

Updated Status of Activities: The QCC Tobacco Policy Implementation Plan

Attachment 1

Reviewed: 04/24/2012

	<u>Activities</u>	<u>Point Person</u>	<u>Completion Date</u>	<u>Update 4-4-12</u>
<b>Working Group Coordination</b>				
(1)	Formation of <b>Campus Tobacco Policy Implementation Working Group</b> (TPIWG)	Dion Pincus, Chair of Senate Committee on Environment & Arthur Perkins, Assistant Dean for Facilities: co-chairs	January 2011	TPIWG convened 2-27-12.  <b>Completed</b>
(2)	Prepare and submit for approval implementation plan to CUNY's Central Office	D.Pincus & A.Perkins	College Implementation Plan submitted to CUNY's Central Office June 28, 2011.	<b>Completed</b>
<b>Communication about Revised Tobacco Policy</b>				
(1)	Outline a plan for communicating CUNY's revised tobacco plan to the campus community	D.Pincus & A.Perkins	Fall 2011	Communication plan developed and implemented. Kickoff 1-27-12 <b>Completed</b>
(2)	Distribute letters/emails to faculty, staff, and students about the revised policy	TPIWG & Mktg/Comm. representative	Fall 2011	Part 1 of initial communication effort completed 2-10-12 <b>Ongoing</b>
(3)	Distribute press release issued by CUNY Central to appropriate organizations and community groups in the surrounding area	D. Pincus, A.Perkins & Mktg/Comm. representative	Fall 2011	<b>In progress</b>

(4)	Distribute/publicize the revised tobacco policy	TPIWG & Mktg/Comm. representative	Fall 2011	Part 1 of initial communication effort completed 2-10-12  <b>Ongoing</b>
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(5)	Create link from campus website to CUNY’s main Tobacco Policy website	D.Pincus, Mr. Bruce Naples	Fall 2011	<b>Completed</b>
(6)	Include articles and announcements about the policy in the departmental newsletters, admissions materials, and if possible student media	TPIWG & Mktg/Comm. representative	Fall 2011	Part 1 of initial communication effort completed 2-10-12  <b>Ongoing</b>
(7)	Arrange for announcements and reminders at school events, including flyers and signage	TPIWG & Mktg/Comm. representative	Fall 2011	Part 1 of initial communication effort completed 2-10-12  <b>Ongoing</b>
(8)	Include in contracts and reservation forms with all outside groups using school facilities the language of the policy / expectation that the policy will be promoted, implemented, and enforced at all times the school facilities are being used by the outside group.	TPIWG & Institutional Advancement Mktg/Comm. representative.	Fall 2011 semester and/or as appropriate.	<b>Ongoing</b>
<b>Signage</b>				
(1)	Identify and map the placement of temporary and permanent signage	A.Perkins & Mktg/Comm. representative	Fall 2011	<b>Completed</b>

(2)	Establish timeline for the posting of signs regarding CUNY’s revised tobacco policy	A.Perkins	Fall 2011	<b>Completed</b>
(3)	Post temporary signs at all entrances and exits	A.Perkins & J.Cartolano, Buildings & Grounds	Spring 2012	<b>On schedule</b>
(4)	Post temporary signs throughout campus	A.Perkins & J.Cartolano, Buildings & Grounds	Spring 2012	<b>On schedule</b>
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(5)	Replace temporary signs with permanent signs	A.Perkins & J.Cartolano, Buildings & Grounds	Summer 2012	<b>On schedule</b>
(6)	Establish protocol for posting signs at campus events (i.e., athletics, concerts, seminars, etc)	A.Perkins & TPIWG	Fall 2011	<b>Completed</b>
<b>Removal of smoking related cues</b>				
(1)	Coordinate with Buildings and Grounds department to identify and remove all containers used for tobacco trash, ashtrays, and any smoking lounges or sites on campus	A.Perkins & J.Cartolano, Buildings & Grounds	Summer 2012	<b>On schedule</b>
<b>Training and Education</b>				
(1)	Identify and provide time during the work day for TPIWG members to attend CUNY Central’s training on tobacco cessation, etc.	D.Pincus & A.Perkins	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	To be arranged based on CUNY training schedule  <b>On schedule</b>

