




Alcorn
State University

MEMO

July 12, 2018

TO: Vice Presidents
FR: Donzell Lee 
Interim President
RE: **Smoke and Tobacco Free Policy**

Yesterday I visited several offices and grounds spaces here on the Lorman campus with the intent of finding out what our employees know about the smoke and tobacco-free policy. When asked if their supervisor had discussed the policy, most individuals answered, "No." When asked if they were aware of the fine associated with violation of the policy, one-hundred percent of the individuals answered, "No."

The announcement about the policy has been posted on our website for several weeks. No-smoking signs have been placed in most buildings. Despite this media effort, I was disappointed with the responses that I received yesterday. Therefore, I am directing all vice presidents to ensure that their unit heads conduct a formal meeting with employees at which the policy and the fine are discussed. This meeting should take place no later than **July 20, 2018**. Employees should confirm the meeting attendance and understanding of the policy with signature. As often as possible, vice presidents are encouraged to attend these meetings.

Thanks for your prompt attention to this important issue.

DL:krs