

OSUIT Presidents' Roundtable Minutes

October 7, 2009

Student Union

Present: Matt Davis and Blake Faluotico, ACR; Filmore Guinn and Shadow Rider, AITP; Scott Wolf, BCM; James McCullough and Brian Caldwell, FAD; Jason Champion and Paul Kamay, Horology; Thomas Kipkurgat and Sadhana Thapa, MISA; Dr. Laura Roets and Sanica Lining, NASA; Keith Gable and John (Jack) Fry; Regina Foster and TJ Stryker, PTK; Beverly Dennis and Austin Fundling, RHA; Leah Torbett and Heather Arrington, SNA; Guests – Devin DeBock, Lori Bryant and Danna Martin; Bruce Force, Lee Lawson and Doreen White, Student Life.

Meeting called to order at 11:40am

New to Presidents' Roundtable were Heather Aarington, Jack Fry, Sadhana Thapa and Austin Fundling. They were welcomed with a round of applause.

Bruce Force's announcements and reminders included the following:

- A big thank you to all of the advisors for the great job they do.
- Carnifall is October 29, 5pm – 8:30pm, Covelle Hall. Club Activity Requests are due October 13.
- There is a Food Handlers' Permit Session on Wed., Oct. 21, 9am, at the Okmulgee Health Department.
- If there is enough interest in obtaining a Food Handlers' Permit, Force will arrange an on-campus session.
- Those handling food must have the permit unless the food is prepackaged (FDA approved).
- Student Life now books the Kite by the Grady Clack building.
- Use the new online Campus Activity Requests and Insurance Forms.
- Don't schedule anything during dead week, which is Nov. 29 – Dec. 5.
- Advisors make sure you approve everything pertaining to your club.
- Student Senate Children's Christmas Party is Thurs., Dec. 3.
- Fall Graduation is Tues., Dec. 15.
- Force thanked the Fee Allocation committee members from various clubs. Only two clubs got what they asked for. Together, all clubs submitted \$76,000 worth of funding, and committee members had only \$35,000 to give.
- Student Life Banquet is during the lunch hour on Nov. 4, in the State Room. More information will be forthcoming.

Next on the agenda was James Byrd, who sought ideas about remodeling the Student Union, especially the ONG and PSO rooms to include lounge areas for students. Some suggestions included:

- Dr. Roets wanted internet access. Byrd plans to have both wireless and hook-ups.
- Beverly Dennis asked about reserving the areas for club activities. Byrd relayed that the rooms will be open when the Student Union is open and will be available for reservation.
- Keith Gable asked about more electricity, so NGE can have their LAN Parties there. The power will be upgraded.
- Dennis asked if the areas would be monitored, which would create more student jobs. Byrd said, "possibly."
- Fundling asked if the area would have a television and could be used to hang-out. Byrd responded affirmatively.
- Force mentioned the areas would be ideal for commuter students to go to between classes.
- Danna Martin asked if furniture catalogs would be available for folks to help select furnishings. Yes.
- Contact James Byrd at x4940, or at james.w.byrd@okstate.edu with more suggestions.

Next on the agenda was Danna Martin to speak about the upcoming United Way Fund Drive.

- A day of fun and fundraising is scheduled Thurs., Oct. 29, 11:30am – 12:30pm, at the Kite.
- Sack lunches including a cold drink, 6” sub sandwich, fruit, cookies and chips will be sold for \$6.
- A Halloween costume contest will raise money through votes cast for a winner. No registration required.
- A drawing for various door prizes will include those who have returned pledge cards.
- The Early Bird drawing will be for a year-long campus parking spot. Return pledges by Oct. 28.
- Bid on theme gift baskets during a silent auction. These baskets currently are in the LRC for early bids.
- Pay to guess how many jelly beans are in the jar – winner gets half the money, second place – the candy.
- Pitch your spare change in the shot glass, which is submerged in a large jar, make the glass and get a raffle ticket.

