

# Kentucky State University

Board of Regents Meeting

## President's Report

Dr. Mary Evans Sias

July 26, 2013

## Agenda Item Background

<b>To:</b>	Kentucky State University Board of Regent	<b>Date:</b> July 26, 2013
<b>From:</b>	Dr. Mary Evans Sias, President	
<b>Subject:</b>	October 26, 2012 Committee Minutes	
<b>Reason for Consideration:</b>	Approval	<b>Enclosures:</b> Yes

### **Background:**

Tobacco Free Campus

### **Recommendation:**

It is recommended that the KSU Board of Regents approve the aforementioned policy.

### **Approval**

<b>Initiator:</b>	Dr. Mary Evans Sias, President
<b>Board Action Date:</b>	July 26, 2013
<b>Effective Date:</b>	July 26, 2013

# **Kentucky State University Tobacco Free**

## **POLICY**

This policy applies to all members of the University community. For areas located within Franklin County, Kentucky, the use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the University. "Property" for the purposes of this policy includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lots, and vehicles, as well as personal vehicles in these areas.

Effective August 1, 2013, the use, distribution, carrying of any lighted smoking instrument or device, or sale of tobacco, in University buildings, including dormitories and grounds, and at KSU events, as well as in private vehicles parked on University property, is prohibited.

For the purpose of this policy, "tobacco" is defined as any lighted or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, and snus, in any form are also prohibited.

No tobacco-related advertising shall be permitted on KSU owned or leased property, University-sponsored events, or in publications produced by the University, with the exception of advertising or newspapers that are not published by KSU and which are lawfully sold, bought, or distributed on campus property.

All University employees, faculty, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times.

## **PROCEDURES**

### **1. EDUCATION AND AWARENESS**

The implementation of this policy is supported by an education and awareness campaign that may include but not be limited to:

- a. notification to prospective students and staff/faculty;
- b. informational meetings, postings, and e-mail notifications;
- c. publication in staff/faculty human resources manuals, student guides, handbooks, and appropriate web sites;
- d. ongoing smoking cessation programs; and
- e. establishment of a culture of compliance through peer oversight.

## 2. COMMUNICATION OF POLICY

Signs bearing the message "Tobacco-Free Campus" will be posted at each KSU vehicular and pedestrian entrance and each building will display a decal indicating it is a tobacco free facility. However, all KSU facilities, grounds, and events, whether signs are posted or not, are tobacco free zones. No ashtrays or smoking shelters will be provided on campus.

## 3. TOBACCO USE CESSATION PROGRAMS

KSU will support all students and employees who wish to stop using tobacco products via the University's wellness initiative, coordinated through the Office of Human Resources, will include smoking cessation education available to students, faculty, and staff to help overcome addiction to tobacco products. The University will not pay for smoking cessation products or prescriptions.

## 4. COMPLIANCE

The process of achieving a tobacco-free environment takes time and patience. Adherence to the policy cited above is the responsibility of all KSU students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus will comply with this policy. In an ongoing effort to enhance awareness and encourage a culture of compliance, members of the campus community are empowered to respectfully inform others about the policy. It will be the intent of KSU to encourage all individuals, both smokers and non-smokers alike, to cooperatively work together in the implementation of the policy.

Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures, or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

An individual who feels that there has been a violation of this policy may take the following actions:

- a. The individual may attempt to resolve the problem informally by requesting that the tobacco user comply with the policy.
- b. If direct appeal fails and the behavior persists, the concerned individual should contact the appropriate KSU office.

5. No tobacco-related advertising shall be permitted on KSU property, at University-sponsored events or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by KSU and which is lawfully sold, bought or distributed on campus property.

## **IMPLEMENTATION**

1. Signage – Facilities Services will be responsible for providing appropriate signage for and for removing all receptacles for discarding smoking materials in previously designated smoking areas.
2. Notice to Contractors – KSU departments, for whom contractors are working, are responsible for ensuring that individuals working on property owned or leased by KSU are notified of the requirements of this policy. Construction contractors will be notified by Facilities Services.
3. Notice to Faculty and Staff – Human Resources will be responsible for implementing procedures to ensure that all current and future faculty and staff are notified of the requirements of this policy.
4. Notice to Students – Student Success and Engagement will be responsible for implementing procedures to ensure that all current and future students are notified of the requirements of this policy.