

Nursing Mothers Advisory Group
Wednesday, October 26th, 2011
3:00 P.M. – 4:00 P.M.
RMSB 1143 – Small Conference Room

Members Present:	Others Present:
Dwayne Campbell Ronnie Morales Joyita Garg Rachelle Tanega Nanette Vega Daru Ransford Ailicec Carreno “Lisi” Susan Leyes	Vanessa Moreno

The meeting was called to order at 3:00 p.m. by the Chair, Ms. Nanette Vega.

Introductions.

1. Overview of Nursing Mother’s Advisory Group Charge/Purpose/Responsibilities.

The charge/purpose/responsibilities were reviewed. The original charge of the group was to define the parameters in which we (UM) would operate the policy created by HR. This is a University of Miami initiative and all members are committed to accomplishing the goals. Everyone is encouraged to keep the lines of communication open so that we all continue to be on the same page. Ms. Vega proposed keeping the charge/purpose/responsibilities of the group as a standing item on the agenda. Everyone was in agreement.

Ms. Vega revisited the expectations of the members of the group. One of which is to attend the meetings and if by chance you cannot attend, try to send a representative from your office to attend. All members are encouraged to keep up to date with the meetings by reviewing the meeting notes. The group was described as a “working” group not a “reporting” group and everyone is expected to play a role in the group’s success in such a recommendation was made to create some sub committees so that we can continue to move forward. Any decisions that involve the Nursing Mother’s group have to include the group. No individual will or should make decisions for the behalf of the group or should contact agencies in which relationships have been established. Stepping outside of the group to contact an agency in which a relationship is being establish can easily sabotage the relationship and can create more work in the long run. If any important topics, suggestions or details are to be include in the meeting notes or proposals, please contact Ms. Vega or Vanessa to include them in the document so that we have an accurate history of the meetings/group accomplishments.

Ms. Vega encouraged discussion regarding including additional expectations or concerns. The charge is university specific. Ms. Vega stated she will continue to keep the group informed on the proposals and details regarding progress. We cannot address concerns if we are not aware of them.

It was clarified that this group reflects the university wide initiative. It is not medical school specific. Also it was clarified that the IKEA grant was Miller School Specific as the grant was written specifically for the medical campus needs. The grant proposed to the Department of Health, was initially written to reflect the medical campus needs (IKEA proposal was submitted-revised to reflect Dept of Health due to short turnaround time). It has been decided that if grant dollars are received from Dept of Health both campuses will benefit (gables/medical) to be shared among the university.

2. Department of Health Grant – Joyita Garg update

Joyita stated the Department of Health has a two part process for grants, the contract process which deals with the financial aspect and the other is the programmatic part. She received a verbal approval on the

contract. The proposal request was for \$20,000 and is in process of being reviewed. One of the concerns from the Dept of Health is that they want to see what outcomes will be achieved and how well our goals are in line with the initiative of the group/and Dept of Health.

It was clarified that the outcomes expected include an educational piece to be part of the grant not only to outfit the rooms but also such items as promoting, brochures, information distribution/education etc. They want to see a sustainable impact on the community. Joyita mentioned that there are 11 goals that the Department of Health is focusing on. She mentioned a few such as physical activity, Nutrition, worksite wellness, media in terms of educating the community etc.

Action Item: A complete list of the Dept of Health goals will be emailed to Ms. Vega by Joyita to be distributed to the group. Nanette mentioned that perhaps one of the sub committees can be focused on the goals and outcomes on the grant as the funding of this grant will end March 2012. The possibility of linking the HR policy to the resources where it's accessible was also discussed. Some suggestions were made about a share point program or a CMS to be used to house the Nursing Mother's Advisory group.

Action Item: Perhaps Daru and Rony can provide with more details on programs for future meetings.

Joyita also shared with us that CBS4 is a media partner who would like to highlight employers who have initiated or adopted a policy and are in the process of implementing to set an example on the community.

