

**Smoking Policy Implementation Task Force**  
**April 4, 2006, UL 1126**

**Attending:** Stephen Jay, Bob True, Bill Abston, LaDonna Sloan, Karen Whitney, Diane Brown, Lee Barnard, Kristin Ryker, Mark Volpatti, Holly Holliday-Jones, Katy Busby, Kristin Shea, Leo Rafail, Melanie \_\_\_\_\_, Emily Wren, Ellen Poffenberger, Marilyn Bedford.

Karen provided an update on policy decisions by governance groups (UG students, graduate students, staff, faculty)

Review of implementation chart. Updated names of lead individuals and units, clarified start and deadline dates for some activities. Chart will be updated and sent again. Send any further updates to Holly Holliday-Jones.

Karen asked lead individuals to notify her soon if any additional funds are needed to carry out this policy implementation (other than what the departments/units can contribute from their budgets). She needs that information as she communicates with the Chancellor.

Karen suggested the following sub-committees:

**ENFORCEMENT SUB-COMMITTEE**

Members: Police, HR, Parking, Legal Council (Joe Scodro?), Faculty leadership, Staff Council representative (Kristin Shea, who is on the task force, volunteered to fill this role).

Karen Whitney will convene this sub-committee

Goals to:

Help us settle on an approach to enforcement

Create an enforcement plan & route to campus constituents for comment

**Enforcement Ideas (brainstormed by the group)**

Be consistent with campus policies

Front-load enforcement

Prepare for those who will “test” the policy

First month, first year plans

“Official” group/trained/identified (coat, badge)

how many hours would it take to enforce?

Is Police Department security an option? If so, what is the cost?

Train larger number to front load; smaller number for long-term follow-up group

Signage – “see violations, call this (easy to remember) number”; possibly use an automated answering machine; use for tracking abuse, change walk routes, etc.

## **AWARENESS SUB-COMMITTEE**

Members: Kristin Ryker, Holly Holliday-Jones (co-coordinator), Diane Brown (co-coordinator), Maggie Stimming, Enrollment Center person (ask Becky Porter for recommendation), Karla Sneegas (funding possibilities), Donna Kent (CFS), Students? (Health Department grants for youth)

Holly and Diane will convene this group

To coordinate efforts

Smoke Free Indy.com – items to download – use as reference  
quotes from Health Deans to support policy

Campus “Cleanup” Day

Communicate out to the larger community – MCHD PR folks can help with this  
Awareness for students – registration information, student orientation

Contractors – communicate with the businesses who come to campus; alert them to the changes and give information to them about taking their businesses smoke-free


## **TRAINING SUB-COMMITTEE**

Members: Marilyn Bedford, Patty Turner, Mark Volpatti, Public Health representative?  
Clarian -Debi Hudson, Smoke Free Indy has a PPT (check with Leo)

Ellen will convene this group

## **OTHER NOTES:**

Kristin Ryker has names and EM addresses of people who signed smoke free petitions;  
can be a base of people to use in our awareness efforts.

Karen  
Holly/Diane  
Ellen/Marilyn  will convene sub-committees soon

Updated implementation plan will be sent out to committee

## **ONCE OFFICIAL NOTICE OF POLICY CHANGE IS MADE BY THE CHANCELLOR:**

- Announce
- Let the campus know we have an Implementation Task Force in place
- Set up web for information – media
- Include rationale