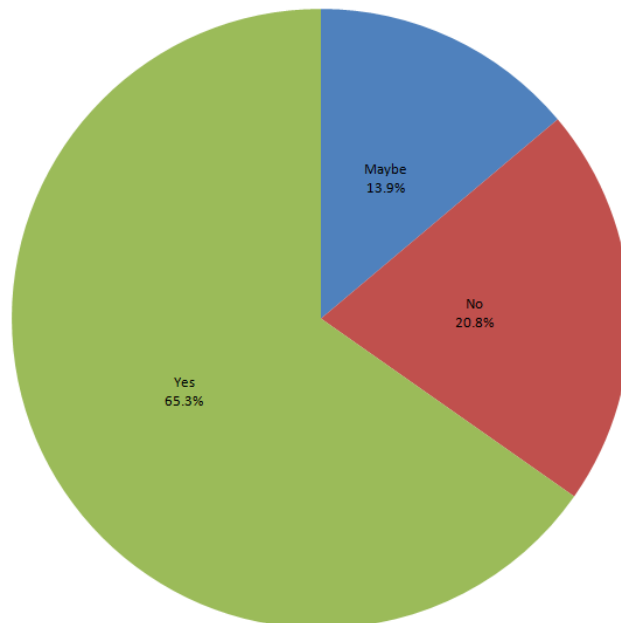
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It is okay for colleges to prohibit smoking on campus if that is necessary to keep secondhand smoke away from other students and staff.



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Are you in favor of RCC becoming a tobacco free college?



**Newberry College’s Tobacco Prevention Policy/Guidebook,  
and Faculty, Staff and Student Pre- and Post-Survey Instruments**

**NEWBERRY COLLEGE TOBACCO PREVENTION POLICY**

TIPS: Tobacco Intervention and Prevention Strategy  
*To Better the Health of Newberry County*

**TABLE OF CONTENTS**

- I. Introduction
- II. Ten Steps to Success
- III. Basic Requirements for Policies
- IV. Additional Options to Include In Policies
- V. Two Classifications of Smoking Policies
- VI. Sample Tobacco-Free Campus Policy
- VII. Sample Tobacco-Free Facilities Policy
- VIII. Pros and Cons of Tobacco Policies
- IX. Key Principles of Successful Implementation
- X. Surveys
- XI. Sources

**INTRODUCTION**

**A Resource Guide for Tobacco Free Campuses**

Administrators are taking another look at the issue of smoking in the academic setting. No longer is second hand smoke (SHS) merely an issue of annoyance. Since 1993, SHS has been classified by the Environmental Protection Agency (EPA) as a Class A carcinogen, a classification used only for substances proven to cause cancer in humans. SHS is now both a health and liability issue for administrators. Designated indoor smoking areas that expose nonsmokers to SHS should now be thought of as designated areas of liability (ie. Americans Disability Act).

Most college administrators would like to provide a healthier academic environment, but many are apprehensive about implementing new tobacco policies. With assistance and resources from the Newberry County TIPS Program and South Carolina DHEC’s Palmetto Health District and Division of Tobacco Prevention and Control, the process of going tobacco free can be an easy transition and not a financial burden.

This manual contains resources to be used in conjunction with workshops and trainings offered by the previously mentioned partners. This manual is not intended to be prescriptive but rather to serve as a proposed guideline for tobacco prevention policies. Health issues, liability issues and the economic aspects of SHS are topics not within the purview of this manual but are subjects to be offered in the workshop presentations. Cessations programs, as well will be discussed in these programs.

## TEN STEPS TO SUCCESS

- **HOW TO PLAN AND IMPLEMENT A TOBACCO PREVENTION POLICY**

Establishing a college campus tobacco policy requires careful planning. Here are ten steps that will help lead you to success.

1. Research the Issue and Provide Proposed Guidelines
2. Educate campus
3. Gain Campus Support (Administration, Faculty, Staff and Student)
4. Form a Campus Tobacco Task Force
5. Develop the Policy
6. Prepare a Timeline
7. Publicize the Policy
8. Implement and Enforce the Policy
9. Evaluate Policy Success
10. Maintain and Revise the Policy

- **HOW TO PLAN AND IMPLEMENT A TOBACCO-FREE POLICY**

**Research the Issue:**

- Find out as much as you can about the following topics:
- Health effects of SHS -
- History of complaints and smoking behavior** among your staff, faculty and students -
- City and county smoking ordinances -
- Union contracts, insurance coverage, fire laws, existing ventilation systems, **existing tobacco policy**, and any other contracts or regulations that might be affected by change -
- Current costs of smoking on your college campus in terms of health care, loss of productivity, and legal liability -
- Liability cases, if any, brought against your campus or other South Carolina campuses -
- Examples of college campuses with successful tobacco free policies –

**Gain Administration and Key Decision Maker Support:**

Identify the organization's key decision makers, and solicit their support for the policy. Present logical, concrete information; stress health, liability and economic issues.

