

STAFF COUNCIL

Institute of Medicine and Public Health

MEETING MINUTES

Date: Wednesday, April 25, 2018
Location: IMPH Board Room; 2525 WEA 6th floor

1. Meeting Objectives:

- a. Updates: I have an idea proposals, working groups
- b. Staff Council Transition Plans
- c. Future meetings

2. Attendees:

- a. Council members: Kathryn Goggins, Amanda Harding, Dale Plummer, Audrey Carvajal, Lena Hussain, Cindy Khoury, Marine Ghulyan, Anne Neubecker, Donna Ingles, Holly Cassell, Claire Posey, Jennifer Thompson, Virginia Fuqua-Meadows
- b. Operational leaders: Ron Jannetta, Sanel Filipovic
- c. Absent: Adrienne Baughman, Carol Haas, Danielle Ndi, Katherine Hartmann (operational leader)

3. Notes:

- Marine was nominated for the Credo Award!
- Anne's daughter is graduating from pharmacy school
- Cindy's kid is VP of the school STEM club
- Minutes from our March meeting were submitted and approved.

4. Agenda:

Updates

- Spring cleaning days being organized for June (15?). Suggestion to send out item retention guidelines, instructions for surplus prior to cleaning day.
- Compensation: Waiting to hear from HR on scheduling, but in the works
- 2525 WEA
 - Quote for bathroom shelves approved; awaiting purchase and installation
 - Garage mirrors will be for next year's budget
- Daycare updates: sites will be split between VU, VUMC, but no one will lose child care and the reorganization will ultimately allow VUMC to open more daycare sites. Parents are working with daycares to institute better waitlist systems to give parents more info.
- Working group proposal
 - Proposal was resubmitted to leadership after last meeting, but no confirmation yet. General consensus from leadership was good, just wanted additional details; logistics are TBD.
 - Probably would not launch all 4-5 working groups at once, so one outstanding question from leadership is which one would go first.

Staff Council Transitions

- Only one person let AH/KG know they definitely wanted to step down
- We don't want to grow by more than 4-5 spots

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- Wonderful that everyone wants to stay; presents some challenges with long-term continuity
- Dr Hartmann is planning to discuss with leadership transition plans and how to get more people involved

Future Meetings

- Guest speakers/topic ideas
 - Idea is to get people in to discuss broadly what's happening with IMPH
 - KG reached out to Shonta (new assistant director for research & administration); waiting to hear back
 - AN suggested reaching out to other staff councils (Research Staff Council, eg) to see if they would be willing to come share their experiences
 - KH had suggested a panel of department chairs/faculty leaders
 - Suggestion: people related to various staff resources/benefits (eg, updates on daycare from daycare directors/representatives); our understanding is that as staff council, we're able to invite them directly to speak at this meeting
 - Feel free to email AH/KG with topic ideas
- Staff Development Series List
 - Ron provided a list of potential topics and themes brainstormed by team from HR
 - Some ideas have better resources elsewhere on campus (REDCap training, eg)
 - Staff resources/education working group can compile list/direct people to those resources and figure out what would be good to "outsource" to groups already doing training, and what would be good to cover internally
 - Pro tip: Explore Learning Exchange for good resources!
 - Goal for this series could be a rotating list of topics with predictable times
 - DI suggested adding ideas from Coffee with the Council to existing list
 - People are generally enthusiastic about getting this working group going first/soon. Next step is getting formal approval from leadership council. AH/KG will ask for an update at their next meeting with Dr Hartmann; not sure about time frame given schedules/travel.