

Talking Points and FAQs

HEALTHY MINDS. HEALTHY HEARTS. HEALTHFULLY YOURS.

HACC'S Tobacco-Free Campuses Initiative (Policy 375)

Frequently Asked Questions (FAQs)

Revised March 30, 2015

If you have additional questions or comments, please visit:

www.hacc.edu/operationefficiency/OrganizationalTransformation.cfm

Thank you!

QUESTION	ANSWER/RECOMMENDATION
1. Why is HACC moving to tobacco free?	“The HACC Board of Trustees is proud that HACC, Central Pennsylvania’s Community College, is going to join other employers in the region in providing a healthier, safe and productive work and learning environment for the entire College community and visitors to our campuses,” said Timothy L. Sandoe, chairman of the HACC Board of Trustees. “Not only are we providing a healthy campus culture and sustainable environment, a tobacco-free campus better prepares our students to enter the workforce where many employers do not permit tobacco use.”
2. Who is affected by the new tobacco-free campuses policy?	The tobacco-free campuses policy applies to all employees, students and visitors at HACC’s five campuses or HACC-owned properties. This includes anyone who comes onto HACC-owned properties to use HACC parking lots to attend events at the Pennsylvania State Farm Show Complex and Expo Center.
3. When does HACC go tobacco free?	Aug. 10, 2015
4. Will there be any smoking locations on campuses?	No. College Policy 375, “Tobacco-free Campuses,” states that the use of any tobacco product is not allowed in or on property owned

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	by HACC, including parking lots and HACC-owned vehicles.
5. Am I allowed to smoke in my vehicle in the parking lot if I keep my windows rolled up?	If your vehicle is on HACC-owned property, you are not permitted to use tobacco products while you are in it.
6. Where are smokers supposed to go? Will there be a designated safe place off HACC-owned property for smokers to go?	HACC cannot designate property not owned or leased by the College for such purposes. We advise employees, students and visitors to wait until their work, classes or business on campus is complete before using tobacco products.
7. What will happen to me if I am smoking on campus?	<p>Violations of college policies and shared governance procedures by students will be addressed through procedures described in AP 592, "Student Disciplinary Action." This document can be found by searching by name under "Student Documents" on the student tab of myHACC.</p> <p>This process is already in place and is used to enforce existing College policies. AP 592 includes referral through the student judicial process administered by the behavioral intervention team (BIT). The intent of BIT is to work with students to educate them about their behavior and provide support, with disciplinary measures as appropriate. Students who choose to repeatedly ignore the tobacco-free campuses initiative after it goes into effect on Aug. 10, 2015, will be subject to AP 592.</p> <p>Violations of policies and procedures by employees will be handled in accordance with AP 886, "Corrective and Disciplinary Action for Faculty," and AP 888, "Corrective and Disciplinary Action for Regular Part-time and Full-time Employees." These documents can be found by searching by name under "Employee Documents" on the employee tab of myHACC.</p> <p>Community members, including visitors and vendors, who smoke on HACC-owned property</p>

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<p>8. Will HACC offer smoking cessation programs to help those who want to quit?</p>	<p>may be asked to leave.</p> <p>FREE smoking cessation programs will be available at all campuses during the spring 2015 term for employees, students and members of the community. Additional classes may be scheduled for the fall 2015 term.</p> <p>For additional information on dates, time and locations, please contact:</p> <p style="text-align: center;">Gettysburg Campus Kathleen Heidecker 717-339-3547 kbheidec@hacc.edu</p> <p style="text-align: center;">York Campus Cindy Donnell 717-801-3232 cldonell@hacc.edu</p> <p style="text-align: center;">Harrisburg Campus Elaine Holland 717-221-1328 edhollan@hacc.edu</p> <p style="text-align: center;">Theresa Witkowski 717-736-4122 tdwitkow@hacc.edu</p> <p style="text-align: center;">Lancaster Campus Cindy Lucarelli 717-358-2978 calucare@hacc.edu</p> <p style="text-align: center;">Lebanon Campus Nakia Eckert 717 358-2991 nleckert@hacc.edu</p>
<p>9. Tobacco use is an addiction and not being allowed to use tobacco on HACC-owned</p>	<p>For students, professional counselors are available to provide academic, career and personal counseling. Counselors can also provide</p>

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<p>property can escalate stress levels, affect someone's personal and home life and cause other mental health issues. What counseling services are available to students and employees?</p>	<p>information about a variety of community resources which would include legal, financial and mental health services. For more information, please contact your campus counseling office:</p> <p>Gettysburg Campus 717-337-3855</p> <p>Harrisburg Campus 717-780-2498</p> <p>Lancaster Campus 717-358-2988</p> <p>Lebanon Campus 717-270-4222</p> <p>Online Classes 717-780-3237, ext. 213237</p> <p>York Campus 717-801-3213, ext. 3513</p> <p>HACC offers an employee assistance program (EAP) to provide confidential, psychological counseling, work-life balance, and educational wellness programs. Full and part-time employees and their household members are eligible to use the EAP.</p> <p>For more information go to myHACC > Human Resources > Benefits > Employee Assistance Program or http://www.mseap.com/.</p>
<p>10. Why are vapor products not allowed under the new policy? There are vaping products that do not use tobacco products.</p>	<p>Policy 375 prohibits all tobacco products, including cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars, cigarillos, hookah-smoked products, pipes, vaporizers, oral tobacco and nasal products, as well as any product intended to mimic tobacco products, containing tobacco flavoring or delivering nicotine.</p>