**Gain Faculty, Staff and Student Support:**

- Determine faculty, staff, and student attitudes and interest levels concerning tobacco free policy**
- Establish a task force of approximately 10 members (include smokers and nonsmokers) to make recommendations about the policy**
- Potential task force members should include: Students, faculty, staff, administrators, wellness/health services, security personnel, RHDs, athletic department staff

**Faculty, Staff and Student Survey About Smoking on Campus**

- 1) Please indicate the extent to which you are bothered by cigarette smoke at work/school:  
\_\_\_ Frequently bothered \_\_\_ Seldom bothered \_\_\_ Occasionally bothered \_\_\_ Never bothered
- 2) If you are bothered by smoke at work/school, in what way are you bothered? (check all that apply)  
\_\_\_ Eyes, nose or throat irritation  
\_\_\_ Concern for long term health  
\_\_\_ Interference with work performance  
\_\_\_ Headaches  
\_\_\_ Pregnancy-related health concerns  
\_\_\_ Other: Please specify: \_\_\_\_\_
- 3) What is your opinion of a tobacco policy for your campus?  
\_\_\_ Campus grounds should be entirely tobacco-free  
\_\_\_ The buildings should be entirely tobacco-free  
\_\_\_ Smoking should be allowed in rooms (with separate ventilation) dedicated only to smoking  
Please specify where: \_\_\_\_\_
- 4) Please indicate your current smoking status:  
\_\_\_ Currently smoke cigarettes  
\_\_\_ Currently smoke pipe/cigar  
\_\_\_ Used to smoke  
\_\_\_ Never smoke

**For Current Smokers Only**

- 5) Would you attend a campus-offered program to help you stop smoking?  
\_\_\_ Yes \_\_\_ No \_\_\_ Maybe
- 6) If smoking were banned on campus, how would this affect the amount you currently smoke?

- It would not affect it
- I would smoke less
- I would smoke more at home
- I would try to quit

***Thank you for your cooperation!***

**Follow-up Survey for Campus Smoking Attitudes and Behavior**

- 1) What is your smoking status? Check one:
  - Currently smoke cigarettes
  - Currently smoke pipe/cigar
  - Former smoker (stopped before tobacco policy adopted)
  - Former smoker (stopped after tobacco policy adopted)
  - Never smoked
  
- 2) What is your opinion of the tobacco policy at your campus? Check one:
  - Not strict enough
  - Reasonable
  - Too strict
  
- 3) What is your opinion of environmental tobacco smoke (SHS)? Check one:
  - Definitely harmful
  - Probably harmful
  - Not harmful
  - Not sure

**For those who smoked at the time the tobacco policy was implemented**

- 4) Have you enrolled in a smoking cessation program? Check one:
  - Yes, I have enrolled



- No, but I am planning to enroll
- No, I have not enrolled

5) How has the tobacco policy affected your smoking? Check one:

- I smoke less overall
- It has not affected me
- I smoke less at work/school
- I quit smoking
- I smoke more overall
- I am trying to quit
- I smoke more at work/school
- I smoke less at home
- I smoke more at home
- I only smoke outdoors

### **Develop the Policy**

**Include faculty, staff and students, both smokers and nonsmokers.** The process of policy development should foster a sense of teamwork and commitment to the policy, thus ensuring future compliance.

### **Prepare a Timeline**

Create a timeline that allows for a transition period. Ideally, the new policy should be publicized three months prior to the policy's effective date to allow smokers to prepare for changes and to permit any facility changes that need to be made. Examples of facility changes include removal of cigarette vending machines, strategic placement of ashtrays, and placement of signs in designate areas.

**Ongoing cessation support is an important component for implementing a successful tobacco prevention campus policy** and should be offered in conjunction with the announcement of the policy. –

### **Publicize the Policy**

Give a written copy of the policy to each task force member. Include a letter of support from the Newberry College president. Give the policy exposure in the college newsletter, bulletin boards and in meetings. Policy should be posted in multiple venues: all college publications, student handbooks, policy manuals, newsletters, website, student newspaper, and athletic publicity materials. **The policy should also be integrated with the freshman orientation, first year encounters program, staff trainings,** parent and alumni newsletters, and housing applications.

### **Implement and Enforce the Policy**

Encourage the faculty and staff to take a firm stand in establishing enforcement of the policy. Identify personnel responsible for enforcement and monitoring of the policy. When dealing with repeated violations, administrators may choose to take the following action: 1) Verbal warning, 2) written warning with fine, 3) suspension. Consistency in the enforcement is vital to the success of the policy.

