

## **DCTC Procedure 5.33.1 Smudging and Pipe Ceremonies**

### **Part 1. Procedure Statement**

Dakota County Technical College is committed to creating an inclusive, open, and respectful campus climate for our diverse community members and guests. There are many types or forms of ceremony: individual, as part of engagement with Indigenous pedagogies in a classroom; and for community engagement. It is assumed that very small quantities of tobacco, sage, sweet grass, or cedar are used for individual offices or workstations.

### **Part 2. Indoor Locations and Notifications**

To conduct indoor smudging or pipe ceremonies the event sponsor(s) shall:

1. Work with Director of Operations or designee at least one week in advance to identify appropriate event location/space.
2. Reserve the event space.
3. Specify in the event advertising and publicity that the event will include the intention to use tobacco, sage, sweet grass, or cedar.
4. Send a campus wide email noting the campus, building, room number and time of the event, at least 24 hours in advance.
5. On the day of the event, signs will be placed on building entrances notifying community members that a smudging ceremony is taking place.

### **Part 3. Outdoor Locations and Notifications**

To conduct outdoor smudging or pipe ceremonies:

1. Smudging and pipe ceremonies are permitted in all outdoor spaces on campus.
2. Event organizer(s) shall ensure the Director of Operation or designee is aware of the event and that it may include the use of tobacco, sage, sweet grass, or cedar.
3. If necessary, event organizers will reserve the space.

### **Part 4. Individual Office and Work Spaces**

A college employee may choose to smudge in an individual office or workspace provided they:

1. Coordinate with the Director of Operations or designee.
2. Ensure very small quantities of tobacco, sage, sweet grass, or cedar are used.
3. Makes sure doors are closed.
4. Notify occupants of neighboring offices and classrooms.
5. Forward email to the Associate Vice President of Equity and Inclusion and the Director of Operations for situational awareness.

### **Part 5. Indigenous pedagogies in a classroom**

If the smudging or pipe ceremony is part of an official course presentation:

1. The date of the ceremony must be indicated in the syllabus, distributed at the beginning of the semester, or
2. In the event the smudging or pipe ceremony is added to the course after the start of the term, students must receive at least two weeks advance notice of the event.
3. In either case, students who claim physical sensitivities to smoke or scent will be allowed to make alternate arrangements with the instructor for course participation.

4. The instructor will coordinate the ceremony with the Director of Operations or designee.
5. Very small quantities of tobacco, sage, sweet grass, or cedar is used if in a confined classroom.
6. Makes sure doors are closed.
7. Notifies occupants of neighboring offices and classrooms.
8. Forward email to the Associate Vice President of Equity and Inclusion and the Director of Operations for situational awareness.

**Part 6. Other Considerations**

1. Facilities will work with the organizers to ensure alarm issues will not disrupt the event; however, it is possible that some building occupants may smell the smoke or odor from the lighted tobacco, sage, sweet grass, and cedar.
2. Technical support for smudging ceremonies is a core facilities service; no financial charges will apply during normal building hours. However, large gatherings during evening or weekend hours may require additional staffing that would be charged back to the organizing group as is the case with other campus events; the Vice President of Finance and Facilities will determine whether such additional charges will apply in consultation with the Associate Vice President of Equity and Inclusion.
3. If there is an alarm during a ceremony people should treat it as an actual fire alarm and take appropriate action. Maintenance will clear the issue as soon as possible. The event manager will take accountability for the people attending and be responsible for making the decision to wait to return to the building or allow participants to leave and cancel the remainder of the event. Maintenance will be responsible for calling the event manager with updates.

Responsible Administrator: Associate Vice President of Equity and Inclusion

**Date of Implementation and Procedure History:**

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