

8/14/2006 Tobacco Free Committee Meeting Minutes

In attendance: Leo Rafail, Diane Brown, Mark Volpatti, Debi Hudson, Bill Abston, Michael Oakley, Bob True, LaDonna Sloan, Emily Wren, Rich Strong, Marilyn Bedord, Ellen Poffenberger, Maggie Stimming, Becky Porter, David Bivin, Sandy Flowers, Kristin Ryker, Karen Whitney, Stephen Jay, Steve Wintermeyer, Holly Holliday-Jones

- I. Engagement committee report:
 - a. Karen is reminding the Deans to send implementation plans; many have forgotten to submit them.
 - b. Karen will bring copies of the plans to the next meeting for the committee to review to see how the plans are working. Can we identify a person who could work with the Deans to improve plans?
 - c. Who should monitor the Lecture hall since there isn't a specific school or department there? Dan Hall from UITS was suggested. Karen will follow up.
 - d. Smoking butlers are down, and tobacco free signs are up in their places.
- II. Awareness committee report:
 - a. 5,000 quitkits have been assembled and are being distributed to building coordinators, along with palm policy cards. Table tents will be placed in UC, Cavanaugh, Union, and Law buildings by Chartwells. We have posters and policy cards available, if you would like some, contact Holly, hhollida@iupui.edu
 - b. A-frame signs for beginning of school and large events on campus- need to order these.
 - c. On the tobacco free website, individuals can download marketing materials.
 - d. Faculty/staff and student email to be sent out to inform of the new policy. Ellen can send out an email to all staff, Karen needs Chancellor approval to send out an all faculty email.
 - e. Sept 8th is De-Buttify campus day. Please sign up to participate if you haven't done so already.
- III. Wilson street garage concern
 - a. Area where many folks are still smoking, which is near the street, beside the garage.
 - b. School of Medicine hasn't submitted a plan, Karen is working with them and they should monitor this area
 - c. R-4 building is also near this hot spot, and they too could help out with engagement of this area.
 - d. It is possible that we may need to meet with School of Medicine folks to talk about what approach is best for this area. We will wait to see how it is going, then meet if needed.
 - e. No unique signage has been, or will be placed in this area; just the regular tobacco free signs are there.

- f. There is an old 30 foot policy sticker still up in this area. Emily will make sure CFS removes this and places the new one up so that there isn't confusion about the policy.
- IV. Training committee report:
- a. Trainings held to date= 15, with a total of 117 participants. This includes special trainings that were department specific. Upcoming trainings: RA (housing) = 50 on 8/15 and Parking services= 10 on 8/17.
 - b. Leo also trained 41 students from Jag Corps
- V. Other items:
- a. Do we know the availability of NRT at the campus bookstore? We believe that they are on order and will be available.
 - b. Big events on campus (Race for cure, mini marathon, etc) we will not be able to monitor for tobacco use, we don't have the resources.
 - c. Emily brought an example of an herbal cigarette, and many of her CFS employees have indicated they will be using these.
 - d. Smoke break issue:
 - i. PA's don't have designated breaks and there is no standard break procedure, whereas SM's do have a standard break procedure. PA's are expected to work 40 hours on average per week, and are not monitored unless excessive breaks become a productivity issue. SM's will only be able to smoke on their 15 minute breaks and during lunch.
 - e. If there are issues that come up regarding the new policy, please send an email to the tobacco committee listserv so that all can read and give feedback.
- VI. Upcoming meetings:
- a. September 11th noon – 1pm, AO 103
 - b. October 10th noon-1pm, AO 103