### **Evaluate Policy Success**

#### **Short term:**

- Monitor comments** from faculty, staff and students, both positive and negative, verbal and written
- Monitor records to determine compliance
- Conduct a follow-up survey** of employee/student attitudes toward policy (survey included in manual)
- Monitor faculty, staff and students illness and absenteeism rates
- Monitor enrollment in cessation programs**

#### **Long term:**

- Monitor health insurance claims to evaluate the long-term effects of the policy
- Monitor records to determine compliance
- Monitor employee/student smoking cessation rates**
- Conduct follow-up survey** to determine faculty, staff and student attitudes
- Document number of volunteers trained in cessation counseling

### **Maintain the Policy**

The task force members should review the feedback and make recommendations for policy revisions.

### **Basic Requirements for Policies**

- Discuss reasons for having a policy: health risks, campus morale, etc.
- Be specific about to whom the policy applies:** to everyone to include employees, visitors, volunteers, contract service employees, customers/clients, athletic spectators, etc.
- Be specific that the policy applies year round
- State explicitly where smoking areas are located** (unless the college has an entirely tobacco-free campus).
- Give specific date for policy initiation** and include approximately **six months transition time**
- Offer cessation help for smokers who want to quit**
- Discuss the importance of task force's input and participation
- Outline enforcement policy
- Make all employees, students and visitors aware of the policy through various venues
- Plan an annual evaluation of the policy; consider changes that may need to be made.**

### **Additional Options to Include in Policies**

- Mention (if applicable) that smoking may be harmful in the work environment and may be a safety hazard.
- Make specific references to tobacco-free areas about which there may be confusion** – for example, parking garages, skywalks, walkways and tunnels that connect buildings.
- Address smokeless tobacco in the policy (snuff, chew, etc)

- Include guidelines for proper maintenance and cleanliness of the area, as well as the right of the administration to eliminate the smoking area at its discretion if the guidelines are not met.
  - Mention (if applicable) the removal of cigarette vending machines and the sale of tobacco products from campus grounds.
- 

## Two Classifications of Tobacco Policies

### Version I *Tobacco-free Campus*

The best method of protecting individuals from the dangers of SHS is to create a totally tobacco-free environment inside campus buildings as well as outdoors on campus grounds. This is the easiest and least expensive policy to implement and maintain.

### Version II *Tobacco-free Facilities and Campus owned vehicles*

Creating a tobacco-free environment inside campus buildings eliminates an individuals' exposure to SHS. Incorporation of 25 feet entrance restrictions further eliminates SHS exposure, ensuring a healthy working, learning and living environment. Providing tobacco free vehicles reduces exposure to the residual effects of second hand smoke.

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### Version I: Tobacco-free Campus

**Newberry College** is dedicated to providing a healthful, comfortable, and productive work and study environment for all faculty, staff and students. As reported by the Environmental Protection Agency (EPA), second hand smoke (SHS) is responsible for an estimated 53,000 deaths per year in nonsmokers. In addition, the US Surgeon General's 1986 report, *The Health Consequences of Involuntary Smoking*, concluded the following: **Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of the nonsmoker to SHS.**

In light of these findings, **Newberry College**, shall become entirely tobacco-free, effective \_\_\_\_\_ (date).

Smoking will be strictly prohibited within business-owned or leased vehicles, in buildings, and on the grounds. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and all grounds and property of **Newberry College**. This applies to all faculty, staff, students, clients, contractors, and visitors. The policy is in effect during and after campus hours as well as college sponsored events. Copies of this policy will be distributed to all faculty, staff, and students.

"Tobacco-free Area" signs will be posted throughout the campus. Motor pool vehicles will be equipped with tobacco-free clings. This policy will be introduced over a period of six months to provide a smooth transition to a tobacco-free campus. Employees and students who smoke and would like to quit are invited to participate in smoking cessation programs offered by Newberry County TIPS Program.

The success of this policy depends upon the thoughtfulness, respect and cooperation of everyone. All faculty members, staff and students share the responsibility of following and enforcing the policy. Any problems should be referred to the designated representative. Staff, faculty and students who do not

comply with this policy will be subject to the disciplinary action. Contact \_\_\_\_\_ (name) if you have questions  
\_\_\_\_\_ (number)

Newberry College President  
Date

---

## Version II: Tobacco-free Buildings

### Purpose of Policy

It is the philosophy of **Newberry College** to provide its employees and students with a working, learning and living environment that offers the opportunity and resources to optimize their personal health and well-being. Since SHS has been classified as a Group A carcinogen (cancer causing agent) with no safe level of exposure, and due to an estimated 53,000 deaths annually in nonsmokers, it is the intent of **Newberry College** to promote and encourage a tobacco-free environment.

