

**September 12, 2005  
President's Cabinet  
Bishop Barnwell Room  
2:00pm**

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| <b>I. Presentation: United Way of Treasure Valley</b>   | Sally Zive, CEO<br>Stan Olson, Board of Directors<br>Virginia Pellegrini, VP for Development |               |
| <b>II. President's Report</b>   | Bob Kustra   |               |
| <b>III. University Policies: Final Readings</b>   |  |               |
| A 15-Person Van Use and Safety Policy (new)   | Jared Everett  | 1-5           |
| B Professional Staff Employees Performance Evaluation Policy (revised BSU 5430-C)<br>**seeking emergency final approval | Jane Buser   | 6-7           |
| <b>IV. University Policies: First Reading</b>   |  |               |
| A Dual Career Accommodations Policy   | Sona Andrews   | 8-9           |
| B Alcohol Beverage Permit Policy/Process  | Kevin Satterlee  | 10-14         |
| C Smoking Policy  | Ferd Schlapper   | 15-16         |
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| Policy on Naming of Facilities  | Bob Kustra   |               |
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## 15-PERSON VAN USE AND SAFETY POLICY

### I. POLICY STATEMENT

To define guidelines, responsibilities, and procedures for the safe use of all University-owned, leased, or rented 15-person (includes the van driver and passengers) vans by any authorized persons.

### II. BACKGROUND AND SCOPE

- A. This policy is applicable to all Boise State University departments and college(s) relative to the use and operation of 15-person vans.
- B. The rollover crash exposure is greatly increased because the passenger weight raises the vehicle's center of gravity and causes it to shift to the rear increasing the probability of fishtailing due to road conditions or when making sudden movements.
- C. A 15-person van has less resistance to rollover and handles differently from other commonly driven passenger vehicles making it more difficult to control in emergency driving situations.
- D. Placing any load on the roof also raises the center of gravity and increases the likelihood of a rollover.
- E. According to National Highway Traffic Safety Administration (NHTSA) statistics, the rollover propensity of 15-passenger (person) vans increases by six (6) times with 15-passengers (persons) vs. vehicles with only 1 to 5 vehicle passengers (persons).
- F. Per University Policy (ies) 6825-C (Required Training For Motor Vehicle Operators Conducting University Business) and 6900-C (Travel), the following requirements must be met:
  1. All authorized drivers of ~~University~~ 15-person vans must complete a 1-hour University computer van driver safety course or a 4-hour Defensive Driving Class as sponsored by the Office of Risk Management and Insurance before they operate a 15-person van. (Contact 426-5955 or visit <http://rmi.boisestate.edu>).
  2. This training requirement applies to all University 15-person van rentals from the Facilities, Operations & Maintenance (FO&M) Motor Pool, other University departments, or rental car companies.
  3. The van driver is required to furnish the BSU Travel office with a copy of their van driving training certificate when requesting payment for travel reimbursement expenses.
  - ~~3.4.~~ This training requirement can be met by taking the University's 4-hour Defensive Driving Class (1-hour is devoted to 15-person van safety) or a 1-hour computer class devoted specifically to 15-person van safety.

- 4.5. This 15-person van training requirement is only applicable to 15-person vans not cargo/delivery vans of the same size. However, it is recommended that cargo and delivery van drivers take the 1-hour 15-person van computer safety-training course.
- 5.6. 15-person van drivers training must be renewed on an annual basis (not to exceed a 12-month period).
- G. When renting a University vehicle from the FO&M - Motor Pool, the authorized University vehicle driver must complete the [University's Driver Expectations Form](#) (DEF). The authorized University vehicle driver must present a copy of his required University driver's training certificate as well as show his or her current driver's license.

### III. 12 – PERSON VANS DEFINITIONS

1. All authorized drivers of University 12-person vans must complete a 1-hour University computer van driver safety course or a 4-hour Defensive Driving Class as sponsored by the Office of Risk Management and Insurance before they operate a 12-person van. (Contact 426-5955 or visit <http://rmi.boisestate.edu>).
2. This training requirement applies to all University 12-person van rentals From the Facilities, Operations & Maintenance (FO&M) Motor Pool, other University departments, or rental car companies.

