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## POLICY STATEMENT

### Part 1. Purpose

Hennepin Technical College is committed to creating a clean, safe and healthy learning and working environment for all students and employees. The success of this policy will depend upon the cooperation of all faculty, staff and students to comply with this policy, and to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work and study.

### Part 2. Policy

As of July 1, 2013, smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products and electronic cigarettes) are prohibited on college owned, operated, or leased property. The policy is applicable to all campus persons, including students, faculty, staff, administrators, outside contractors and the general public.

### Part 3. Prohibition of Tobacco Use

Use of tobacco products is defined as: the act of lighting, smoking, holding or carrying a lit or smoldering cigar, cigarette or pipe of any kind and using smokeless tobacco and the use of electronic cigarettes. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes or other tobacco products) is prohibited at all times:

- in all space owned, rented, or leased by Hennepin Technical College
- on all outside property or grounds of Hennepin Technical College
- in all vehicles owned or leased by Hennepin Technical College
- including all parking areas, grounds, walkways, and fields while on Hennepin Technical College grounds
- at all Hennepin Technical College sponsored educational events/conferences on campus sites

### Part 4. Definitions

**“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.



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**Chapter 5: Administration**  
**Tobacco Free Policy**

Adoption: 4/1/05  
Revised: 11/18/13  
Last Reviewed: 5/7/14 (SGC)  
President Approved: 8/28/14  
Authority: [Minnesota Statute 144.414 subd. 5, Ch. 291, Art. 6, Sec. 6](#)  
Custodian of Policy: Vice President of Administrative Services

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**“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.

Smokeless tobacco products: smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco. For this policy, smokeless tobacco products also include electronic cigarettes.

**Part 5. Cessation Services**

To support Hennepin Technical College students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources are available. Information on these resources can be found at <http://www.health.state.mn.us/divs/hpcd/tpc/quit.html> or by calling 651-201-5000.

**Part 6. Violations**

Violations of this policy by employees will be handled through the supervisor. Violations by students will be handled by the Dean of Student Success Services. Persistent offenders may be subject to additional sanctions.

**Part 7. Policy Exemptions**

Tobacco use will be permitted in private enclosed vehicles as long as tobacco users demonstrate respect for individuals and the environment. Tobacco litter such as cigarette butts, packages, and smokeless tobacco products cannot be discarded on Hennepin Technical College property, including parking lots.

An exception for the instructional purposes allows for the use of tobacco products in laboratory and classroom instruction/experiments, or artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved by the College President or his/her designee. Such use must be preceded by reasonable advance notice to the public.

This policy does not apply to specific activities used in connection with the practice of cultural activities including those of American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a as permitted by Minnesota Statutes 2012, 144.465. For the purpose of this section, a Native American is a person who is a member of a Native America Tribe as defined in section 260.755 subdivision 12. Arrangements for such ceremonies must conform to local fire code requirements and be approved by the College President or their designee in advance.



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**Procedure for Enforcement:**

Enforcement will begin with notifying the campus community of the tobacco policy. Compliance and enforcement of this policy will depend on the cooperation of all students, staff, faculty and visitors to promote a clean, safe, healthy environment. Hennepin Technical College will enforce the policy to its fullest extent, which may include, but not limited to, disciplinary actions and/or sanctions. An administrative citation of \$25 will be issued to the offender by campus security.

Employees may be handled through the progressive disciplinary process as outlined in the employee's bargaining unit contract. Student offenders may be subject to additional sanctions per the Student Conduct Code. Individuals not subject to employee and/or student sanctions may be issued a citation and/or escorted from college property.

The College Security unit will be the primary responsible personnel to enforce this college policy. Other administrative unit employees may also provide enforcement. Students, employees, or community members who violate this policy are subject to a fine of \$25. Students and employees may also face other disciplinary actions as defined by college policy or employee contracts.

**Exceptions:**

Tobacco use in private enclosed vehicles is permitted. Tobacco use in a state owned vehicle is prohibited.