Martin asks that those present talk the effort over with club members and volunteer to assist. People are needed to man the games, take money and generally assist with the effort. A sign-up sheet was circulated. James McCullough asked for a rain date. In event of nasty weather, the event will move inside to the PSO Lounge. Force reminded everyone that it’s the same day as Carnifall, so keep your costumes on. Gable asked if clubs can donate money directly to United Way. Force answered yes, if the money the club gives comes directly from a club fundraiser held specifically for United Way. Fee Allocation funds or other monies cannot be used. Dennis asked if clubs/organizations can earn points by participating. Force answered in the affirmative.

Next on the agenda was Lori Bryant to talk about the upcoming Tobacco Free Campus date of July 1, 2010. Most all state agencies are moving toward similar policies. Currently, tobacco users must light-up or dip at least 25 feet away from entry doors. No candy and fruit cigarettes or E-cigarettes will be allowed. If you park on campus, you cannot use tobacco in your vehicle, either. Workforce, Kats, and Creek Nation offices on campus are subject to the policy, also. Dr. Laura Roets is heading up the cessation program for those interested. The program materials will come mainly from the American Lung Association.

Devin Debock was next on the agenda to discuss Boy Scout Popcorn sales, which sends the snack to our troops overseas. Beginning cost is \$25. The goal is to send 500 tons of popcorn to our service men and women. Interested clubs can contact him at extension 4944, or send an e-mail to devin.debock@okstate.edu.

Lee Lawson spoke about upcoming Student Life activities. For Alcohol Awareness Week, Oct. 18-24, a series of six posters, created by our graphic design students, will be located around campus to provide information about underage drinking in Okmulgee County. The posters were provided by the OSU Area Prevention Resource Council. Other events for October include:

Oct. 14	Free Throw Contest	6pm	Covelle Hall
Oct. 15	Free Movie Night	7pm	Orpheum
Oct. 21	Free Massages	11am – 4pm	Covelle Hall
Oct. 22	Free Movie Night	7pm	Orpheum
Oct. 26	Soccer Coaches Mtg.	4pm	Covelle Hall
Oct. 29	Carnifall	5pm – 8:30pm	Covelle Hall

Student Life Exercise Classes:

Pilates 6am – 7am, Monday – Thursday

Spin 4:30pm – 5:30pm, Monday – Thursday

Good of the Order:

Scott Wolf, BCM: Food, drink and Bible studies are held on Tuesdays at 6pm and Late Night worship service is held on Wednesdays at 9pm.

Keith Gable, NGE: The last LAN Party/Meeting was Oct. 2. There were 30 or 40 people there. Members would like to expand the activities to include an interpersonal network and console and play station games.

Paul Kamay, Horology: For Carnifall, members are planning a raffle, water balloon and time telling. They also have scheduled a poker tourney at Wilson Commons, 6pm – 8pm, Nov. 10. They also are planning a campus cleanup.

Shadow Rider, AITP: Members plan to raffle a laptop or desktop computer for \$1 per ticket. Drawing will be Oct. 31.

Sadhana Thapa, MISA: Members are going to the fair on Oct. 11 and to a Hindu Festival on Oct. 17. They are planning to attend an Africa Night. Next Thursday, Susan Nymander will speak about Finland. They also are planning an activity for Carnifall and their second International Extravaganza.

James McCullough, FAD: The entire division recently held its Welcome Back/Silly Olympics luncheon, which was attended by about 140 people. Members are making plans for Carnifall and Philbrook's Festival of Trees. Members meet next week and will discuss supporting the Boy Scout Popcorn effort and Career Encounters effort. They also will assist the Art Directors' Club of Tulsa with their events.

TJ Stryker, Student Senate: Senators are planning the Children's Christmas Party.

TJ Stryker, PTK: Members recently attended a mini-honors conference, and are planning a scholarship workshop for current students. Stryker needs input concerning the time and day of the workshop.

Austin Fundling, RHA: Members are making plans for Carnifall, a multimedia contest with prizes for Alcohol Awareness Week.