### IV DEFINITIONS

- A. 15-Person Van: Is commonly referred to as a 15-passenger van. This is a van that carries no more than 14-passengers and a van driver.
- B. 12-Person Van: Is commonly referred to as a 12-passeger van. This is a van that carries no more than 11-passengers and a van driver.
- B.C. Cargo Vans:
1. Vans designed to carry cargo v. people
  2. A cargo van is a one-piece vehicle.
  3. ManyMany -cargo vans do not have windows in the rear cargo area, however some do not.
  4. Vans of this type may or may not have cargo guards to separate the rear cargo area from the cab.
- C.D. National Highway Traffic Safety Administration (NHTSA):
1. Gathers and distributes statistical data on van crash tests, rollover tests, and rollover ratings for vans.
  2. "The National Highway Traffic Safety Administration (NHTSA), under the U.S. Department of Transportation, was established by the Highway Safety Act of 1970, as the successor to the National Highway Safety Bureau, to carry out safety programs under the National Traffic and Motor Safety Act of 1966 and the Highway Safety Act of 1966."

3. The NHTS conducts “research on driver behavior and traffic safety, to develop the most efficient and effective means of bringing about safety improvements.”

D.E. Navigator or Assigned Van Occupant Observer:

1. The BSU department/college or organization/club designated person seated in the front seat of a 15-person van who shall be responsible for monitoring passenger activity to ensure that van passengers adhere to applicable requirements of this policy during travel.

E.F. University Van Safety-Driving Course or Class:

1. A University Risk Management and Insurance sponsored 4-hour Defensive Driving Class (1-hour is devoted to 15-person van safety) or a 1-hour computer class devoted specifically to 15-person van safety.safety.

## IV.V. RESPONSIBILITY

### REPLACEMENT OF 15-PERSON VANS

- A. ~~When Facilities, Operations and Maintenance (FO&M) or a University department schedules existing BSU 15-person vans for replacement, they shall be replaced with alternative forms of transportation not to exceed 12-person vans in size. No University department is authorized to purchase a 15-person van. All existing 15-person vans shall be removed from passenger service within The van replacement period shall not exceed more than 4\_ years from the effective date of this policy.~~
- B. ~~In addition, no rRoof racks are prohibited on passenger vans shall be ordered or installed on any replacement 12-person van.~~

## IV.VI. PROCEDURES AND APPLICABLE FORMS

### SAFETY REQUIREMENTS FOR 15-PERSON (PASSENGER) VANS CURRENTLY IN USE

- A. Departments may continue to utilize 15-person vans currently in their fleet but must adhere to the following requirements until these vans are replaced with alternative forms of transportation:
  1. All operators of 15-person vans must have a current driver’s license.
  2. Only authorized University driver’s twenty (20) years of age or older may operate a University owned, leased, or rented 15-person van.
  3. All existing 15-person vans must be limited to carrying no more than 12-persons (including the vehicle driver) with roof racks and back seats removed. Contact FO&M – Motor Pool, if assistance is needed. This requirement must be met within 75 days of the effective date of this policy.
  4. All University-authorized drivers of 15-person vans shall review, sign, and date the DEF before they operate a 15-person van. A copy of the completed DEF is to be mailed to the Risk Management and Insurance Office at mail stop 1240.

5. This DEF will be valid for up to 1 year to coincide with the required driver's training certificate period.
- B. After loading the van, a walk-around inspection shall be conducted by the driver to ensure van safety before departure. Check to see that the van tires are properly inflated.
- C. A department designated person (navigator or assigned van occupant observer) seated in the front passenger seat shall be responsible for monitoring passenger activity to ensure that van passengers adhere to applicable requirements of this policy during travel.
- D. All occupants in the van must wear seatbelts at all times. The department-designated person (navigator or assigned van occupant observer) shall advise the driver to stop the vehicle if passengers become a driver distraction or remove their seatbelts.
- E. No driver shall operate the vehicle for more than 78 hours in a 24-hour period.
- F. No travel shall occur between 1 a.m. and 5 a.m.
- G. Driving time in excess of 78 hours will require a secondary driver to be designated by the department before the trip begins and that secondary driver must be certified to drive a 15-person van by the Risk Management and Insurance Office as well.
- H. ~~Travel of 7 hours or more requires at least a 15-minute break and travel over 10 hours or more with a secondary driver(s) requires at least one 15-minute break and one 30-minute break.~~ On 15-minute driver break is required on any travel of 6 hours or greater. A secondary driver is required on any travel in excess of 8 hours. An additional 30-minute break is required on any travel in excess of 10 hours.
- I. The headlights shall be on at all times when the vehicle is being driven.
- J. No cellular phone usage is permitted by the driver while operating a 15-person van. If the driver must use a cell phone, he/she must pull off the road safely and use the van's emergency flasher lights while stopped.
- K. The hauling of trailers or external cargo is not recommended unless it is essential to the fulfillment of the travel needs. When ever possible, small compact trailers of 4'x8' or smaller should be used ~~(canoe trailers are an exception)-.~~
- L. The driver shall not eat while operating a 15-person van.
- M. Any internal cargo that is placed in the van (luggage, equipment, etc.) must be secured, is not to be loaded above the top of the seat level, and should be distributed evenly. Cargo tie down equipment can be obtained from FO&M.
- N. Certified drivers are to drive the posted speed limit or slower as conditions warrant.
- O. Drivers should be well rested and focused on their driving duties.
- P. Each vehicle must be equipped with a fire extinguisher, first aid kit, and emergency roadside markers. Winter driving equipment needs to include a winter travel kit, which is available from the FO&M - Motor Pool.