### Extent of Policy

*The tobacco-free policy applies to all facilities and vehicles owned or leased by Newberry College. Smoking is permitted on campus grounds provided that it occurs beyond 20 feet of any building entrance or in the external designated smoking areas.* Employees who chose to smoke within the designated areas must do so at their regularly scheduled breaks or meal periods. No additional time from work shall be authorized for this activity. All employees, students and visitors are expected to abide by the terms of the Tobacco Campus Policy, both during and after campus hours and all college sponsored events. This policy applies to all visitors as well.

### Implementation

**A transition time will be in effect for six months prior to implementation date.** During this time all faculty, staff and students will receive copies of the policy. Information regarding available smoking cessation resources will be provided to interested employees.

### Supervisory Responsibility

**Although the policy requires the cooperation of the entire college,** a designated college representative will be responsible for ongoing compliance with the Tobacco-free Campus Policy within their designated areas. They are expected to adhere to standard practices in resolving issues of nonconformance. Policy violation will result in disciplinary action.

Newberry College President / Date

## Pros and Cons of Tobacco Policies

### **TOBACCO-FREE (Version I and II):**

**Smoking is not allowed inside any building** or campus owned or leased vehicle. Smoking is entirely prohibited or occurs only at designated outdoor locations.

**PROS**

- Complies with all laws and ordinances**
- Reduces SHS exposure for all employees
- Provides best health and safety benefits for employees
- May reduce the number of cigarettes smoked by faculty, staff and students; may encourage quitting**
- Decreases maintenance costs**
- Sends a clear message to faculty, staff and students**
- Allows for the easiest administration and enforcement**
- Requires minimal costs for implementation**

**CONS**

- May incur costs if outdoor smoking shelters (butt huts) are constructed
- Inconveniences faculty, staff and students who smoke
- If policy is not enforced, may result in smokers being disproportionately absent from work stations

---

**Key Principles of Successful Tobacco-Free Policy Implementation**

- Focus on smoke, not on the smoker**
- Focus on health and safety regarding SHS, not individual rights
- Obtain administrative commitment and support.
- Provide training for policy communication and enforcement**
- Provide real and visible opportunities for faculty, staff and student participation in policy planning and implementation**
- Educate the college community about the hazards of combining SHS and materials used in work processes
- Allow four to six months from the time of the announcement to implementation** depending on the size of the organization and the magnitude of change from the old policy to the new policy
- Plan to implement the policy in conjunction with national events such as the American Cancer Society's Great American Smoke-out in November or around New Year's Day**
- Create an environment that celebrates the policy by providing faculties, staff and students with incentives on the official day of implementation.**
- Ensure that restrictions and enforcement are equitable across campus categories
- Offer cessation opportunities for faculty, staff and students before and after policy change**

- Offer incentives to enhance motivation to stop smoking**
- Enforce SHS policy just as any other policy would be enforced. Provide training in enforcement. Do not differentiate between smoking breaks and any other kind of break.
- Anticipate unintended effects (concentration of smokers in designated areas)**
- Work with and involve unions in policy development and implementation when applicable

**Appendix 11**

## **Toward Tobacco-Free Campuses**

October 20, 2009

The American College Health Association [released new guidelines Monday urging colleges and universities](#) to adopt policies barring all tobacco use indoors and outdoors on their campuses.

The recommendations signal a shift for the association, which in its previous position statement, adopted in 2005, urged campus health officials to ban all smoking indoors but still permit it in “designated smoking spaces” outside.

Jim Turner, president of the ACHA and executive director of the University of Virginia’s student health center, said the guidelines reflect policies that are “from a public health standpoint, what we all aspire to have for our campuses.”

He acknowledged the position statement “sets a very, very high bar for some campuses to get to,” but said that the members of the ACHA’s board, executive committee and Alcohol, Tobacco and Other Drugs Coalition considered it “an important statement to be made” about tobacco use on campuses. “We may not achieve our total goal across the country but at least we can provoke a debate and get some movement on our campuses.”

Cynthia Hallett, executive director of Americans for Nonsmokers’ Rights, called the guidelines “excellent” progress and said she hoped campuses would seriously consider adopting them.

As of October 6, Hallett’s group [had identified 365 U.S. colleges and universities](#) with policies requiring that all campus spaces, indoors and outdoors, be smokefree. Another 76 institutions have “100 percent smokefree campuses with minor exemptions for remote outdoor areas.”

All 33 public college and university campuses in the state of Arkansas prohibit smoking inside and outside. Despite complaints and protests coming from employees and students, a law enacted last year in Pennsylvania [bars smoking indoors and outdoors at all 14 universities](#) in the Pennsylvania State System of Higher Education.

The ACHA’s recommendations go even further. They ban not just the use of cigarettes, cigars and other smoke-producing products but also the use of snuff, chewing tobacco and other smokeless tobacco products. The eventual goal, as described in the position statement, is “becoming or maintaining tobacco-free living and learning environments that support the achievement of personal and academic goals.”

