



MEMO TO: Tobacco Committee

FROM: John O. Schwenn  
President

RE: Tobacco Committee Proposal

DATE: April 17, 2009

## **PROPOSAL**

With the approval of the Dalton State College's Student Governing Body, we the Tobacco Committee, propose to Dr. John O. Schwenn, President of Dalton State College, to adopt the policy to ban all forms of tobacco use on campus within the George Rice Drive, and College Drive, along with the Brown Center and the Technical Education Building. Also, we propose that all forms of tobacco usage articles, such as smoke stacks, ash trays, and the Smoking Gazebo, be removed from the DSC campus. Our recommendation is to relocate the smoke stacks and ash trays outside of the George Rice Drive. For the few DSC students who do wish to continue their tobacco usage, SAC, along with the help of the North Georgia Health District, will offer cessation classes extending 2 – 3 years after the new tobacco policy has been put into place. SAC recommends that enforcement of this policy fall under Public Safety. Furthermore, we recommend that the faculty and staff be willing to enforce the policy as well.

## **SURVEY**

The tobacco committee surveyed the campus community with an electronic survey open to students, faculty, and staff from October 15, 2008 until December 31, 2008. All students, faculty, and staff had access to and ample opportunity to complete the survey.

The results indicate 67 percent of the respondents want the Dalton State College campus tobacco free. Thirty-three percent voted against making the Dalton State College campus tobacco free.

## **COMPLAINTS**

Since March 1, 2008, there have been numerous complaints concerning tobacco usage on the Dalton State College campus. Students, faculty, and staff do not follow the 25 foot smoking restriction around all buildings. In some places, such by the Technical Education Building, chairs have been removed from

classrooms and placed under building breezeways for smokers. Non-smokers must endure walking through second hand smoke as they go from building to building and class to class. Cigarette butts are found around campus, both close and far from ashtrays. Cigarette butts are often thrown into drainage areas on campus and thus harm the environment.

## **ACTION**

I accept the recommendation of the Tobacco Committee with some modification. Students, faculty, and staff have not followed the current College policy on smoking. Therefore, it is necessary to institute additional curbs on using tobacco on campus. The proposed tobacco policy allows students some access to smoking but severely limits access of faculty and staff.

## **POLICY**

All of the Dalton State College campus will become tobacco free on August 1, 2009. This includes all property owned, leased, and controlled by Dalton State College and used by students, faculty, staff, and visitors, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas inclusive of the Catoosa and Gilmer County sites and exclusive of the designated tobacco use area at the Wood Valley at Dalton State College Apartments.

## **IMPLEMENTATION**

- Students, faculty, and staff will have the opportunity to quit or reduce smoking and/or use of other tobacco products.
- All forms of tobacco usage articles, such as smoke stacks and ash trays, will be removed from the Dalton State campus by August 1, 2009. The Gazebo will remain but will become smoke and tobacco free.
- The use of tobacco products will be allowed at the Wood Valley at Dalton State College Apartments in the designated tobacco use area. Smoking and tobacco products will not be allowed within the apartments or in other non-designated tobacco areas.
- Programs and referral options for tobacco use cessation will be offered for all students, faculty, and staff.
- Signage will be posted in appropriate places indicating Dalton State is a tobacco free workplace.
- Faculty and staff will be informed and reminded of this policy as part of pre-employment and processes, new employee orientation, and other general employee communication.

## **ENFORCEMENT**

All students, faculty, and staff are expected to follow this tobacco free initiative and be good role models for visitors to campus.

- All Dalton State College supervisors must inform subordinate staff members of this policy and its effective date. This includes informing them that failure to comply may be grounds for penalties and disciplinary action.
- The monitoring and enforcement of the tobacco free workplace policy is the responsibility of all Dalton State students, faculty, and staff. Any infraction of this policy should be consistently and politely brought to the attention of the person or persons observed violating the policy.
- Visitors, vendors, or contractors, and others not specifically employed by DSC will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting DSC Public Safety. If the situation cannot be remedied, then the Office of DSC Public Safety will be contacted for assistance.
- Visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including the legal termination of a contract.

## **RESPONSIBILITIES**

Administrative Council – Responsible for the oversight of adoption and communication of the Tobacco Policy.

Vice President for Enrollment and Student Services – Responsible for informing current and prospective students of the Tobacco Policy.

Director of Human Resources – Responsible for communicating the Tobacco Policy to current and new faculty and staff.

All Dalton State supervisors – Responsible for informing subordinate faculty/staff members of the Tobacco Policy and the consequences of non-compliance.

All DSC students, faculty, staff – Responsible for adhering to the policies of Dalton State College including responsibility for monitoring and enforcing the Tobacco Policy.

## **PENALTIES**

For Students:

- In the event of the first offense, the student violator will be fined \$25.00.
- Each additional offense will result in a \$50.00 fine for the student.
- After the third offense, the student will be subject to a mandatory Disciplinary Committee hearing.

For Faculty/Staff:

- In the event of the first offense, the faculty/staff member will be fined \$25.00.

- Each additional offense will result in a \$50.00 fine for the faculty/staff member.
- The third offense and each offense thereafter will result in reporting to the supervisor and to Human Resources. This may result in additional penalties and disciplinary action.

The Dalton State College Tobacco Policy is based on policies used by the College of Coastal Georgia and the Medical College of Georgia and is endorsed by the Administrative Council.