~~(Review the Driver Expectations Form (DEF) for further reference.)~~

For further reference review:

- University's Driver Expectations Form (DEF)
- 6825-c: Required Training for Motor Vehicle Operators Conducting University Business
- 6905-c: Scheduling and Utilization of University Vehicles
- 6900-c: Travel Requests and Authorizations (T590)

Should anyone have any questions about this University policy, please contact the Risk Management and Insurance Office at 426-5955 or 426-3636.

## Seeking emergency final approval

BOISE STATE UNIVERSITY  
Effective Date: June 1, 2002

BSU 5430-C  
Rev: June 7, 2004

## PROFESSIONAL STAFF EMPLOYEES

### PERFORMANCE EVALUATION POLICY

**PURPOSE:** To establish a Performance Evaluation Policy for Professional staff employees.

It is the policy of Boise State University to encourage the growth and development of Professional Staff employees by periodical review of their progress through results oriented Performance Evaluations. Ideally, the performance appraisal cycle will include goal setting, performance evaluation, and performance discussion. It is the responsibility of supervisors to consistently guide, counsel, and evaluate their personnel in a manner that will result in increased effectiveness and greater job satisfaction to the employee.

Boise State University recognizes the following objectives in establishing a formal performance evaluation policy:

- A. To advise employees on how they are progressing in carrying out their present responsibilities, to reinforce good performance, and to determine ways to improve performance that does not meet expectations
- B. To serve as a guide in planning the employee's further development
- C. To set measurable objectives for the coming year
- D. To provide a basis for determining "pay for performance" increases
- E. To document personnel actions

#### I. SUPERVISOR RESPONSIBILITY

Each supervisor/manager is responsible for conducting annual performance evaluations according to the guidelines of this policy. To promote consistency and objectivity, each performance evaluation shall be reviewed by the next level manager/supervisor and appropriate Vice President, Provost or President.

## II. POLICY IMPLEMENTATION

- A. All supervisors/managers are responsible for implementing the policy in their respective work areas or departments.
- B. All Performance Evaluations shall be conducted in an objective manner that avoids discrimination on the basis of race, color, religion, sex, national origin, age, disability, status as a military reservist or veteran, or any other protected class defined by state or local law.

## III. PROCEDURE

- A. Each supervisor/manager is responsible for conducting a performance evaluation for each subordinate according to the following schedule:
  - 1. Annually by March 1; and
  - 2. At any time deemed necessary to address and correct performance problems
- B. Department heads may develop their own format for Performance Evaluations. Optional formats for performance evaluation are available in Human Resource Services.
- C. The Performance Evaluation shall be reviewed with the employee. After the discussion, the signature of the employee shall be requested. A copy of the document shall be provided to the employee.
- D. The completed Performance Evaluation shall be forwarded for signature to the next level supervisor and appropriate Vice President, Provost, or President.
- E. The completed and signed Performance Evaluation shall be placed in ~~a personnel file for the employee.~~ the employee's personnel file in Human Resource Services.

## **FACULTY DUAL-CAREER ACCOMMODATION PROGRAM**

Increasingly, applicants for faculty positions are members of dual career households. Further, both individuals are apt to be seeking professional positions in higher education. Thus, decisions to accept a University position are often made by couples based on the availability of employment for both individuals in areas related to their respective fields of expertise.

