



Tobacco Free Faculty, Staff and Student Training Information



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Why MHCC Became Tobacco Free

- Mt. Hood Community College District (MHCCD) is committed to providing a safe and healthy environment for all its employees, students and visitors.
- MHCC joins Portland Community College, Oregon Coast Community College and Tillamook Bay Community College as the first four Oregon community colleges to prohibit tobacco use on campus.
- As of Jan. 2010, smoking will not be allowed on any community college campus in Multnomah, Washington or Lincoln Counties. In Southwest Washington, both Clark College and Lower Columbia College are tobacco-free. Colleges throughout Oregon are reviewing their campus smoking policies.
- Growing trend among Community Colleges, Universities and society as a whole.



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What is the New Policy?

- Use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in College buildings or on College premises, at events on College premises or in College-owned, rented or leased vehicles is prohibited without exception beginning **Jan. 2, 2010**. (Board Policy 5041, Administrative Regulation AR-5041)
- All employees, students, volunteers, vendors, contractors and visitors will refrain from any tobacco use while on any MHCC property.
- For the purpose of these procedures, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product; as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.



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What is MHCC Doing To Help Communicate Change

Ongoing **Communication of Policy and Regulation** with students, employees and guests.

- Tobacco Free statement printed in all College publications, including the class schedule and student/faculty/staff handbooks, orientation materials, visitors' guides and campus maps.
- The Colleges external and portal pages will include a link to the Board policy and administrative regulation.
- Students will be advised at the time of enrollment that tobacco is not permitted in any College facility, on College grounds, in personal and/or College-owned vehicles.
- Visitors and vendors will be advised of the tobacco-free Board policy and regulation with any contractual agreement and/or use of any College-owned or operated facility.
- Tobacco-free signs have been installed.
- Posters, flyers, bookmarks, policy card, etc. have been and will continue to be distributed.

All these and more can be found on the www.mhcc.edu/tobaccofree website.



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Managing Compliance

- The intent of the policy is to create a healthier environment, not to punish smokers.
- Our emphasis for compliance is on education and support rather than punishment.
- Compliance will depend first on:
 - Offering information about the policy.
 - Offer support for quitting, if desired.



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Understanding Nicotine Withdrawal

- Withdrawal can make people feel:
 - anxious, restless
 - sad, depressed
 - frustrated, angry
 - hungrier, harder to sleep and think clearly
- Withdrawal symptoms begin within 1-2 hours after stopping nicotine and peak within 3-5 days.
- Most withdrawal symptoms will go away after 3-6 weeks, although cravings can last longer.



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Understanding Nicotine Withdrawal

- Nicotine helps people feel:
 - more relaxed
 - less down or depressed
 - less hungry
 - more alert, can even give a little “buzz” from time to time.
- Nicotine helps people cope with both day-to-day life stress, as well as high-level “emergency” stress



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The Role of Managers

- Speak to people smoking on campus or call Public Safety (503-491-7310).
- Report “hot spot” areas, where people are repeatedly seen smoking, to Public Safety (503-491-7310).
- Address employee violations of the tobacco-free policy, working out solutions with employees who are not complying.
- Remind employees who smoke and are leaving the campus on their breaks NOT TO LITTER with their cigarette butts.
- Make sure employees are aware of available resources and how to access them.



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The Role of Employees

- Employees, if they feel comfortable doing so, should follow general guidelines about approaching anyone who is smoking (or wants to smoke) on campus:
 - Inform them courteously and respectfully that MHCC does not permit tobacco use on its property
 - Provide referral information
 - Direct to available resources (www.mhcc.edu/tobaccofree)
 - If someone refuses to comply, walk away and contact Public Safety for assistance (503-491-7310)



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The Role of Employees

- Compliance must go hand-in-hand with compassion
- Staff should use their best judgment in how they approach people in stressful situations
- Inform students and visitors when scheduling and reminding of appointments.
- *“I also want to let you know that MHCC is tobacco free – both inside and outside.”*
- Remind visitors, vendors and students.
- *“MHCC is tobacco free both inside and outside. Do you think this will be a problem for you or your visitors while you’re at MHCC?”*



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The Role of Employees

- If “Yes”

- Employees:

“Please check out the resources we have available if you are interested in getting help to quit.” (www.mhcc.edu/tobaccofree)

- Students:

“There are several sources where you can get support. Would you like that information?”



