## FACULTY SENATE

### MEETING MINUTES

<table>
<thead>
<tr>
<th>MEMBERS PRESENT: Roster of Attendees attached</th>
<th>COMMENCE: 7:45AM</th>
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<tbody>
<tr>
<td></td>
<td>ADJOURN: 9:00AM</td>
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<tr>
<td>PRESIDING OFFICER:</td>
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<tr>
<td>Paul Jacques</td>
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<td>RECORDING SECRETARY:</td>
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<td>Tom Smith</td>
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<td>LOCATION:</td>
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<td>125 Gazes Auditorium</td>
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### MEMBERS ABSENT/UNEXCUSED: See Roster

| CALL TO ORDER | The President called the meeting to order at 7:52am in Gazes Auditorium. |

<table>
<thead>
<tr>
<th>APPROVAL OF MINUTES</th>
<th>The October Minutes were approved.</th>
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</thead>
</table>
### MOTION TO ALTER ORDER OF BUSINESS UPDATE

**Human Resources Update on Tobacco Free Campus** moved to beginning of meeting by unanimously adopted motion.

Susan Carullo, Human Resources—March 1 was active date. [see attached slideshow]

- Prohibition in all buildings, grounds, parking areas and spaces
- Applies to all on campus
- Signage all over campus
- Compliance/enforcement rests with all on campus
- Key Words for key moments: Be polite and friendly; Assume the person doesn’t know about policy; explain that tobacco use is not permitted on property; Offer an MusC tobacco-free campus information card; Offer Nicorette coupon

Compliance with compassion

No confrontation if someone becomes hostile

Campus cessation resources (a list)

Comments from Susan Carullo based on questions from the Senate:

- How many incidents thus far? Not many...maybe one.
- Why is this considered a community enforcement issue? Because Public Safety can’t be everywhere.
- E cigarettes and chewing tobacco/snuff/dip are also prohibited because they are tobacco products.
- Who has been issued a card? Have not been issued yet.
- Major public street sidewalks are not considered parts of campus.

### BUSINESS

Motion by Ad hoc Modified Faculty Committee to adopt recommendations (see attached). Seconded and passed.
Governance—Attendance...what should be done to improve attendance at faculty senate meetings and committees? Recommendation currently being considered is to publish at the end of the year the attendance list at meetings and in committees. Parliamentarian...committee thought t best to keep position by appointment of senate president. Question about clinical faculty committee formation in order to winnow down issues before meetings but also to allow for representation of the chair of that committee in discussions with medical center administration. Another issue the committee is discussing is the turnover that we experienced last year because of a lack of clear succession. In order to create a reasonable succession plan, a number of ideas have been discussed: vice chairs of committees (therefore, a two-year commitment once elected); senate president, president-elect, and past president would also have their senate terms extended in order to meet the obligation to serve over multiple years. Committee is also discussing questions about funding for President and perhaps formal clerical support for the senate. Question about expansion of terms for senators generally. Request for input from the general senate body.

Faculty and Institutional Relationships—Coming to a close of discussions of post-tenure evaluation document. Recently, looking at language of strategic planning guidelines for revisions to APT guidelines in order to determine if and whether the Senate should take action or a position on this.

Institutional Advancement—Seeking ways to improve the working relationships of faculty senators by perhaps establishing some social activities. The committee is also continuing to encourage all senators to introduce themselves and their affiliation whenever speaking at the faculty senate meeting. Still trying to compile a list of faculty and senate representation on all university committees. Among the discoveries from the last Senate meeting is the lack of senate or faculty representation on the Wellness Center advisory board. Wellness Center is open, however, to having faculty representation on this committee. Quarterly meeting occurs today and the chair is seeking additional volunteers to serve on this committee. Other thing the committee is exploring a way that senators can be known across their electoral units, even when the senators are not from a particular department. Find a way to develop a system that aligns particular senators with particular “unrepresented” “sub”units of colleges.

Communication and Education—Been busy analyzing and altering the faculty senate website, to improve its utility and traffic. Working on the faculty senate newsletter, hopefully to be out this month. Started planning the New Faculty orientation.

Ad hoc Peer Review—not present

Ad hoc Ombudsman—Working with provost and in final stages of approval process. Winned down to one person from 10. Awaiting administrative meetings to be sure the offer of position is endorsed by all parties.

Ad hoc Modified Faculty—Mentions the motion to be pulled from the floor to discuss. Discussion of the recommendations that are up for consideration. Friendly amendments to the proposal—change “should” to “must” and move point 6 to the beginning of the document as part of a preamble.
| UPDATES | Tobacco-free Campus: Susan Carullo (see above)  
Appletree Society—Staff of print shop to present on March 21  
Influenza Vaccine—Update from vice president (Bart Sachs, college of medicine clinical). Says that data presented to faculty senate was a bit skewed. Various expert/professional groups have continued to endorse organization-wide vaccinations. Over the two years, compliance at MUSC is 95-98%. 100% physician compliance. Question about whether or not there is a difference since adoption of vaccination policy. Thus far, no data supporting the efficacy of policy at MUSC.  
Chess Club—Reason for this discussion is to investigate the formal university mechanisms for establishing clubs/organizations that are not explicitly student groups. Made request to public relations and president’s office to develop some sort of guidelines. Still awaiting responses.  
Funds Flow—Questions from faculty about the impact of funds flow. Deans shared with senate president that they had disseminated information to faculty already. The provost informed senate president that he met with COM department chairs. Challenge of town halls is the variation by college in how funds flow will be embedded into the various sub-levels of colleges/divisions.  
Women Scholars: Prof. development workshops for women faculty at the end of this month...March 27 and 28. Registration required. Email Ashli Sheldow or visit website at www.musc.edu/womenscholars |
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<tbody>
<tr>
<td>OTHER BUSINESS</td>
<td>None</td>
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<tr>
<td>OTHER</td>
<td>None</td>
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<tr>
<td>ADJOURN</td>
<td>The meeting was adjourned with no further business at 8:51 am. The next meeting will be held 10 April 2012 at 7:45AM, 125 Gazes Auditorium.</td>
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Clearing the Air