Recognizing this changing recruitment pattern, Boise State University has developed these procedures to assist department chairs and administrators when the first or primary hire for a faculty position is contingent on identifying a position for the partner.

1. The chairs of departments extending offers to primary partners should take major responsibility for facilitating partner hires by directly contacting their dean. Deans are expected to contact chairs of departments within their own college that might provide current or potential employment for the partner. If the department of the potential partner hire is in another college, the dean is expected to contact the dean of that unit, who in turn is expected to contact chairs. The Provost should be contacted for a listing of position vacancies that are available.
2. Before a partner hire recommendation is brought forward, the involved department must have reviewed credentials, formally interviewed the partner and recommended an appointment pursuant to Boise State University Policies & Procedures.
3. In response to the request of the appropriate dean, the Provost may provide support for partner employment by funding up to 1/3 of the salary required for a period of up to three years. Deans are expected to use vacant and available lines within their units, especially within the partner hire's department. Should vacant lines not be available, the Provost's support will be for a limited period of time (e.g. until an anticipated vacancy occurs) and shall not exceed three years. The balance of the funding and/or FTE commitments should be shared equally by the hiring units. After the year(s) of approved shared support, the hiring unit must assume full responsibility for the partner's salary. Before seeking Provost approval, deans with a partner hire involving two colleges must agree in writing to the fiscal support expectations.

4. Due to limited funds available for Provost support, priority will be given to those partner hires meeting one or more of the following criteria:
  - 4.1 Partner hire is in department(s) judged, by the dean(s), to be understaffed or in need of expansion.
  - 4.2 A strong case can be made for continued employment for the partner beyond 2 years (e.g. an anticipated retirement in the next 2 years).
  - 4.3 Use of partner hiring funds will enhance diversity.
  - 4.4 Either primary hire or partner or both have a record of successfully winning research grants and providing a portion of their own salary support.
  
5. In making a request for 1/3 salary support from the Provost for a partner hire, these items must be presented:
  - 5.1 Curriculum Vitae of the non-primary (partner) candidate.
  - 5.2 An affirmative department recommendation on the non-primary candidate.
  - 5.3 A written statement from the dean(s) responding to the items listed in #4, above. The statement should specify how the remaining 2/3's salary will be funded and/or the FTE commitment will be covered and which units will provide the remaining support.
  - 5.4 The request should be directed to the Provost, who will approve the request. Any issues preventing approval will be discussed with involved parties in a timely manner with the goal of facilitating an appropriate partner hire.

If open recruitment was not conducted for the non-primary individual, a recruitment waiver request must be processed. If the partner competitively applies for a faculty position and becomes the candidate of choice, the individual may be recommended as a faculty hire. All recruitment waivers will be reviewed by the Affirmative Action Officer and Human Resources.

First Reading: September 2005

## **Alcohol Beverage Permit Process at Boise State University**

### **I. Purpose**

- a) To establish principles, procedures and conditions pertaining to the use of alcohol on the Boise State University campus.

### **II. Overview**

- a) The policy provides requirements under which exceptions to the prohibition of alcoholic beverages on campus grounds (State Board of Education Administrative Rules IDAPA 08.01.08) will be made for Boise State University. This policy allows the President or the President's designee to grant a permit for possession or consumption of alcoholic beverages only as permitted by and in compliance with this policy. Decisions to allow possession and consumption of alcoholic beverages must be consistent with the proper image and the mission of the institution.
- b) This policy shall apply to both university and non-university groups using university facilities.

### **III. Definitions**

- a) Alcoholic beverage – any beverage containing alcoholic liquor as defined in Idaho Code.
- b) University facilities – any facility owned or maintained by Boise State University.
- c) Event organizer – the individual/group who is responsible for the permitted event.

### **IV. Provisions**

- a) An Alcohol Beverage Permit may only be issued to allow the sale or consumption of alcoholic beverages on public use areas of the campus grounds provided that all of the following minimum conditions shall be met.
  - i. Application for an Alcohol Beverage Permit must be made by an event organizer. Such organizers must comply with all applicable laws of the State of Idaho and the local jurisdiction with respect to all aspects of the event, including the possession sale and consumption of alcoholic beverages.
  - ii. An Alcohol Beverage Permit may be granted only for a specifically designated event (hereinafter "Permitted Event"). The activity planned,

the area or location in which the activity will take place and the period of time during which the activity will take place must be included on the Alcohol Beverage Permit Application. The activity planned for the Permitted Event must be consistent with the proper image and mission of the university.