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Public Safety's Role

- Explanations, referral cards and support information
- Employees who *repeatedly* violate the policy will be referred to a manager by Public Safety for follow-up
- Highly resistant visitors may be asked to leave MHCC



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Ensuring Compliance

- All employees will be:
 - Reminded that all employees must comply with MHCC policy
 - Provided resource information if it is requested
- Repeat violations are the responsibility of the manager and will result in progressive discipline, as with other policy violations



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Effective Approach to Non-compliance

- Show you understand the situation through their eyes
 - *“This must be a stressful time for you and I would like to help.”*
- Validate problems they have in following the rules
 - *“It’s is frustrating that there are no designated smoking areas so you can have a place you are allowed to smoke.”*



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Effective Approach to Non-compliance

- Provide help with resources or a plan that meets their needs.
 - *“If it would be helpful, you can leave the campus to smoke if you wish and then come back. Please be respectful of other people’s property and don’t litter. How else can I help you?”*



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Encountering Resistance

- Resistance is when someone argues with you about what they need to do
- When resistance goes up, compliance goes down
- When we argue back, resistance grows because we are focusing on the problem, not the solution
- When resistance goes down, compliance improves



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Reducing Resistance

- **DON'T** get into an argument
 - Arguing about the rules won't help
- **DON'T** get angry
 - Anger is like putting “fuel on the fire” and will make things worse
 - Take a deep breath first to calm down



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Reducing Resistance

- **DO** listen, show that you understand the feelings behind the resistance, and look for a solution that works.
 - *“It is frustrating because you want to smoke. I am stuck because I want to help you, but I also need to ask you to cooperate with our policy.”*



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Sample Scripts

Staff: *“Hi. I noticed that you were smoking. I thought you might not have heard that tobacco use is not allowed anywhere on the MHCC campus, both indoors and outdoors, and that there are no longer any designated smoking areas. (Respectful)”*

Student: *“Yeah, I know. But I am getting ready for an exam and I have had a really hard day. I was only going to smoke this one cigarette and I wasn’t bothering anyone.”*

Staff: *“I can see that this is a stressful time for you and I would like to help. I understand, this is a stressful time, have you checked out the student wellness center for alternative ways of dealing with stress ?”
(Empathy)*

Student: *“Yeah, I have, hey do you have a piece of gum?” Pause. “Okay, I’ll put this out.”*

Staff: *“Thanks for cooperating.” (validate compliance, offer resources)*

Student: *“Yeah, I was told when I registered. But I was upset and I didn’t know if they would work for me.”*

Staff: *“They have helped others but it’s certainly your choice whether or not you want to try them. Here is some information about where you can find them. Thanks again for putting out your cigarette and I hope your class goes well.*

(Supporting autonomy, offering assistance, validating)



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Video Vignettes on Talking to Tobacco Users About MHCC's New Policy

See [PCC video](#) for help in talking with a smoker:

<http://www.pcc.edu/about/policy/tobacco/videos.html>

[Video Vignettes](#) from OHSU with examples of ways to discuss the tobacco free policy with tobacco users:

<http://www.ohsu.edu/ohsuedu/about/tobaccofree/training-resources.cfm>



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Available Resources

- Resources for all employees and students to help quit or manage cravings:

[MHCC TobaccoFree website](#)

<https://www.wellcall.com>

<http://www.cascadecenter.com/>

<http://www.oregon.gov/DAS/OEBB/tobaccocessation.shtml>

(including employees' covered family members)



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For more information ...
Visit the MHCC [website](#)



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