



STAFF COUNCIL

THE INSTITUTE FOR MEDICINE AND PUBLIC HEALTH

MEETING MINUTES

Date: Wednesday, June 28, 2017

Location: IMPH Board Room; 2525 WEA 6th floor

1. Meeting Objective:

- a. Updates: budget, lactation spaces, quick win suggestions, ideas for meetings/speakers
- b. Open discussion: remaining year calendar, email submissions, individual ideas, event suggestions
- c. Future activity: idea sharing, subcommittees

2. Attendees:

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

3. Notes:

Minutes submitted and approved

1. Updates

- a. \$5,000 budget was approved in full
- b. AH submitting "I have an idea" proposal to leadership for additional lactation spaces
 - i. Suggestions included one on 7th floor, two on 6th floor, one on 12th floor, and the potential to build a booth like the phone booth on the 12th floor; space in the Village being explored by DN
 - ii. Changed to add prayer and meditation as other potential uses
 - iii. Will add signs and info to encourage usage by all staff and faculty
 - iv. AH will add ballpark numbers for potential usage to application and submit to leadership

2. Quick win suggestions and status

- i. Adding hooks/shelves in bathrooms that do not already have them – sending to leadership to negotiate with building management
 - ii. Adding mirrors in parking garages – sending to leadership (may be University issue)
 - iii. Adding signs near parking garage exit near stadium (may be University issue)
 - iv. Recognition of staff/Event ideas
 1. Recognition breakfasts – possibly quarterly (AH)
 2. Need for supervisor training to include training in how to recognize staff regularly (AC)
 3. Info cards about all employees collected at hire to have the option of sharing some personal info with coworkers (DN)
- #### 4. Recommendations from KH:
1. Update staff bios to be less pedigree-oriented (these will be added to IMPH website, and AH will share template once available so IMPH Staff Council can lead by example)

2. Flat screens being added on 6th and 12th floor for info sharing
 3. Posting written recognition on doors
 4. Social events using the available building space for food/drinks (revisit previous "passport party"?)- IMPH may be able to fund or co-fund w/us
 3. Ideas for next meeting/speaker
 - i. Dittus/Hartmann to present on IMPH Vision/Strategic Plan- tentatively for August)
 - ii. Next steps that will happen with VUMC IdeaShare- leadership meeting about these soon and can schedule updates once more is known re: what actions will be taken. May be joint event with Research Staff Council
 - iii. Dr. Bernard to discuss new cycle for CTSA, plans, resources available (possible Lunch & Learn topic?)
 4. Open Discussion items
 - i. Remaining calendar year
 1. Room in use Aug-Nov, please email AH/KG suggestions for other meeting spaces that can hold 20-25 people
 2. Nov 22 meeting moved to Nov 15
 3. Dec 27 meeting moved to Dec 13
 - ii. Event suggestions
 1. Discussed Night Out with the Sounds as a potential staff (plus families?) social event. Decided to table this until spring when IMPH Council will have gained more momentum and staff participation/interest may be higher
 2. Tailgate/football game (Vanderbilt) in the fall?
 3. Happy hour downstairs
 4. Send other suggestions via email to AH/KG
 5. AH suggested forming subcommittees to meet more regularly- email AH/KG if interested in serving on one of these subcommittees
 - i. Charter subcommittee will work to finalize charter document. Finalized document will be distributed to all for review and approved by vote at subsequent full staff council meeting
 - ii. Programming subcommittee will work on events and logistics