- a) The area or location in which the activity will take place must be defined with particularity and must encompass a restricted space or area suitable for properly controlling the possession and consumption of alcoholic beverages.
  - b) The time period for the activity must be a single contiguous time period for a separate defined occurrence (such as a dinner, a conference, a reception, a concert, a sporting competition and the like). An extended series of events or a continuous activity with no pre-determined conclusion shall not be a Permitted Event.
- iii. The serving of alcoholic beverages must be part of a planned food and beverage program for the Permitted Event, rather than a program serving alcoholic beverages only. A meal equivalency must be available at the Permitted Event and purchased or provided by the University's contracted food service provider. Consumption of alcoholic beverages and food cannot be the sole purpose of a Permitted Event.
  - iv. Non-alcoholic beverages must be as readily available as alcoholic beverages at the Permitted Event. An equal amount of non-alcoholic beverages must be purchased or provided by the University's contracted food service provider.
  - v. A Permitted Event must be one requiring paid admission through purchase of a ticket or through payment of a registration fee or one where admission is by written, personal invitation. Events generally open to participation by the public without admission charges or without written personal invitation shall not be eligible for an alcoholic beverage permit. Only persons who have purchased a ticket or paid a registration fee for attendance at a Permitted Event or persons who have received a written invitation to a Permitted Event will be authorized to possess and consume alcoholic beverages at the Permitted Event.
  - vi. Permitted Events, which are generally open to the public through purchase of a ticket (such as sporting events, concerts or other entertainment events), must set out a confined and defined area where alcoholic beverages may be possessed and consumed. For such events, the defined area where alcoholic beverages may be possessed and consumed shall be clearly marked as such, and shall be separated in a fashion that entry into the area and exit from the area can be controlled to ensure that only those

authorized to enter the area do so and that no alcoholic beverages leave the area. Only those individuals lawfully attending the Permitted Event who are of lawful age to consume alcoholic beverages may be allowed into the defined area. For such events there shall be sufficient space outside of the area where alcoholic beverages may be possessed and consumed to accommodate the participating public who do not wish to be present where alcoholic beverages are being consumed.

- vii. An Alcohol Beverage Permit for a Permitted Event to which attendance is limited to individuals who have received a personal written invitation, or to those who have registered to participate in a particular conference (for example, a reception, a dinner, an exclusive conference) may allow alcoholic beverages to be possessed and consumed throughout the area of the event, provided that the area of the event is fully enclosed, and provided further that the area of the event must be such that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Additionally, the area of the Permitted Event must not be open to access by the general public, or to access by persons other than those properly participating in the Permitted Event.
- viii. The facility manager or department responsible for an outdoor venue may require a uniformed security presence provided by the University's contracted law enforcement provider at the expense of the event organizer.
- ix. No student athletic events, (including but not limited to NCAA, NIT, NAIA and intramural student athletic events) occurring in college or university owned, leased or operated facilities, or anywhere on campus grounds, shall be Permitted Events, nor shall a Permitted Event be allowed in conjunction with any such student athletic event.
- x. A copy of the issued Alcohol Beverage Permit shall be posted in a conspicuous place at the defined area where alcoholic beverages are authorized to be possessed and consumed.
- xi. The sale, service and consumption of alcoholic beverages at a Permitted Event shall be confined to the specific event, area or activity identified on the Beverage Permit application. In no event shall the general public, or any participants in a Permitted Event be allowed to bring alcoholic beverages into a Permitted Event, or leave the defined area where possession and consumption is allowed while in possession of an alcoholic beverage.
- xii. Any alcoholic beverages allowed at a Permitted Event shall be supplied and served through the University's contract food service provider. Appropriate liquor licenses and permits shall be posted in conspicuous

place at the defined area where alcoholic beverages are served. In no event shall the university supply or sell alcoholic beverages directly. And no common-source service will be permitted.

