Plan of Action for Implementation of 100% Tobacco Free Policy

Education:

At least 1 month before implementation:

1. BC\_alls should be sent out once the Board of Trustees approves the policy and periodically before each semester starts. (1 month, 1 week, and first day of classes)
2. The policy should be posted on the BC Homepage and on insideBC.
3. The policy should have a webpage to display policy language and to address FAQ and cessation programs, both on and off campus.
4. A press release should be sent out informing the public of the policy, when it takes effect, and where to go to get more information.
5. Policy signs should be posted and ash cans should be removed.
6. Policy language in previous campus material such as class schedule, course catalog, human resources policy, Student Handbook, Student Code of Conduct, and policies and procedures should be updated.
7. Banners should be created and posted in high traffic areas to inform individuals of the change; flyers should also be posted throughout campus.
8. The policy should be distributed during new student orientation.

1 Week before and week of the semester:

1. A campus survey should be done to make sure the following items are in place: signs are posted, flyers are up, and ash cans have been removed.
2. BC\_all should be sent out with policy information and cessation services offered. (employees = healthcare provider) (students = health center) (all = free community resources)
3. Policy reminder cards should be passed out during Welcome Week

Enforcement:

Public Safety & Ticketing

1. AB 795: this Bill allows UC’s, CSU’s, and CCC’s the ability to set and impose standards regarding tobacco use, and to impose fines.
2. A new type of form should be drafted to shorten the amount of time it takes to issue citations. (carbonless paper) This would allow citations to be given to the violator, Public Safety, Business Office, Office of Student Conduct (if student), and/ or Supervisor (if employee).
3. Each citing officer should collect all of the following from each policy violator: first and last name, address, city, state, zip, DOB, ID # (CA ID if visitor) or (BC@# if student or employee), location, time, & date.
4. The Public Safety Department should adopt a tier or a flat rate system prior to implementation. AB 795 citations shall not exceed $100.
5. During the first week, or month, that classes are in session warnings should be issued to help inform student of the change. Fines can be issued if multiple warnings to the same individual do not deter the behavior.
6. All student violators should be sent to the office charged with student discipline. All employee violators shall report to their immediate supervisor. All violators should be directed to the business office to pay his/ her citation.
7. All citations should be disputed within 30 days of the date issued. Disputes with citations should be handled by student complaint office.

Business office

1. All violators should be given a time period to pay citation(s). If student violators do not pay or successfully dispute citations within the designated time a hold should be placed on their records until payment is received.
2. Money collected should be split between Public Safety, cessation programs, and policy signage.
3. Violators should be mailed instructions on how to pay their citation after the allotted time frame is up. This will allow the violator one last chance pay the citation(s) before they are sent to collections.
4. Any outstanding balance not paid within the allotted time should be sent to the collection agency.

Cessation:

1. A part-time cessation counselor should be hired to work in the Student Health and Wellness Center. This position can be paid out of the Health Center budget.
2. Cessation items should be dispensed from the Health Center upon meeting with the cessation counselor.
3. Local and community based cessation program information should be posted throughout campus.
4. Cessation information should be dispensed before and during the first week of class during welcome week, new student orientation, etc…