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11. Am I allowed to use nicotine gum on campus?	Smoking cessation products containing nicotine, such as nicotine patches, lozenges and gum, are excluded from the tobacco-free campuses policy.
12. Will smoking cessation products be available in the bookstores?	Yes. HACC's bookstores will be carrying and selling smoking cessation products prior to Aug. 10, 2015.
13. How will this policy be enforced? The existing policy that bans smoking 25 feet from an entrance isn't being enforced.	<p>Providing our campuses with a healthy environment is the responsibility of the entire HACC community. If you see someone violating the policy, remind them that using tobacco products on HACC-owned property is not allowed. Steps you can take are outlined below.</p> <p>In addition, security officers, during the performance of their regular duties, will enforce this policy if it is being violated. During the first few months after the policy is implemented, security officers will seek to educate those who are found to be in violation.</p>
14. What do I do if I see someone smoking on campus?	<p>If you observe violations of HACC's tobacco-free campuses policy:</p> <ul style="list-style-type: none"> • Share HACC's tobacco-free policy with the individual: "Hello, my name is _____, and I am an (employee, student) here at HACC. I want to make you aware that we are now a tobacco-free campus, meaning that tobacco products are prohibited on our grounds. This new policy went into effect on Aug. 10. Thank you for your cooperation." • Do not further engage with a person using a tobacco product if that person becomes agitated. • Report these violations to the employee's supervisor, if known. • Make a report to the Office of Human Resources at 717-736-4125 or askHR@hacc.edu

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	<ul style="list-style-type: none"> • Contact the appropriate HACC Safety and Security Department at: <ul style="list-style-type: none"> Gettysburg Campus <ul style="list-style-type: none"> • Emergency: 717-574-2307 • Information: 717-337-3855, ext. 113528 • HUB desk: 717-337-3855, ext. 113573 Harrisburg Campus <ul style="list-style-type: none"> • Information Center (student ID/ parking permits): 717-780-2620 • Whitaker Hall, room 131C: 717-780-2568 Midtown Trade and Technology Center <ul style="list-style-type: none"> • Midtown 1 and 2: 717-780-2568 Lancaster Campus <ul style="list-style-type: none"> • Emergency: 717-358-2999 • Information: 717-358-2946 Lebanon Campus <ul style="list-style-type: none"> • 717-270-6368 York Campus <ul style="list-style-type: none"> • 717-718-0408
<p>15. If a smoker is asked to extinguish a cigarette or cigar, how should it be disposed of if there are no receptacles?</p>	<p>The smoker will extinguish the cigarette or cigar on the sidewalk and, once it is cooled, deposit it into a trash can.</p>
<p>16. HACC is treating us like children instead of the adults that we are. Will HACC tell me I can't eat junk food next?</p>	<p>While we would like all our employees, students and visitors to maintain healthy habits, we recognize that we cannot control the personal choices that people make. Nevertheless, in order to promote a healthy learning and working environment, the College can prohibit tobacco use on HACC property.</p> <p>For more information about the health effects of tobacco, please visit http://betobaccofree.hhs.gov/index.html</p>

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<p>17. Other employers in the area make their employees sign an affidavit stating whether or not they have used tobacco recently. Will HACC be implementing something similar?</p>	<p>HACC recognizes that smoking is a personal choice. The College will not regulate an employee's use of tobacco away from HACC-owned properties.</p>
<p>18. I am a student, and I smoke. What types of smoking policies should I anticipate a future employer having?</p>	<p>You should be aware of a potential employer's tobacco-use policies before accepting a position by speaking with the hiring manager or the human resources office.</p> <p>Tobacco-use policies vary, but generally have been strengthened over time. For example, Lancaster General Hospital and Wellspan Ephrata Community Hospital are tobacco free and do not hire tobacco users. Employees of Thomas Strauss, Inc. (Miller's Smorgasbord, Plain and Fancy, Amish View Inn) must be tobacco free for their entire shift.</p>
<p>19. What do I do if my employee goes on a break, travels some distance to have a cigarette and returns late?</p>	<p>You should remind your employee of your expectations and document the discussion. If the behavior continues, you may pursue corrective action. Please contact the Office of Human Resources (OHR) at 717-736-4125 or email askHR@hacc.edu if you need specific assistance.</p>
<p>20. The announcement of the tobacco-free campuses initiative happened without warning. How could this be allowed? Who was involved in making the decision to go tobacco free?</p>	<p>A tobacco-free workgroup consisting of employees representing various constituencies, departments and campuses was established during the fall 2014 term to explore going tobacco free.</p> <p>This workgroup was combined with HACC's Wellness Committee in January 2015. The expanded committee put forth a recommendation to the HACC Board of Trustees to revise College Policy 375 to allow HACC to go tobacco free, which was approved at the Board's March 2015 meeting.</p> <p>Shared governance policies and procedures</p>

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	(handbook) were submitted through the shared governance process.
21. Who represented the student body in the process?	<p>Students at the various campuses were extended invitations to participate in the establishment of the Tobacco-Free Workgroup. None of the invitations were accepted.</p> <p>The Wellness Committee and the Safety Committee, which have openings for student participation, were aware of the tobacco-free initiative in fall 2014. Although students are invited to participate in these collegewide committees, none have accepted invitations.</p> <p>Currently, one student sits on the combined Wellness Committee and Tobacco-Free Workgroup. That student joined in February 2015.</p> <p>In addition, students are invited to attend HACC Board of Trustee meetings. None were in attendance when the Board approved the draft changes to College Policy 375.</p> <p>Drafts of the new Shared Governance Policy and Handbook reflecting the changes to College Policy 375 were assigned to a task force review by constituency groups, including students.</p> <p>In order to have a voice along with the other College constituencies, we encourage students to work through their elected Student Government Association (SGA) leaders to become more actively involved in College working groups when decisions are being made that affect students.</p>