



STAFF COUNCIL

THE INSTITUTE FOR MEDICINE AND PUBLIC HEALTH

MEETING MINUTES

Date: Wednesday, March 28, 2018

Location: IMPH Board Room; 2525 WEA 6th floor

1. Meeting Objectives:

- a. Updates: I have an idea proposals
- b. Open discussion: Work group proposals, Charter policy for staff council member transition

2. Attendees:

- a. Council members: Adrienne Baughman (new member), Holly Cassell, Amanda Harding, Lena Hussein, Donna Ingles, Anne Neubecker, Claire Posey, Jennifer Thompson
- b. Executive Leader: Dr. Hartmann (ex officio)
- c. Operational leaders: Sanel Filipovic (ex officio)
- d. Absent: Audrey Carvajal, Virginia Fuqua-Meadows, Kathryn Goggins, Marine Ghulyan, Carol Haas, Ron Jannetta (ex officio), Cindy Khoury, Kelly Moser (withdrawing), Danielle Ndi, Dale Plummer

3. Notes:

1. Minutes submitted and approved
2. Welcome and introductions- New member from ED: Adrienne Baughman, replacing Kelly Moser who resigned due to scheduling conflicts
3. Updates
 - a. No changes noted to status of existing I Have an Idea proposals (bathroom hooks, garage mirrors)
 - b. SF noted that our recommended HR Compensation Session has been passed along by leadership to Human Resources, and we are waiting for their response
4. Open Discussion
 - a. Working group proposals were well-received by leadership. They have asked for brief descriptions and duties, which AH and KG will send. KH noted that these may be approved all at once or one at a time.
 - i. Communications/outreach group: currently on hold, as this is under the responsibilities of the new IMPH Assistant Director. Will wait to see how she proceeds before deciding if this is a necessary group for staff council.
 - ii. Networking/employee group: possible name changes discussed to include words/phrases such as “connections,” “culture,” and “employee engagement.” Landed on “Activities, Engagement, and Culture (ACE)” as a favorite choice. Noted that it is important to ensure that this is not just for one-time events but also for programs and other initiatives. This should include off-site events (Sounds Game, etc.), as well as employee meet & greets, or “buddy systems” or other activities.
 - iii. Education and Career Development: Name can stay the same (KH noted that leadership may want to change the names of all anyway). Duties should include not only developing but also sharing, reviewing, and promoting existing resources and benefits. May be helpful to include condensing and organizing existing resources on our website. Also to include ideas for onboarding new

staff (including sharing of best practices between groups) and training in software, etc.

- iv. Community service: Noted that community should not be restricted to Vanderbilt or Nashville. Duties should include developing events as well as promoting team events and helping groups identify opportunities.
- b. Staff Council Membership transitions
- i. AH and KG to circulate poll re: who wants to step down from current membership. Ideally, should retain half of current membership.
 - ii. Solicit self-nominations or classic nominations from those interested in joining. Must receive permission from supervisor to be added to the ballot.
 - iii. Staff Council members will work with IMPH leadership representatives who sit on Staff Council to ensure that all groups at IMPH are represented.
 - iv. Staff Council will work to develop ballot (must include name, years served at VU/VUMC, basic bio). Ballot will be grouped by department/area. IMPH Leadership/Admin will distribute to all staff for voting.
 - v. Simple majority vote will determine winners. Positions needing to be filled (e.g. depts/areas not currently represented on Staff Council) will be prioritized, with remaining positions going to those with the most votes.
 - vi. New members will be invited to June staff council meeting, which will serve as a transition.
 - vii. Note: we will pursue having call-in options to facilitate participation by remote members, and terms should be limited to two years.

Respectfully submitted by Donna J. Ingles.