John Nothdurft, a legislative specialist on tobacco at the Heartland Institute, a nonprofit with libertarian and conservative positions, said he is “not surprised by any means” by the ACHA’s recommendations. “You saw this in Pennsylvania, you’ve seen this in other states,” he said. “This is more of a PR stunt than anything else. It’s more nannying going on by organizations trying to win brownie points from special interest groups.”

Nothdurft expressed concern that institutions would adopt policies “without considering all the unintended consequences and questions it creates.” Students, employees and visitors, he said, “will have to go off campus – maybe to an unsafe area, maybe not – just to use a legal product that they should be able to use outdoors without doing harm to others.”

He also criticized the absence of recommendations on how to enforce tobacco-free policies. “It’s hard to enforce a smoking ban and this document offers no suggestions,” he said. “As I see it, all these activities could keep going on” without penalty on campuses that choose to adopt the ACHA’s recommendations.

Turner said he “heard very little resistance” from within the ACHA on adopting the recommendations. “One concern a member had was that our guidelines not violate state or local law but, from a public health standpoint, we all agreed this was needed.”

Turner said that the University of Virginia, his institution and the flagship university in a state that’s had a dominant tobacco industry for centuries, enacted a ban on smoking outside all its medical facilities and research labs that went into place on October 1, having banned smoking indoors years ago.

“I go over to the medical school for meetings and I no longer see people in their scrub suits smoking outside the back entrance there,” he said. “Anecdotally, in my own little world, it’s really had a profound impact.”

— Jennifer Epstein

ACHA Guidelines

**Position Statement on Tobacco on  
College and University Campuses**

The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard. ACHA further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen and that there is no safe level of exposure to environmental tobacco smoke (ETS), a recognized toxic air contaminant. In light of these health risks, ACHA has adopted a NO TOBACCO USE policy and encourages colleges and universities to be diligent in their efforts to achieve a 100% indoor and outdoor campus-wide tobacco-free environment.

*This position statement reflects the viewpoint of ACHA and serves only as a guide\* to assist colleges and universities with evaluating progress toward becoming or maintaining tobacco-free living and learning environments that support the achievement of personal and academic goals.*

ACHA joins with other professional health associations in promoting tobacco-free environments. According to the ACHA-National College Health Assessment (ACHA-NCHA) conducted in fall 2008, 83% of college students described themselves as non-smokers (never smoked or have not smoked cigarettes in the last 30 days); 90% reported being non-smokers for hookah/water pipes (never used or have not used in the last 30 days); and 97% described themselves as non-users of smokeless tobacco (never used or have not used in the last 30 days). ACHA supports the health goals of the U.S. Public Health Service to reduce the proportion of adults who smoke to below 12% by the year 2010 and to positively influence America's college students to help them remain or become tobacco-free. Additionally, ACHA actively supports the Healthy Campus 2010 goals to reduce cigarette smoking by college students to below 10.5% and smokeless tobacco use to below 1.0% by the year 2010.

Efforts to promote tobacco-free environments have led to substantial reductions in the number of people who smoke, the amount of tobacco products consumed, and the number of people exposed to environmental tobacco hazards. ACHA acknowledges that achieving a tobacco-free environment requires strong leadership and support from all members of the college/university community. Because the improvements to health can be so significant, ACHA recommends the following positions be taken to address policy, prevention, and cessation as it pertains to tobacco issues:

1. Develop a strongly worded tobacco policy that reflects the best practices in tobacco prevention, cessation, and control. These include the following recommendations:
  - a. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).
  - b. Tobacco use is prohibited on all college and university grounds, college/university owned or leased properties, and in campus-owned, leased, or rented vehicles.
  - c. All tobacco industry promotions, advertising, marketing, and distribution are prohibited on campus properties.
  - d. The sale of tobacco products and tobacco-related merchandise (including logo containing items) is prohibited on all university property and at university-sponsored events, regardless of the operating vendor.
  - e. The distribution or sampling of tobacco and associated products is prohibited on all university owned or leased property and at university-sponsored events, regardless of the venue.



• Compliance with the elements of this position statement is not and cannot be mandated by ACHA; nor is compliance a condition for institutional membership in ACHA.

- f. Tobacco industry and related company sponsorship of athletic events and athletes is prohibited.
  - g. The college/university does not permit tobacco companies on campus to conduct student recruitment or employment activities.
  - h. The college/university does not accept any direct or indirect funding from tobacco companies.
  - i. The campus provides and/or promotes cessation services/resources for all members of the college/university community.
2. Inform all members of the campus community by widely distributing the campus tobacco policy on an annual basis. The tobacco policy is clearly posted in employee and student handbooks, on the college/university website, and in other relevant publications. Key components of the policy are also shared with parents, alumni/ae, and visitors. The general policy should be included in prospective student materials in both printed and electronic formats.
  3. Offer and promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use.
  4. Offer and promote programs and services that include practical, evidence-based approaches to end tobacco use, including screenings through health and counseling services, free/reduced-cost tobacco-cessation counseling, free/reduced-cost nicotine replacement therapy, and medication options on campus.
  5. Advocate for the inclusion of tobacco use cessation products, medications, and services in student health insurance plans.
  6. Provide a comprehensive marketing and signage effort to ensure that all college/university visitors, vendors, guests, and others arriving on property owned or leased by the institution are aware of the tobacco-free policy.