(2)	Train front line workers about the implementation of the revised policy: TPIWG to conduct in-campus training	TPIWG members representing 3 campus populations: faculty, staff and students	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	To be arranged based on CUNY training schedule <b>On schedule</b>
(3)	Establish a peer education group focused on healthy behaviors: existing Health Services/Nursing efforts to be consolidated in joint tobacco cessation/peer education group	Isabel Hocevar & TPIWG	FY 2011-2012	<b>Ongoing</b>

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(4)	Make Department of Health and Mental Hygiene’s Bureau of Tobacco Control materials available at Student Wellness Centers, Single Stop programs and other high traffic areas	Isabel Hocevar & TPIWG	Currently in progress. Materials will be added to, and deployed at additional venues, throughout FY 2011-2012 and beyond.	<b>Ongoing</b>
(5)	Coordinate and deliver tobacco-related lesson plans (provided by CUNY Central) during first-year orientation activities, and other appropriate venues such as ST-100 classes	Faculty members of TPIWG	Preparation for coordination and delivery of lesson plans, as made available, during FY 2011-2012.	To be arranged once lesson plans are available  <b>On schedule</b>
<b>Tobacco Cessation Support Services</b>				
(1)	Coordinate evaluation of availability of onsite tobacco cessation support services	Isabel.Hocevar & TPIWG	Fall 2011 - Spring 2012 through Summer 2012	<b>Ongoing</b>
(2)	Assess the tobacco cessation needs of your campus			<b>Ongoing</b>
(3)	Assess relationships with community agencies providing tobacco cessation services			<b>Ongoing</b>
(4)	Present technical assistance needs to CUNY Central			<b>Ongoing</b>

(5)	Establish a tobacco cessation group on campus: existing Health Services/Nursing efforts to be consolidated in joint tobacco cessation/peer education group	Isabel Hocevar & TPIWG	Fall 2012	<b>Completed</b>
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(6)	Continue to develop existing website that highlights the campus's tobacco cessation programs	Isabel Hocevar	Currently exists. Materials and links will be added throughout FY 2011-2012 and beyond.	<b>Ongoing</b>
(7)	Coordinate with CUNY's EAP to provide on- campus tobacco cessation services	Isabel Hocevar & TPIWG	Coordination is currently being implemented. Additional services and resources will be added throughout FY 2011-2012 and beyond.	<b>Ongoing</b>
(8)	Continue to provide tobacco cessation information and services into annual wellness fairs	Isabel Hocevar, & TPIWG	Information and services are provided at Wellness Fairs and other health-related campus events.	<b>Ongoing</b>
(9)	Expand points of entry in which students, faculty, and staff can request tobacco cessation support services	Isabel Hocevar, & TPIWG	Points of entry currently exist via website, stands, wellness fairs, etc. Additional conduits will be added throughout FY 2011-2012 and beyond.	<b>Ongoing</b>

(10)	Continue to coordinate with CUNY Central and NYC DOHMH to receive tobacco cessation materials, training, and support (i.e., Nicotine replacement therapy etc)	Isabel Hocevar & TPIWG	Coordination with the University and NYC agencies is <b>currently engaged</b> . Additional opportunities for coordination will be explored throughout FY 2011-2012 and beyond.	<b>Ongoing</b>
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(11)	Continue to promote New York State Quit Line	Isabel Hocevar & TPIWG	City, state and local cessation hotlines, and the NYS Quit Line, are <b>currently being promoted</b> and will continue to be promoted throughout FY 2011-2012 and beyond.	<b>Ongoing</b>
<b>Compliance with Revised Policy</b>				
(1)	Arrange for TPIWG members to attend CUNY Central trainings	D.Pincus & A.Perkins	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	To be arranged based on CUNY training schedule  <b>On schedule</b>
(2)	Host a local “tobacco policy compliance” training: TPIWG members to conduct in-campus training sessions	TPIWG members representing 3 campus populations: faculty, staff and students	FY 2011-2012 (Fall 2011, Intersession 2012, Spring 2012), as opportunities avail themselves.	To be arranged based on CUNY training schedule  <b>On schedule</b>
(3)	Create a series of “compliance scripts” that Public Safety and other administrators can use when confronting someone using tobacco on campus.	D.Pincus & A.Perkins with TPIWG members	Spring 2012	To be arranged based on CUNY training schedule  <b>On schedule</b>