Action Item: Joyita will provide more details once she has been contact and is trying to highlight the University of Miami. A timeline will be a key element once Joyita receives information, as to they may want some footage of a Room to show case. CBS4 also has a list of goals and one of which is Mass media campaign and one example is "Make Healthy Happen Miami". Another would be child Care centers in which Joyita believes the University of Miami is already implemented with the Department of Children and Families. Several of their goals University of Miami has already implemented and adapted to be a leader in several aspects.

Joyita is trying to obtain the funds by November. The group would like to have a kick off event by January/February to start off the New Year show casing our rooms and follow it by the media. Ms. Vega mentioned that Plan A was the Ikea proposal; Plan B was with the Department of Health, in which we will hear back soon, and Plan C is to ask for funding from (Medical-Dean G/ Gables-Provost?). Dr. Keitz was scheduled to speak with the Dean re: medical campus funding, and Ms. Vega is waiting on hearing about the outcome. Lisi proposed writing a letter to the Dean and Provost for funding. **Action Item:** Nanette to email Lisi grant proposal template as a start. Lisi will work with Rachelle to write the letter and email Nanette final draft for review.

3. **Rooms** (By Rony – Space Management)

Room 4117A in the RSMB cannot get water and if we were to keep the room we will need to remove it or get it replaced in which according to the contract we have with Rosenstel we cannot remove anything from the original foundation and if we replace it, we have to upgrade to health safety and energy efficient which will be costly in the long run. This new development brings the medical campus to 3 rooms. Rony had mentioned the tissue bank as moved to the new Life Science and technology Park and has left the entire 8th floor open, in which he has identified a room.

Rony has stated that once the funds become available and have concluded the standard layout of the rooms, we should order all the furniture at once as we receive 60% off retail prices from the furniture vendors and it will take approximately 6 weeks to be delivered. Joyita had asked Rony that if we get the fund by Mid November how long will it take to have the rooms ready. He had answered that once we have the funds and we order the furniture, it will take 6 weeks to be delivered and the Installation of the furniture will take 1-2 days. Rooms will be ready within 7 weeks or receiving the Funds according to Rony. Ideally we are looking to split the money to make sure that the 4 rooms are dressed the same (2 on medical campus/ 2 on gables campus). Nanette did not place a 50/50 or dollar amount per campus because cost per room will depend on room size, condition but all rooms will be dressed and equipped the same. Once again the rooms will have a standard design which will consist of lamp, chair, privacy screen and a flat surface. An educational board

will be placed in the room with brochures and information for nursing mothers. Wish list was created for any additional funding. It was mentioned that an outlet should be available per section to run the pumps. **Action Item:** Ms. Vega had asked Rony if it was possible to get a layout of the rooms and a cost per room so that we can get to work on as soon as funds are available. Joyita also had a concern that if we get the funds by November will all 4 rooms be done by February and Rony stated yes. Rony and Daru suggested local Artists to design some decorations. Susan mentioned a small office on the 3rd floor of the dominion that can be possibly a room for Nursing Mothers. **Action Item:** Susan will follow up with Dr. Keitz regarding making this space a nursing mother's room. She will let the group know.

4. Future Agenda Items

Ms. Vega is suggesting creating subcommittees that can focus on projects such as posters, Signage for Rooms, etc. **Action Item:** Nanette will finalize timeline for project.

5. Update from Gables HR

Lisi mentioned that they are on track and have several rooms available such as a room in the McKnight (under construction) and one in the Cantaberry. She also stated that they have sent around emails making people aware that these rooms are/will be available.

6. Update from Nanette

Ms. Vega proposed creating sub committees to keep this group moving forward. She will also send everyone the timeline to the group so that we are aware of the schedule, keeping us updated with furniture contacts, proposal updates.

7. Other

Nanette mentioned about the launching of the Diversity Website in which will have a section dedicated to the Nursing Mother's Group. It will include an archive of agendas, meeting notes and any information regarding the group for the general public.

The meeting adjourned at 4:02 pm.

Next Meeting Is noted to be Wednesday, November 30th 2011