7. Plan, maintain, and support effective and timely implementation, administration, and consistent enforcement of all college/university tobacco related policies, rules, regulations, and practices. Provide a well-publicized reporting system for violations.
8. Collaborate with local, state, and national public health entities and tobacco prevention and control public, private, and national non-profit tobacco related organizations in support of maintaining a healthy tobacco-free environment.
9. Develop and maintain a tobacco task force on campus to identify and address needs and concerns related to tobacco policy, compliance, enforcement, and cessation. Key individuals and departments to invite/include:
  - a. Undergraduate and graduate students (particularly from student-elected/representative organizations)
  - b. Health and counseling center professionals
  - c. Faculty (including faculty senate or other faculty governing bodies)
  - d. Residence life/housing
  - e. Judicial affairs
  - f. Campus safety/police
  - g. Human resources
  - h. Neighborhood liaisons
  - i. Facilities
  - j. Other important stakeholders specific to your campus

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**Appendix 12**

**Progress Report to the Academic Senate on the Issue of Developing a Campus Smoking Policy  
Presented: November 10<sup>th</sup>, 2009**

The Senate Committee on Environment, Quality of Life, and Disability Issues

Progress Report to the Academic Senate on the Issue of  
Developing a Campus Smoking Policy

1. Overview

The issue of smoking on campus, as well as exposure of non-smokers to second-hand smoke, has elicited much animated discussion via the QCC Community Dialogue, as well as other email and interpersonal venues. What is apparent to this Committee is that, on a campus community of over 16,000 students, faculty, and administrative and support staff, there are many “stakeholders” – non-smokers and smokers alike – upon whom crafting a policy recommendation for consideration by the Academic Senate (and, ultimately, the Office of the President) would impact.

Having inherited the charge from the prior Committee – that of examining the issue of smoking on campus and responding with thoughtful and appropriate recommendations for consideration – the current membership of the Committee on Environment, Quality of Life, and Disabilities Issues has profited both from the groundwork previously laid, as well as the collaborative work of the current Committee members, director of the Office of Environmental Health and Safety, committee liaison to the Office of the President, and two representatives of the student body – all of whom, in recognition of the necessity for prioritization, have met bi-weekly in order to determine a course of action in a timely fashion on the matter.

The president has made it clear that he supports a thorough examination of the issue, as well as the provision of recommendations to the Academic Senate for consideration, but wishes to yield his prerogative for a summary executive order to allow for the College’s processes of governance to prevail.

2. Activities Conducted To Date

The Committee:

- Met three times: on 9/17/2009, 10/7/2009, and 10/21/2009;
- Reviewed the 2008-2009 Committee on Environment, Quality of Life, and Disabilities Issues’ Annual Report to the Senate;
- Reviewed the draft of Borough of Manhattan Community College’s and Kingsborough Community College’s “Smoking Policy”, as well as resultant achievements and/or problems;
- Reviewed CUNY Policy 4.6 on prohibition of smoking inside facilities owned, leased or operated by the University;

- Reviewed campus concerns/postings from QCC Community Dialogue emails;
- Reviewed documented concerns surrounding implementation of a smoking policy, i.e., extent of a policy (complete ban, partial restrictions, dedicated space), applicability of policy to faculty/staff/students/visitors, enforcement of policy/disciplinary actions, adjudication of disputes arising from policy, and practicality of establishing dedicated spaces;
- Reviewed Smoking Policy Planning Handbooks from (collaborative) AK, MO, KA, NC and CA community colleges;
- Reviewed published Abstract: Texas Public Health, 2005 Student Smoking Behaviors;
- Reviewed Northern Michigan University: 2008 Smoking Survey and Results;
- Reviewed Indiana University – Perdue University Indianapolis (IUPUI) Campus Smoking Survey;
- Reviewed University of Minnesota Campus 2008 Smoking Survey and Results;
- Reviewed Rogue Community College: Smoking Survey and Results;
- Reviewed Newberry College’s Tobacco Prevention Policy/Guidebook, and Faculty, Staff and Student Pre- and Post-Survey Instruments; and
- Reviewed the American College Health Association’s October 2009 recommendations on policies addressing tobacco use at colleges and universities.

The discussions/deliberations at the 3 meetings of the Committee have focused on information garnered from all the above resources, as well as contributions from students and student government.

