

Policy and Procedure

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Division/Department: Facilities

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Subject: Smoking, Food and Beverage Policy

Authorities: MnSCU Policy recommendation dated 11/8/2013, author Mike Lopez

MnSCU Definition(s)

“Smoking” is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this Policy.

“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

Purpose: To provide for the safety of all person’s; students, faculty, staff and visitor; and maintenance of the college’s equipment and facilities.

Policy:

- A. The college’s facilities and vehicles are tobacco and E-cigarette free. The use of any tobacco products or E-cigarettes is prohibited inside the college’s facilities and fleet vehicles. All use of tobacco and E-cigarettes are restricted to the designated outside location(s).
- B. Consumption of food and beverages in classrooms, lecture halls, labs, library and other similar locations can be unsanitary, distracting to fellow students and faculty, and unsafe. Thus, the College has the authority to restrict the use of any food or beverages throughout the college and consumption will be permitted in classrooms, lecture halls, and labs, only at the discretion of the faculty/staff member in such areas.
 - a. If a special event is scheduled, all cans, food, paper and other residue from this event must be disposed of in the proper manner.

- b. College business located off the physical campus is considered the college and all food, beverage, smoking and E-cigarette restrictions apply and are enforced.

Procedure:

As responsible members of the college community, it is the responsibility of all students, faculty and staff to voluntarily comply with the enforcement of this policy. Any member of the college observing the violation should courteously call violations of this policy to the attention of the violator. Faculty members should inform students of the policy at the beginning of each term. Repeated violation by students should be brought to the attention of the Chief Student Affairs Officer, and by faculty and staff should be brought to the attention of the Chief Academic Officer, who will take appropriate action on a case-by-case basis to resolve the matter. Appropriate signage will be displayed throughout the facilities, and reference to this policy and other suitable information will be included in the Student Handbook.

Responsibilities:

Faculty members should inform students of the policy at the beginning of each term.

Dissemination:

Offices of Human Resources, Academic Affairs and Student Affairs will ensure timely implementation of this policy.

Reviewed by Campus Roundtable: 11/17/2013, 12/3/14

Reviewed by Faculty Shared Governance: FYI Discussion, 01/15/2014

Reviewed by Managers Meeting: 01/06/2014

Approved: 02/03/2014

Robert L. Musgrove, President

Date