To promote a safe, clean and healthy learning environment, and in compliance with the Illinois Smoke-Free Campus Act (110 ILCS 64/1), Illinois Valley Community College prohibits the use of tobacco products inside College facilities, College vehicles and on all College property. Smoking is permitted in private vehicles. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited. It is the responsibility of all faculty, staff, students and visitors to comply with this policy. Refusal to comply with this policy will be met with increasingly severe penalties.

Definitions:

"Employee" means a person who is employed by Illinois Valley Community College (IVCC) in consideration for direct or indirect monetary wages or profits, or a person who volunteers his or her services for a non-profit entity.

“Employer” means Illinois Valley Community College.

"Campus" means all property, including buildings, grounds, parking lots, and vehicles that are owned or operated by IVCC, including the IVCC Ottawa Center.

“College property or college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks) and including work locations, work areas, or vehicles owned, leased, rented, used, or that are under the control of IVCC.

"Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment. "Smoke" or "smoking" also includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product, that is not a tobacco product as defined by Section 321(rr) of Title 21 of the United States Code, unless it has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or other medical purposes and is being marketed and sold solely for that approved
"Student" (for the purposes of this College Procedure) includes all persons applying for admission or taking credit or non-credit courses provided by IVCC both full-time and part-time. This also includes Continuing Education participants and all individuals taking IVCC courses online while on IVCC Campus property.

“Faculty member” means all full- or part-time instructors, counselors, and laboratory assistants, including interns and student teachers.

“College” means Illinois Valley Community College (IVCC).

“Enclosed area” (without limitation to lobbies and corridors) means all space between a floor and a ceiling that is enclosed or partially enclosed with (i) solid walls or windows, exclusive of doorways, or (ii) solid walls with partitions and no windows, exclusive of doorways, that extend from the floor to the ceiling, including, without limitation, lobbies and corridors.

“Enclosed or partially enclosed sports arena” means any sports pavilion, stadium, gymnasium, or other similar place where members of IVCC assemble to engage in physical exercise or participate in athletic competitions or recreational activities or to witness sports, cultural, recreational, or other events.

“Place of employment” means any area under the control of IVCC that employees are required to enter, leave, or pass through during the course of employment.

“Public place” includes, but is not limited to, offices, elevators, stairwells, indoor theaters, public conveyances, cultural centre, cafeteria, library, educational facilities, enclosed or partially enclosed sports arenas, meeting rooms, exhibition halls, all IVCC owned vehicles and facilities, including buildings and vehicles owned, leased, or operated by IVCC, educational facilities, public restrooms, waiting areas, and lobbies.

“Tobacco Products” includes, but is not limited to, the burning of any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco and Medical Marijuana are also prohibited.

“Visitor” means any person who comes to the campus of IVCC that is not an employee or student of IVCC to use the College’s facilities.

Prohibition:

Smoking on IVCC premises in a public place or place of employment and College vehicles is prohibited. The use of smokeless tobacco products and chewing tobacco on IVCC premises in public places and places of employment as well as in IVCC vehicles (regardless of where located) is also prohibited. Smoking is permitted in private vehicles.

This administrative procedure applies to all students, employees, visitors, vendors, and
contractors, and applies to all IVCC premises. All employees and students are responsible for being familiar with and complying with the requirements of this administrative procedure.

Posting of signs; removal of cigarette receptacles:

"No Smoking" signs or the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it, shall be clearly and conspicuously posted in each area of IVCC’s Campus where smoking is prohibited by the IVCC Smoke Free Campus administrative procedure. All cigarette receptacles shall be removed from areas where smoking is prohibited by the IVCC Smoke Free Campus administrative procedure by IVCC’s facilities department or other persons having control of the area.

Enforcement:

Enforcement of this administrative procedure depends on the cooperation of all IVCC employees and students not only to comply with this administrative procedure but also to encourage others to comply with this administrative procedure in order to promote a safe, clean and healthy learning environment. To report a violation of this administrative procedure, contact Campus Security or the Ottawa Center Site Coordinator. Violators of this administrative procedure will be referred to the appropriate administrative office for review and appropriate administrative action.

A. Students: The disciplinary process in the Student Code of Conduct will be applied. Sanctions include one or a combination of the following:

1. ADMONITION--An oral reprimand.
2. WARNING--A written reprimand.
3. CENSURE--A notice, written or spoken, stating that further misconduct will bring more serious action.
4. DISCIPLINARY PROBATION--A defined period of time when the student is considered on a probationary status. If additional events occur during this probation period, the student may be considered for suspension or expulsion.
5. DISCIPLINARY SUSPENSION – A written statement disqualifying the student for a specific time period from extracurricular or co-curricular activities.
6. RESTITUTION – A written requirement that the student provide reimbursement for misappropriation or damage to College property, or that of an individual.
7. SUSPENSION – A suspension of tuition waiver or scholarship.
8. COLLEGE SUSPENSION--A written notice of exclusion from the College and any classes, privileges and College activities for a specified period of time (not to exceed 1 year).
B. **Employees**: The disciplinary process in the employee guidebook will be applied. Sanctions include one or a combination of the following:

1. **ADMONITION** – An oral reprimand.
2. **WARNING** – A written reprimand.
3. **DISCIPLINARY ACTION** – A violation by employees will be noted on the annual Employee Development Plan (EDP) or in the case of faculty on the appropriate pre- or post-tenure evaluation and review documentation.

C. **Repeated Offenses**:  
1. Offenses of Students shall be reported to the Associate Vice President of Student Services. Repeated offenses are in violation of the Student Code of Conduct and could lead to administrative actions.

2. Offenses of Employees shall be reported to the Campus Security office, staff member’s immediate supervisor, and Human Resources. Repeated offenses are in violation of Board Policy and could lead to further disciplinary action.

D. **Members of the Public and/or Visitors to IVCC**:  
Members of the public and/or visitors that use tobacco on IVCC’s property will be asked by IVCC Campus Security or the Ottawa Center Site Coordinator to extinguish any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and this product must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, IVCC Campus Security or the Ottawa Center Coordinator may direct the visitor to leave IVCC campus property.

**Appeals Process**:  

In applying the above sanctions to any student, the decision of the Associate Vice President for Student Services may be appealed in writing to the President within 5 business days of the receipt of the sanction.

In applying the above sanctions to any employee, the decision of the immediate supervisor or Human Resources Director may be appealed in writing to the appropriate Vice President within 5 business days of the receipt of the sanction.

**Smoking Cessation**:  
IVCC recognizes that individuals may require help to quit smoking. Referrals for smoking cessation programs and educational materials are available through IVCC’s Health Insurance Plan or IVCC’s Wellness Program.

For help, call the Illinois Tobacco Quitline at 800-QUIT-YES (1-866-784-8937) for help.

If the nicotine craving continues, call 800-QUIT-NOW (800-784-8669) for help.