### 3. Projected Completion

The Committee feels it has not exhausted the evidentiary data it would like to gather and that it would therefore be imprudent to forward any policy recommendations for consideration to the Academic Senate in time for its November 2009 session.

Pending the completion of its study, the Committee does, however, feel that it can have potential policy recommendations concerning the issue of smoking on the QCC campus for review in time for the December 2009 session of the Academic Senate.

To complete its study, the Committee has decided to formulate its own Smoking Policy Survey, to be distributed via email/Tigermail to Students, Faculty, and Administrative and Support Staff, so that a more representative sample of opinion from across all constituencies can be taken, and the more than 16,000 “stakeholders” on campus can be given an equal opportunity to participate in, and a voice with which to “weigh in” on, the decision-making process as the Committee measures its potential policy recommendations.

The Smoking Policy Survey which the Committee will e-distribute will be:

- An instrument informed by research from comparable institutions;
- Validated by QCC resources for neutrality;
- User-friendly and brief;
- Constructed, in conjunction with QCC resources, so that anonymity is guaranteed; and
- Concluded and assessed with expediency in order to present potential policy recommendations to the Academic Senate in time for its December 2009 session.

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Respectfully submitted,  
The Senate Committee for Environment, Quality of Life, and Disability Issues

Dion Pincus, Chair  
Hayes Peter Mauro, Secretary  
Alicia Sinclair, Member  
Carol Soto, Member  
Patricia Spradley, Member

With assistance from:  
Leen Feliciano, Student Government  
Esther Lee, Student Club President  
Mel Rodriguez, Environmental Health and Safety liaison  
Diane Call, Acting Provost and President's designee

October 26, 2009

QCC ONLINE SMOKING POLICY SURVEY

Queensborough Campus Smoking Survey, 2009

[Exit this survey](#)

To voice your opinion on the issue of whether Queensborough should adopt a new Campus Smoking Policy, please complete the following short survey by Monday, November 16th. Your response is anonymous, and you may only complete the survey once. Thank you.



1. I am:
  - a.  a faculty member
  - b.  a student
  - c.  an administrative/support staff member
  
2. I am:  
 full-time  
 part-time
  
3. I am a smoker or use other tobacco products (cigarette, cigar, pipe, smokeless tobacco):
  - a.  currently
  - b.  formerly
  - c.  never
  
4. Is exposure to second-hand smoke on campus bothersome to you?  
 yes  
 no
  
5. Which of the following actions regarding smoking on campus would you be **most** likely to support? (please check only one)
  - a.  A new policy to ban all smoking everywhere throughout the campus
  - b.  A new policy that places certain restrictions on smoking throughout the campus
  - c.  No new policy or changes

