

Staff Council
Institute of Medicine and Public Health

MEETING MINUTES

Date: Wednesday, February 28, 2018

Location: 2525 West End, 6th Floor Board Room

1. Meeting Objectives:
 - a. Updates: I have an Idea proposals, IMPH open house, HR compensation session
 - b. Debrief from meeting with Dr. Hartmann
 - c. Discussion about working groups
2. Attendees:
 - a. Council members: Kathryn Goggins, Amanda Harding, Lena Hussein, Jennifer Thompson, Audrey Carvajal, Donna Ingles, Dale Plummer, Marina Ghulyan, Claire Posey, and Cindy Khoury
 - b. Operational leaders: Sanel Filipovic (ex officio)
3. Notes:

Minutes submitted and approved
4. Agenda:

Update: Parking garage mirrors

Sanel Filipovic

Building management has agreed to install mirrors in the parking garage. The building is planning to budget for and install the mirrors in 2019.

Update: Bathroom shelves

Sanel Filipovic

Building management has agreed to install shelving in the bathrooms at 2525 West End. They are in the process of obtaining quotes.

Update: IMPH Open house

Sanel Filipovic

We should considering holding the open house after the HSR move to 2525 is complete (summer 2018)

Update: Adding staff to IMPH mission statement

Sanel Filipovic

The mission statement has been updated to include staff (the number mentioned is 208, but there is an effort underway to capture a more accurate count).

Update: HR compensation session

Sanel Filipovic

Leadership approved this and Sanel is working with HR to find a date and to figure out the logistics. Session would be open to IMPH faculty and staff.

Debrief with Dr. Hartmann

Amanda Harding

Dr. Hartmann instructed that the Staff Council would remain an advisory council (nothing will change in the charter's purpose statement), but working groups could be formed.

Open Discussion—working groups

Staff council members agree on the four working group categories (communications/outreach, networking and employee recognition events, education and career development, and community service). Amanda, Kathryn, and Donna agreed to draft a proposal on the working groups before the next meeting with Dr. Hartmann in mid-March. This proposal will include suggestions about how to form the working groups and a flow chart clarifying how activities will be proposed, approved, and implemented. IMPH will recruit volunteers for the various working groups (possibly through a survey); volunteers could be anyone working within IMPH. The general understanding is that the working groups would be formed before specific activities are proposed. The working groups could also propose their own ideas with the "I have an Idea" template and send them to leadership for approval via the staff council.