As of March 1, 2012, MUSC is a tobacco-free campus.

Presentation overview:
➢ MUSC’s reasons for becoming a tobacco-free campus
➢ Tobacco-Free Campus Policy
➢ Compliance and enforcement
➢ Tobacco-free information and support resources
Clearing the Air

Why Tobacco-Free?

- South Carolina’s premier Academic Medical Center

- Hollings Cancer Center is the only National Cancer Institute (NCI) in SC

- Support MUSC’s mission to prevent cancer and “lead by example”

- Provide a healthy environment for employees, patients and visitors

Clearing the Air

What is the Policy?

- Tobacco product use is prohibited in all buildings, grounds, parking areas, and spaces either leased or owned by the Medical University.

- Applies to all employees (faculty and staff), patients, visitors, students, volunteers, contractors and vendors
Clearing the Air
Compliance & Enforcement

- Tobacco-free signage will be posted throughout MUSC's buildings and grounds
- Compliance of the policy resides with everyone
- Policy enforcement resides with all MUSC staff (including Deans, Department Heads and Administrative Officials and Supervisors)

Key Words for Key Moments:
Promoting Compliance via Scripting

If you see a person smoking on MUSC property:
➢ Be polite and friendly
➢ Assume that the person does not know about the policy
➢ Explain that tobacco use is not permitted on MUSC property
➢ Offer a MUSC Tobacco-Free Campus Policy information card
➢ Visitors and patients can also be offered a Nicorette® coupon

Scripting will ensure that the message is firm, polite and compassionate. Here are few examples:
If you see someone using tobacco products:
"Excuse me, you may not be aware, we are now a tobacco-free campus...meaning that tobacco products are prohibited on MUSC property, grounds, and parking areas. Thank you for your cooperation."

Can I use tobacco in my vehicle?
"I am sorry, but the use of tobacco products is also prohibited in personal vehicles parked on MUSC property."

I have to have a cigarette! My loved one is very ill or just passed away.
"I am very sorry to hear about your loved one. How can I help you through this stressful time while still respecting the Tobacco-Free policy of this facility?"

Where am I allowed to smoke?
"Smoking and other tobacco products are not allowed anywhere on the MUSC campus. If you need to smoke or use tobacco products, you will need to leave the campus."

If the person using tobacco becomes hostile:
Walk away and contact security.

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Clearing the Air
Maintaining Compliance

- Compliance must go hand-in-hand with compassion

- It takes everyone! All employees are encouraged to assist by:
  - Informing people of the policy with courtesy and respect
  - Emphasizing education and support
  - Using best judgment in tragic and stressful situations

- If the person refuses to comply and becomes hostile, simply walk away and contact Public Safety for assistance.
Smoking Cessation Resources

- MUSC Employee Wellness – musc-empwell@musc.edu
- Center of Drug and Alcohol Programs/IOP– 792–5200
- SC Quitline - CALL 1-800-QUIT-NOW (784-8669)
- Quit for Life® - www.eip.sc.gov/prevention/
- MUSC Pharmacy – all locations
- Student Resources
  - Individualized assistance at Counseling and Psychological Services (CAPS)
  - Prescription and non-prescription medications through Student Health and CAPS

To Learn More...

- Visit the new website -
  http://academicdepartments.musc.edu/tobaccofree/index.htm

- Request a presentation – email
  mixonsa@musc.edu or oltmannj@musc.edu

- View the policy -
  http://www.musc.edu/hrm2/policies/policy49.pdf
### College of Dental Medicine

<table>
<thead>
<tr>
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<th>Status</th>
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<td>Ingraham, Gabriel</td>
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<td>McPherson, Karen</td>
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<tr>
<td>Vuthiganon, Joe</td>
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### Committees

- **IA** = Institutional Advancement
- **FIR** = Faculty & Instl. Relations
- **G** = Governance
- **CE** = Communications & Educ.
- **Ex** = Executive Committee
- **Oth** = Other

### College of Health Professions

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<td>Bowden, Mark</td>
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<td>Chipas, Tony</td>
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<td>Dean, Jesse</td>
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<tr>
<td>Jones, Walter</td>
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<tr>
<td>Jacques, Paul</td>
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<td>Mund, Angela</td>
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<td>Moreau, Noelle</td>
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<tr>
<td>Wise, Holly</td>
<td>Senator</td>
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