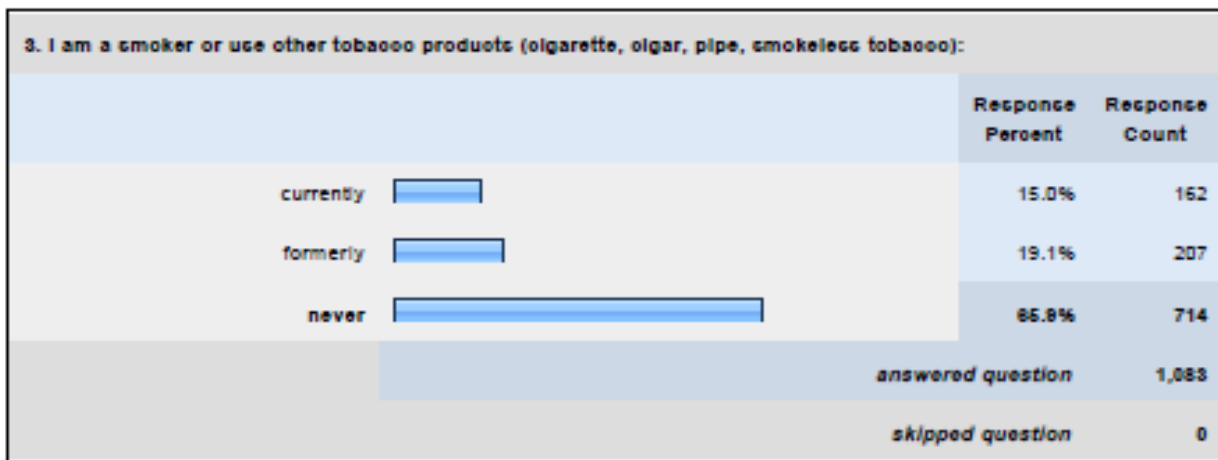
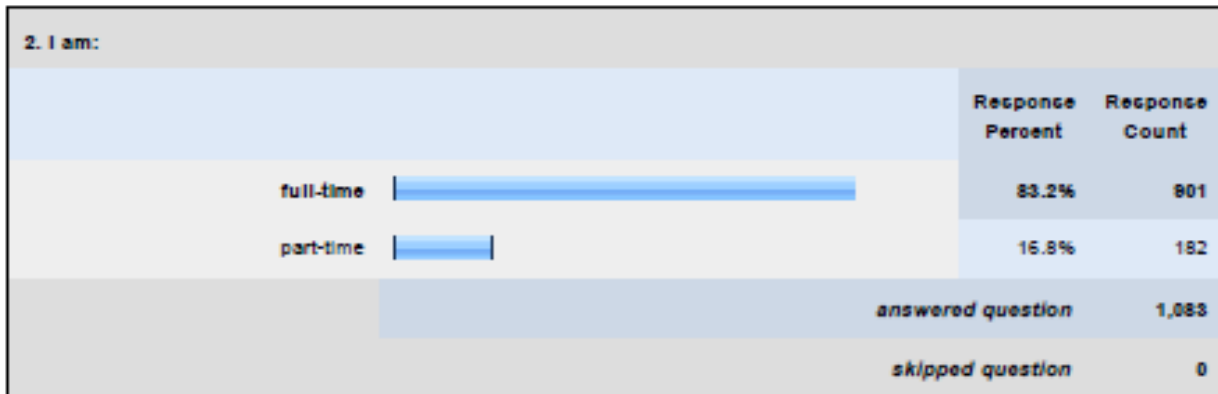
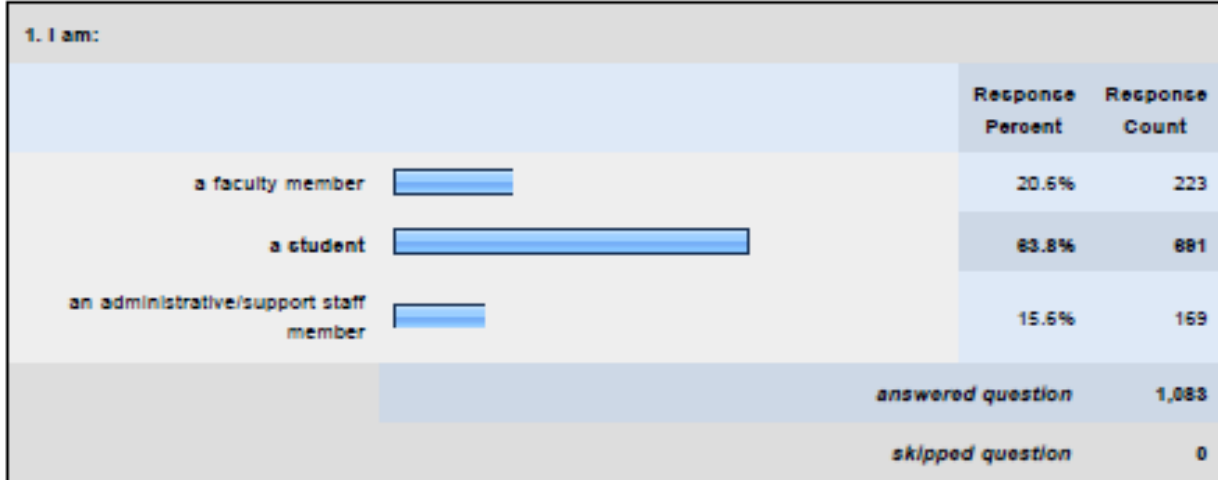


6. If you chose "b" in question #5, which of the following restrictions would you support? (you may check more than one)

- a.  No smoking within 25 feet of building entrances and exits.
- b.  Designating certain specific areas on campus as “no smoking areas”.
- c.  Prohibiting smoking on campus, but designating a specific area or areas on campus where smoking would be allowed

**QCC ONLINE SMOKING POLICY SURVEY: Results**  
**Aggregate Data                      N = 1,053**

### Queensborough Campus Smoking Survey, 2009



**4. Is exposure to second-hand smoke on campus bothersome to you?**

	Response Percent	Response Count
yes	71.2%	771
no	28.8%	312
<i>answered question</i>		1,083
<i>skipped question</i>		0

**5. Which of the following actions regarding smoking on campus would you be most likely to support?**

	Response Percent	Response Count
A new policy to ban all smoking everywhere throughout the campus	36.5%	395
A new policy that places certain restrictions on smoking throughout the campus	43.8%	474
No new policy or changes	19.8%	214
<i>answered question</i>		1,083
<i>skipped question</i>		0



8. Which of the following restrictions would you support? (you may check more than one)		
	Response Percent	Response Count
No smoking within 25 feet of building entrances and exits. 	39.3%	180
Designating certain specific areas on campus as "no-smoking areas". 	44.5%	204
Prohibiting smoking on campus, but designating a specific area or areas on campus where smoking would be allowed. 	64.8%	297
	<i>answered question</i>	458
	<i>skipped question</i>	626