



STAFF COUNCIL

THE INSTITUTE FOR MEDICINE AND PUBLIC HEALTH

MEETING MINUTES

Date: Wednesday, May 24, 2017

Location: IMPH Board Room; 2525 WEA 6th floor

1. Meeting Objective:

- a. Recent activity: e-mail submissions, individual ideas, event suggestions
- b. Current activity: review and finalize budget for submission, review and discuss staff survey results
- c. Future activity: discuss ideas for next meeting/speaker

2. Attendees:

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

3. Notes, Decisions, Next Steps:

- a. Event suggestions
 - i. "Work Life Balance" weekly email from Randall Tarkington as an option to share local information with IMPH staff/faculty. Anne N. to send to Amanda and Kathryn.
1. Current activity:
 - a. Budget review
 - i. \$5,000 budget included funds for marketing, promotional materials and social events.
 - ii. Suggested that language be changed to reflect "new budget in January 2018 for FY19"
 - iii. To be submitted via "I have an Idea" mechanism for IMPH Leadership Council for review/approval
 - b. Staff survey results
 - i. Two areas with highest negative feedback: "lack of recognition" and "organization supports me in my work/life balance".
 - ii. Amanda proposed implementing some type of staff kudos/recognition programs. Options discussed: gift cards (taxable to employee), communications to IMPH group identifying super stars (selected by council sub-committee responsible for reviewing applications that may potentially be based on Pillar Award template)
 - iii. Ron notified group of "spotted cards" HR program
 - iv. It was proposed that Issuers of the spotted cards would provide list of recipients quarterly with all recipients then invited to a luncheon
 - v. Dr. Hartmann encouraged council to look for and go after "low hanging fruit" for quick wins.
 - vi. IMPH staff council should reach out to their immediate peers and send ideas for quick wins to IMPH council by 5/26
 - vii. Three ideas raised and discussed: 1) more space needed for nursing mothers, 2) lack of daycare and 3) lack of space for prayer

- viii. Lunch and Learn was implemented based on survey results indicating that staff wanted more opportunities for professional development. Attendance started off strong but has dwindled. Sanel is always open for suggestions/topics and council members can pass them to him as they hear of them.