

REQUEST FOR BOARD OF TRUSTEES ACTION

Committee: Planning & Budget

Title: Smoking Policy

Date: March 29, 2006

Recommendation: That the Board of Trustees approve the proposed policy regarding smoking on the campus of Quinsigamond Community College:

Policy Statement: Smoking is prohibited in QCC facilities and in vehicles owned, operated, or controlled by QCC, or within 20 feet of any QCC building. Smoking is permitted in designated smoking areas, as indicated in Section 5.0.

Justification: This policy has been recommended by the Administrative Services Governance Committee, has been discussed at an All College Forum, reviewed and recommended by the All College Council, the President's Staff, and the Interim President.

The complete text of the document is attached.

SMOKING POLICY

1.0	<p>Purpose:</p> <p>This policy establishes the rules and regulations concerning smoking on the QCC campuses and in facilities and vehicles owned, operated, or controlled by QCC.</p>
2.0	<p>Revision History:</p> <ul style="list-style-type: none"> • In 1997, a series of meetings took place with college constituents, to discuss the introduction of a smoking ban at QCC. In accordance with M.G.L. Chapter 270: Section 22 (Smoking in Public Places), the state law that bans smoking in all public facilities, a November 14, 1997 memo was issued from the College President that banned all smoking in college buildings and entranceways. • In addition, beginning in November 1997, a flyer was routinely distributed to the college community and at college events to promote the ban on smoking. • On July 5, 2004, the Massachusetts Smoke-Free Workplace Law (M.G.L. Chapter 270: Section 22 (Smoking in Public Places), which prohibits smoking in workplaces to protect employees and the public from secondhand smoke, was put in effect. • On August 10, 2004, key members of QCC staff met, designed and distributed a flyer promoting M.G.L. Chapter 270: Section 22 (Smoking in Public Places) to employees and students. • QCC's smoking rules & regulations are included in the Student Handbook and both full-time and part-time Employee Handbooks. • In 2005, under the new Governance Policy Procedures, the Colleges' Smoking Policy was revisited and updated.
3.0	<p>Persons Affected:</p> <p>This policy pertains to all people on QCC campuses, in facilities and in vehicles owned, operated, or controlled by QCC, including but not limited to students, faculty, staff, visitors and contractors.</p> <p>Exclusions:</p> <p>This policy does not apply to the use of smoking materials in laboratory research or dramatic productions. Special permission for such research or productions must be obtained from the appropriate vice president prior to the commencement of the research or production.</p>

4.0	<p>Policy: Smoking is prohibited on QCC campuses, in facilities and in vehicles owned, operated, or controlled by QCC, with the exceptions of designated smoking areas noted in Section 6.0 of this policy. In addition, no smoking is allowed within 20 feet of entranceways and/or doorways at the QCC campuses.</p> <p>NOTE: The policy on smoking at QCC offsite operations is promulgated by the operating procedures at each respective site.</p>
5.0	<p>Definitions:</p> <p>"Smoking" or "smoke", the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled.</p> <p>Designated Campus Smoking Areas: The QCC Main Campus, at 670 West Boylston Street, has designated the following five smoking areas:</p> <ul style="list-style-type: none"> • Behind the rear entrance/sliding glass doors of the Administration Building. • Southeast corner of the Administration Building, closest to Assumption Avenue. • Right of the Hebert Auditorium Entrance of the Surprenant Building. • Behind the Fuller Student Center. • Behind the Ahlfors Building.
6.0	<p>Responsibilities:</p> <p>It is the responsibility of each supervisor, manager, department head, director, dean and vice president to enforce the provisions of this policy in their area of accountability.</p> <p>It is the responsibility of the Director of Marketing and Public Relations to coordinate ban on smoking signage in all college buildings and on all college grounds.</p> <p>It is the responsibility of all people on QCC campuses, in facilities and in vehicles owned, operated, or controlled by QCC, including but not limited to students, faculty, staff, visitors and contractors, to observe the smoking policy.</p>
7.0	<p>Procedures:</p> <p>QCC complies with M.G.L. Chapter 270: Section 22 (Smoking in Public Places) that bans smoking in all public facilities.</p>

8.0	Sanctions: Sanctions will be commensurate with the severity and/or frequency of the offense, and may include termination of employment or change in student status.
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