



STAFF COUNCIL

THE INSTITUTE FOR MEDICINE AND PUBLIC HEALTH

MEETING MINUTES

Date: Wednesday, April 19, 2017 (rescheduled from April 26)

Location: IMPH Board Room; 2525 WEA 6th floor

1. Meeting Objective:

- a. Review recent activity, leadership structure, topics, email, website, meeting structure
- b. Current activity: charter review/discussion, survey results, budget proposal
- c. Future activity: continue charter review, schedule a speaker, continue to work on budget

2. Attendees:

- a. Council members: Donna Bock, Audrey Carvajal, Holly Cassell, Marine Ghulyan, Kathryn Goggins, Carol Haas, Amanda Harding, Donna Ingles, Danielle Ndi, Anne Neubecker, Dale Plummer, Jennifer Thompson
- b. Operational leaders: Ron Jannetta (ex officio); Sanel Filipovic (ex officio)
- c. Absent: Dr. Hartmann (executive leader), Cindy Khoury, Claire Posey, Kelly Moser, Virginia Fuqua-Meadows

3. Notes, Decisions, Next Steps:

1. Recent activity:
 - a. Leadership structure
 - i. Confirmed Amanda Harding (Chair) and Kathryn Goggins (Co-Chair).
 - ii. Note taking and typing up minutes will be rotated going forward.
 - b. List of topics from previous meeting
 - i. Added to Google doc
 - ii. Open for members to add topics, make comments
 - iii. Created categories to group topics and assist with prioritizing
 - c. Email
 - i. Created email account: imphstaffcouncil@vanderbilt.edu
 - ii. Amanda and Kathryn administrators
 - iii. Created staff contact list within email account
 - iv. Do we need a faculty list?
 - v. Email sent to staff. Do we need to send email to faculty?
 - d. Website
 - i. Launched page on IMPH
website: https://medicineandpublichealth.vanderbilt.edu/imph_staff_council.php
 - ii. Suggestion box created. Submissions go to staff council email account.
 - iii. Add photos, emails, and links to webpage.
 - e. Proposed meeting structure for future meetings
 - i. Send agenda and minutes from previous meeting one week in advance.
 - ii. Have speakers at beginning of meeting. Speaker can leave after presentation. Council to handle business after speaker leaves.
 - iii. Proposed meeting structure per council's discussion:
 1. Speaker
 2. Quick updates (review/approve minutes)
 3. Charter review and improvement (have a time limit)

4. Open floor forum (have a time limit)
 5. Adjourn
- f. Who is going to be present at future meetings?
- i. Council would like more clarity about leadership roles in council meetings.
 - ii. Desire for some discussions to take place without leadership's presence.
2. Current activity:
- a. Charter review
 - i. Mission, purpose, scope of work edits
 1. Changes/edits discussed by the group. Changes made to the Charter document during the discussion.
 - i. IMPH mission doesn't mention staff
 - ii. Make purpose of staff council a bullet list
 - iii. Remove research from "engage research stakeholders"
 - iv. Integration of staff and faculty priorities and goals
 - v. Engage staff, faculty, leadership and outside resources
 - vi. Provide opportunities for professional development and continuous learning
 2. Insert paragraph from website
 - b. Survey results
 - i. Block 10-20 minutes at next meeting to review results.
 - c. Propose budget
 - i. Budget needed for marketing, promotional materials and social events.
 - ii. Propose 2-3 activities/events per year that need financial support.
 - iii. Amanda will work on estimating cost for 2-3 events.