

**Nursing Mothers Advisory Group
 Tuesday, February 21st, 2011
 3:00 P.M. – 4:00 P.M.
 RMSB 1143 – Small Conference Room**

Members Present:	Others Present:
Dwayne Campbell Ronnie Morales Daru Ransford Ailicec “Lisi” Carreno (Conference Call) Susan Leyes Errol Douglas Nanette Vega	Vanessa Moreno

The meeting was called to order at 3:05 p.m. by the Chair, Ms. Nanette Vega.

1. Nursing Mother’s Room Update: Friday, March 2, 2012 rooms will be Available.

Two rooms on the medical campus will be ready by March 2, 2012. According to the timeline, we are 2 weeks ahead of schedule. Ms. Vega will be finalizing the last details for each of the rooms to ensure that they are presentable and ready for use. Phyllis Dorcely, Equality Administration, will be the main coordinator of the Break Time for Nursing Mother Accommodation Form. Once mother completes form, Phyllis will contact the room coordinators closest to nursing mother. We will be creating a system that will track the usage of the room, times of usage and when rooms are available. A method that was discussed included an exchange of ID for access card at time of use. A SharePoint site was created with calendars for each room coordinators. We have 5 rooms that are ready to be revealed, 2 on medical campus, 2 on gables, and 1 at the marine campus. In the near future a total we will have 11 rooms will be available, including the two at UMH.

2. Publicity

Ms. Vega will be working with Dwayne Campbell in Communications to produce an article with the policy and availability of rooms for nursing mothers. The article will be available on E-Updates (Tuesdays) and Everitas (Mondays) to remind everyone that this is a university wide initiative. Ms. Vega would like to start with the first article going over the policy, reminding the campus’ nursing mothers to sign up in order to use the available rooms. Perhaps providing information on the steps needed to contact Equality Administration for the initial point of contact (Phyllis).

All room coordinators will keep track of room usage. It was mentioned that existing nursing mothers may have filled the form, but in order to use the rooms they will have to sign up with Phyllis. All returning mothers should contact Equality Administration to sign forms and to receive accommodations.

Information on locations of the rooms, contacts and procedures for returning mothers will be posted up on the websites. **Action Plan:** Ms. Vega will follow up with Wilhemina to go over the policy to ensure that it is required for returning mothers to sign up and report to EA. Ms. Vega will also contact Human Resources to get a number of mothers who are out on leave and those who are returning for tracking purposes.

Joyita Garg will provide us with “Make Florida Healthy” Posters to decorate the rooms, along with some informative diverse posters from the community and groups around the university. A comment was made to ensure that the rooms to be in prime condition for the media for good impressions. Nanette has also ordered free brochures and posters online from the Dept. of Health/CDC.

3. SharePoint: Nursing Mother Room Scheduling

The SharePoint was created with limited access. The calendars will be standard. Ms. Vega will work with Daru to finalize details and work with the room coordinators.

4. Review of the Advisory Group Charges/Responsibilities

The main charge for this group was to identify and secure rooms. Ms. Vega stated that after March the meetings will become quarterly for updates. At this time after March the grant will no longer be available to fund the group. We should still work on awareness, as WIC in the Park Plaza West basement has shown interest to work with our group for nursing mothers. Also depending on need, other rooms may need to be identified.

Next Meeting, Tuesday, March 20th 2012 @ 3:00 PM

Meeting was adjourned at 3:45 PM.