



STAFF COUNCIL

THE INSTITUTE FOR MEDICINE AND PUBLIC HEALTH

MEETING MINUTES

Date: Wednesday, July 26, 2017
Location: IMPH Board Room; 2525 WEA 6th floor

1. Meeting Objective:

- a. Updates: Programming Subcommittee, Solar Eclipse Viewing Party, other ideas to prioritize
- b. Open discussion: Town Hall with Dr. Dittus, Remaining Year Calendar
- c. On-going Projects: Charter Work, Website, I Have an Idea Proposals

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, Marine Ghulyan, Cindy Khoury, Kelly Moser, Virginia Fuqua-Meadows
- b. Executive Leader: Dr. Hartmann
- c. Operational leaders: Sanel Filipovic (ex officio)
- d. Absent: Carol Haas, Anne Neubecker, Ron Jannetta (ex officio)

3. Notes:

1. Minutes submitted and approved

2. Updates

- **Solar Eclipse Viewing Party** hosted by IMPH Staff Council was approved /confirmed. Amanda sent out the event announcement and flyer copy in the e-mail to spread the news in different departments. The party will take place at the roof-top of the Kensington Garage for the guests to view the solar eclipse and cool down with a freeze pop from 12:30-2:00pm; the actual eclipse will be for couple of minutes from 1:27-1:29. Open to all IMPH staff.
 - I. Tents/ pop-up tents are needed. Anyone who has a tent, please let us know (Kelly Moser will check about a tent and let Amanda know).
 - II. Dr. Hartmann suggested inviting faculty to the event- Amanda will work with Sanel and Ron to budget for the faculty to be invited.
 - III. IMPH Staff buttons instead of name tags will be made for the Eclipse Viewing Event; advantage of buttons over name tags- the buttons to be reused for other activities.
- **Community Service Project:**
 - I. Second Harvest Food Bank of Middle TN <https://secondharvestmidtn.org/> could be an option for a community project. The Center for Health Services Research had volunteered with the Second Harvest and it was both a great teambuilding activity and an important cause to support the Nashville neighborhoods.
 - II. Hands on Nashville tis another platform for us to meet community needs through volunteerism as group.
- **Other ideas to prioritize:**
 - I. "Spotted Cards" - a reward token to recognize employees on the spot when they saw them delivering exceptional service to guests, peers, patients etc. The programming subcommittee is working to set a process for the roll out of the "spotted cards."

- II. Sanel mentioned the Ice-Cream Social that was a hit for IMPH and VICTR teams. The idea is to organize something similar towards the end of the year with both teams.
- III. Using Suggestion Box for the Eclipse Viewing Event would generate ideas from the staff and add ideas to the committees bucket list.
- IV. Building a career in IMPH –as an idea of developing realistic goals and objectives that one can accomplish in the near future and learning core skills that employers will always value while developing our personal and career goals in broad strokes.
- V. Donna gave a brief overview of the process on how to build a career that she found very useful in terms of creating a 5 year plan and using the ideas/input from peers and the group discussions of personal experiences to enhance the process that was helpful to all.

3. Open Discussion

- **Town Hall with Dr. Dittus** is scheduled for August 30th at 9:00. A doodle poll will be sent out to the IMPH staff council. Next steps-need to come up with agenda items-questions to ask Dr. Dittus ahead of time on what we want to hear from him at the Town Hall.
- **Remaining Year Calendar**
 - August 23rd Meeting @ Meharry Alliance- A special shuttle “Meharry-Vanderbilt” will pick the IMPH Staff Council up at the Purple Route of the Kensington garage stop and take to the Meharry Alliance where the meeting will take place.
 - September 27th @ 3rd floor VPRAD-2525 WE
 - October 25th @ The Wond’ry- Is the new state-of-the-art Engineering and Science Building, facilitates collaboration between students and faculty from all schools, levels, and disciplines and provides students opportunities to gain real-world experience in creating new processes, building new technologies, and forming fresh insights.
 - November 15th @ 12th Floor Grand: *Note the date change*
 - December 13th @ 6th Board Room: *Note the date change*

4. On-Going Projects

- **Charter work:**
 - I. Although there was not enough time and people volunteering to work on the Charter, 90 percent of the work on the Charter was completed by Amanda and Kathryn. The next step is to finalize the document and distribute to all for review and approval by vote at subsequent full staff council meeting.
 - II. Dr. Hartmann reminded that there are two parts to the Charter; the Charge to the IMPH-(why IMPH Staff Council was created, the need for it etc.) that cannot make major changes and the Bylaws (terms of service, majority votes etc.) that we could change to what works better for us.
- **Website**
 - I. IMPH website migrated to a new platform <https://www.vumc.org/medicine-public-health/> and the IMPH Staff Council link is still under Our Community/ IMPH Staff Council
 - II. Danielle’s suggestion on submission of staff biographies was used to create the Staff Biographies page that would be sent out to the staff council to fill out for the website.
 - III. Sanel suggested adding advertisement on the IMPH Staff Council page for the events and accomplishments.
 - IV. Dr. Hartmann suggested connecting with Kristin Centers to add our events to the IMPH calendar.

➤ **I Have an Idea Proposals**

- a. Training opportunities for staff. Next step is to create a subcommittee to work on onboarding and training of the new IMPH staff.
- b. Multi-use Space for 2525 WE proposal was sent out to the Leadership Committee and waiting to hear on a decision after they have their scheduled meeting in August.