- xiii. The event organizers will not be allowed to use the name of any alcohol product, manufacturer or distributor in announcing or promoting the event, and must refrain from the use of any term or phrase that might convey that the consumption of alcohol is the primary focus of the event.
  - xiv. The event organizer issued the Beverage Permit and the contractors supplying the alcoholic beverages shall assume full responsibility to ensure that no one under the legal drinking age is supplied with any alcoholic beverage or allowed to consume any alcoholic beverage at the Permitted Event. Further, the event organizer must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the institution, but in no case less than \$500,000 minimum coverage per occurrence. Such insurance must list the permitted event organizer, the University food service contractor, the institution, the State Board of Education and the State of Idaho as additional insureds, and the proof of insurance must be in the form a formal endorsement to the policy evidencing the coverage and the required additional insureds.
  - xv. The Alcohol Beverage Permit shall set forth the time at which sale, service, possession and consumption of alcoholic beverages will be permitted, which times shall be strictly enforced. Service and sale of alcoholic beverages shall stop at a time in advance of the time of closure of the event sufficient to allow an orderly and temperate consumption of the balance of the alcoholic beverages then in possession of the participants of the event prior to closure of the event.
- b) Within residential facilities owned, leased or operated by an institution, the President or President's designee may allow the possession or consumption of alcoholic beverages by persons of legal drinking age within the living quarters of persons of legal drinking age. Consumption of alcohol shall not be permitted in the general use areas of any such residence facility. Possession of alcohol within the general use areas of a residential facility may only be done in a facility where consumption has been authorized by the President or President's designee, and such possession shall be only as is incidental to, and reasonably necessary for, transporting the alcohol by the person of legal drinking age to living quarters where consumption is allowed. The term "living quarters" as used herein shall mean, and be limited to, the specific room or rooms of a residential facility which are assigned to students of the institution (either individually or in conjunction with another room mate or room mates) as their individual living space.

## V. Approval

- a) The process for approval begins with the completion of the Alcohol Beverage Permit that will be available through the department of University Conference Services.
- b) Approval by the contract administrator of the University's Food Service and the President is required.
- c) All applicants for approval of an Alcohol Beverage Permit must agree to all terms of this policy in order for a permit to issue. Thus, acceptance and utilization of an Alcohol Beverage Permit by an applicant constitutes agreement to all terms of this policy.

First Reading: September 2005

Boise State University  
Effective Date: May 1, 1988

BSU 6720-C  
Revised On: July 1, 1995  
December, 2001

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## SMOKING

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**Purpose:** To establish the policy and procedures regarding smoking at Boise State University owned and leased properties.

### I. Policy

In accordance with the directive of the Idaho State Board of Education and Idaho State Governor's Executive Order No. 2001-01, all University-owned or leased buildings, facilities, or areas occupied by state employees shall be designated as "non-smoking" except for full-time residential facilities. Guidelines for residential facilities or areas may be determined by the directors of such facilities.

In addition, because many non-smokers exposed to outdoor tobacco smoke suffer immediate symptoms (e.g., breathing difficulties, eye irritation, headache, nausea, and asthma attacks), this policy extends to some outside areas as well as inside buildings. Specifically, ~~at least one~~ designated ~~all~~ entrances to all University-owned or leased buildings and facilities shall be designated and posted as "This is a SMOKE-FREE Entrance."

Department heads or building administrators may request that certain other outside areas under their jurisdiction be considered for designation as smoke-free where smoking is determined to unreasonably impose upon non-smokers. Examples of such areas can include but are not limited to the following:

- Areas in the vicinity of any building's ventilation outside air intake systems;
- Courtyards, food service seating or other areas where air circulation is impeded by architectural design, landscaping, or other barriers;
- Outdoor entry or service lines and areas, such as for ATMs, bus stops, ticket purchases, event admissions;
- Areas where there is fixed seating, such as stadium grandstands, outdoor sports and entertainment facilities;
- Areas reserved for events that do not have fixed seating but for which the sponsor determines that the rights of non-smokers need to be protected.

### Addendum to General Policy:

The approved policy provides for the designation of "smoke-free-entrances" to permanent campus buildings. The intent of this policy is to provide a smoke-free environment at ~~the primary~~

accessible entrances to campus buildings. Smoking is prohibited within 30 feet of ~~smoke-free~~ entrances. In support of this effort, Facilities Operations & Maintenance has moved or provided cigarette receptacles 30 feet from the smoke-free entrances and will review the financial viability of expanding this program to include all entrances.

For assistance and an inspection of any area in question, contact the University's *Campus Environmental Health and Safety Office*.