Sanica Lining, NASA: New officers have been elected. Members had a float in the Weleetka Parade last Saturday, and an intramural softball team. They participated in Welcome Back Lunch, and sent six students to OU to plan the ONASHE Conference. They are preparing demonstrations for a Native American Heritage Celebration Nov. 9 – 10. Members will have a booth at Carnifall. Next meeting is this Friday, 2pm.

Adjourned: 12:44pm



**INSTITUTE OF
TECHNOLOGY**

Tobacco Free Policy Frequently Asked Questions

Why did OSUIT choose to go tobacco free?

The change is a result of recommendations from Student Senate, Faculty/Staff Council, and Administrative Council. By recommending a tobacco free policy, it is clear there is a desire to create a safe, clean and healthy environment and make OSUIT a healthier campus. Tobacco use is the leading preventable cause of death in this country, responsible for one in every five deaths. The Tobacco Free Campus policy is effective July 1, 2010. Signs are posted across the campus and more information is available at <http://www.osuit.edu/tobaccofree>

Where can I find the actual policy?

It is University Policy 1-008 (will be a link on the website)

Does the policy prohibit the use of all tobacco products or only cigarettes?

The policy prohibits the use of ALL tobacco products, including smokeless tobacco, chewing tobacco, cigarettes, cigars, pipes and snuff.

Who does this policy affect?

Any person that works, visits, attends classes or attends other events at OSUIT.

What is the policy for events on campus such as graduation, Springfest, ect.? Is there a different policy for such events if the event is on a weekend vs. a weekday?

The policy is the same no matter what the event is or when the event is held. The policy applies to all non-leased buildings and grounds owned or under the control OSUIT.

Can I smoke in my own car?

Tobacco use is prohibited on the OSUIT campus in parked and moving vehicles while on grounds owned or under the control of OSUIT. If a vehicle is on university property, then the OSUIT Tobacco Free policy applies. If necessary, parking permits may be revoked as a consequence of violating the Tobacco Free policy.

What am I supposed to do if I see someone smoking or using tobacco?

All employees have the responsibility to respectfully remind a tobacco user that tobacco use on campus is prohibited and is a violation of OSUIT policy. There is no intent to put employees in confrontational situations. If a respectful reminder is not feasible, then employee violations can be reported to the person's supervisor/unit leader or the Office of Human Resources. Student violations should be reported to the Office of the Vice President of Administrative Services.

Who is in charge of enforcing this policy?

Every OSUIT employee has a responsibility to adhere to this policy and to remind others of this policy. If repeated violations occur, they will be enforced through the following:

- Student violations will be enforced through the Student Conduct Committee
- Employee violations will be enforced through the Office of Human Resources

The Tobacco Free policy does not supersede state law, which invokes legal action should the smoking violation occur within 25 feet of a building entrance.

What are the consequences if someone is caught? What about second or third offenses?

A respectful reminder may be sufficient. However, if an employee violates policy repeatedly, formal corrective action will be taken. Formal corrective action by policy for an employee has three steps:

- The first reminder involves supervisor's discussion with the employee and agreement by the employee that the policy will be followed.
- A second reminder involves discussion with the employee and a written summary placed in the employee's personnel file after the discussion.
- If a third offense occurs, the employee is given a decision-making assignment in which she/he must either decide to follow OSUIT policy or resign. If the employee agrees to comply with policy and a subsequent offense occurs, the employee may be terminated.

If a student violates the policy repeatedly, formal corrective action will take place through the Student Conduct Committee.

Will the police be notified of violations and what are the consequences?

For policy violations, the police have the same responsibility as employees. The police will be notified for violations of the law. State law prohibits smoking within 25 feet of the entrance of a state building.

Is there a plan for dealing with an increase in litter (i.e., cigarette butts in parking lots and other areas)?

There should be no increase in litter because the campus is tobacco free.

Should managers/supervisors talk to employees about the policy?

Yes. It is recommended that managers and supervisors inform all employees of this policy.

