

## Administrative Procedure

**Title:** West Kentucky Community & Technical College Tobacco-Free Procedure

**Type:** Establishment of a Tobacco-Free Institution for WKCTC Students, Faculty, Staff, and Visitors

**Rationale:** West Kentucky Community & Technical College is committed to providing students, employees and visitors with a safe and healthy environment. In light of this commitment, the college has become a tobacco-free institution. No consumption of any tobacco, e-tobacco product, or any vaporizing technology is allowed on any college property or in any college facility. The institution prominently displays notices of the tobacco-free policy at all college locations.

West Kentucky Community & Technical College will implement this policy on January 1, 2016. We aim to improve the lives of all students, faculty, staff, and visitors that enter our campus, and we strive to be a model for the larger community. Some of the reasons we have chosen to adopt this policy are to:

- Eliminate harmful exposure to second-hand smoke on campus
- Decrease the amount of tobacco litter on school grounds
- Offer a positive and healthy environment for underage students and visitors that frequent campus
- Better prepare students for transitions into 4 year institutions and the workforce
- Supply necessary support for those who struggle with addiction or stress management
- Provide a safe and healthy environment for everyone to work and learn

**Procedure:** Enforcement of Tobacco-Free Policy

A. The College tobacco-free policy relies on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users for its success. It is the responsibility of all members of the College community, as well as visitors to the College, to inform others and observe the policy.



- B. Employees that fail to comply with the tobacco-free policy will be subject to progressive disciplinary actions as follows: oral warning, written warnings or written reprimands, or disciplinary suspension. Reports of College employee violations will be forwarded to the Director of Human Resources who will then forward the report to the employee's supervisor.

A college employee's supervisor shall select the disciplinary action which in his or her judgment is most appropriate in the light of the facts, circumstances, and other relevant factors.

- C. Students that fail to comply with the tobacco-free policy will be subject to progressive disciplinary actions as follows:

Whenever a faculty or staff member observes a student who is not complying with the tobacco free campus policy a faculty or staff member will:

- Verbally remind the student of campus policy and inform them of resources the college has made available.
- Ask for ID from the student and report the incident to the Vice President of Student Development  
The Vice President of Student Development will record the reminder

The second time a student is observed not complying with the policy a faculty or staff member will:

- Verbally remind the student of campus policy and inform them of resources the college has made available.
- Ask for ID from the student and report the incident to the Vice President of Student Development (VPSD).
- The VPSD will forward the information to the Business Office, which will place a \$5 fine on the student's account.
- Transcripts and further enrollment will be held by attaching a financial hold to the students records until the fines are paid

The third time a student is observed not complying with the policy a faculty or staff will:

- Verbally remind the student of campus policy and inform them of resources the college has made available.
- Ask for ID from the student and report the incident to the Vice President of Student Development (VPSD).
- The VPSD will forward the information to the Business Office, which will place a \$5 fine on the student's account.
- Transcripts and further enrollment will be held by attaching a financial hold to the students records until the fines are paid
- The VPSD will meet with the student and address the issue of repeated violations of the policy and possible actions may include:
  - Provide further information and resources that will help the student comply with the policy
  - Encourage the student to attend a tobacco cessation workshop
  - The college will impose sanctions to the student as contained within the KCTCS Code of Student Conduct, including probation or suspension from the college according to Article III, section 3.3

D. Visitors are expected to comply with the tobacco-free policy. The college community is responsible for visitors' compliance with the College's tobacco-free policy. Visitors that fail to comply with the tobacco-free policy will be informed of the policy and requested to cease their use of tobacco products. Visitors that refuse to comply will be asked to leave the college premises.

E. The following Team will coordinate activities associated with the Tobacco-free Policy and Procedure.

Chair – Tobacco-Free Committee  
Staff Council Chair  
Faculty Council Chair  
Student Representative  
Student Activities Coordinator  
Marketing Representative  
Vice President of Student Development  
Vice President of Administrative Services  
Office of Campus Security