SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS SCP-1750

- **SUBJECT:** Tobacco Usage
- **REFERENCE:** None
- **ORIGINATION:** January 1, 1988
- **EFFECTIVE:** January 1, 1988
- **REVIEWED:** November 2, 2010

SECTION 1. PURPOSE

1.1 To establish policy providing employees and students an environment free from the ill effects of tobacco products. There is also evidence to indicate that tobacco and tobacco smoke may be harmful to one's health.

SECTION 2. SCOPE AND APPLICABILITY

2.1 The issuance applies to all campuses and central administrative units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 Tobacco Usage – Refers to usage of all forms and types of tobacco, i.e., smoking tobaccos, chewing tobaccos and snuff.

SECTION 4. POLICY

- 4.1 All locations of Southern West Virginia Community and Technical College are designated as non-tobacco usage facilities.
 - 4.1.1 Signs will be posted to inform the general population that tobacco usage is not permitted.
 - 4.1.2 This policy applies to college buildings and state vehicles.
 - 4.1.3 Tobacco usage is limited to areas outside college buildings in accordance with local county and state ordinances.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Department heads and supervisors will be responsible for adherence to the policy in their specified areas of supervision.
- 7.2 All employees have an obligation to see that the provisions of this policy are followed. Faculty members are to ensure compliance by students enrolled in each of their classes while the Director of Campus Operations and other campus staff ensure compliance by students in other areas of the campus.
- 7.3 Those members violating this policy will be disciplined according to employee or student disciplinary procedures.
- 7.4 The College will endeavor to provide education and assistance to those students and employees desiring to refrain from tobacco usage.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair

Date

President

Date

- Attachments: None.
- **Distribution:** Board of Governors (12 members) www.southernwv.edu
- **Revision Notes:** November 2010 Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.