How are visitors notified about the tobacco-free policy?

Signage will be placed at all entrances to campus and at other various locations across campus. In addition to an aggressive marketing campaign, any department who has an event on campus that involves visitors should notify those visitors via the most efficient means possible of the tobacco-free policy.

As an employee, do I have to quit smoking?

No. The university is not forcing you to quit using tobacco, but you cannot use tobacco on university property.

If you are interested in cessation services, a number of resources are available to help you, including:

- Contact Laura Roets, x4994, a certified cessation counselor; licensed alcohol/drug counselor
- 1.800.QUIT.NOW (Oklahoma supported)
- American Cancer Society
- American Lung Association
- TobaccoStopsWithMe.org
- BecomeAnEx.org

I have tried to quit on my own and have not been successful. Are there any medications that may be able to help me?

A variety of options are available, depending on your specific situation. Contact your primary care physician to discuss what is right for you or schedule an appointment at Campus Health Services in the Student Union.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Tobacco Free Campus

**1-008
ADMINISTRATIVE
September 2009**

UNIVERSITY POLICY AND STATE LAW

- 1.01 The Oklahoma Smoking in Public Places and Indoor Workplaces Act, 63 O.S. 2003, SS 1247; 1-1523; 1-1525, et. seq., requires Oklahoma State University Institute of Technology- Okmulgee to adopt policies regulating smoking in facilities owned, leased, or under the control of the University. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to the public, public transportation, or any indoor workplace, except where specifically allowed by law and allows educational facilities to adopt more restrictive policies regarding smoking and the use of other tobacco products in the buildings or on the ground of the facilities. These Policy and Procedures are adopted to implement that requirement.
- 1.02 It is the intent of Oklahoma State University Institute of Technology-Okmulgee to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, OSUIT is designated as a tobacco-free environment (both indoors and outdoors). Smoking and the use of all tobacco products is prohibited.
- 1.03 This policy applies to all non-leased buildings and grounds owned or under the control of Oklahoma State University Institute of Technology-Okmulgee, including any housing or residence facility owned, operated, or managed by the University. When negotiating or renegotiating leased buildings, a tobacco free policy will be required.
- 1.04. Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies. Exempt areas (designated on a temporary basis) are located on the campus map on the official OSUIT website (www.osuit.edu/tobaccofree).
- 1.05 Tobacco use is prohibited in all vehicles owned, leased, or under the control of OSUIT.

DEFINITIONS

- 2.01 Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device, e-cigarettes, the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of smokeless tobacco.

PROCEDURES

- 3.01 OSUIT will not accept donations, gifts, money, or materials intended to promote the use of tobacco or participate in any type of services that promote the use of tobacco.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

- 3.02 Appropriate signage will be posted by OSUIT as necessary to inform employees, students and visitors of policy provisions.
- A. “Breathe Easy” signs will be placed on all campus buildings.
 - B. “Tobacco Free Campus” will be clearly posted at all main campus entrances.
 - C. No ashtrays will be provided on campus except in the remaining designated areas, beginning July 1, 2010.
- 3.03 It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.
- 3.04 Littering the campus with remains of tobacco products or other disposable products is prohibited.
- 3.05 Organizers and attendees at events (meetings, conferences, lectures, cultural events) using OSUIT facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- 3.06 Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy.
- 3.07 A complaint against an offender who fails to respond to a request by another, as noted in Section 3.06, may be referred to a department head, director, or other unit leader. Appropriate disciplinary action will be taken for an offender who has received multiple complaints. Additional process questions are presented in the Frequently Asked Question section of the OSUIT website (www.osuit.edu/tobaccofree).
- 3.08 OSUIT reserves the right to change these Policy and Procedures or any portion thereof at any time without prior notice.

TOBACCO CESSATION PROGRAMS

- 4.01 Employees wishing to participate in tobacco cessation programs are referred to the designated tobacco cessation counselor (please see the FAQ’s for contact information), campus health services, the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

Adopted: August 1996
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