



AGENDA
Support Staff Team Meeting
1:00 PM
Monday, June 17, 2019
Location: McConnell #9

Agenda Topics



- Announcements – Jenni
 - [TTC Training](#) (click on link)
 - PMDP – Annual Reviews due 8/15/19
 - Department Award Ceremony
 - June 20, 2019 7:00 AM-Bolz
 - Department Presentation – Diversity, Equity and Inclusion
 - Jennifer Y. Edgoose, MD, MPH
 - July 25, 7:00 AM-Bolz
 - Business Transformations Update – Jenni
 - Safety and Emergency Procedure Guide – Jenni
 - CPR/AED-certified staff, Andrea, Jenny P, Jenni S, Melody, Kara, Mara -others
 - Workplace violence
- Email etiquette – Jackie
- 11th Annual Mini Marathon update- Aimee
- Meriter Clinic Moves – Kara
- Thursday University – Mara
- **Headshots** – Jackie/Rob

Please think about and bring any agenda items you have for the SST meeting or future meetings. Feel free to send items to any one of the ALT members for future agendas also.

Agenda Topics

New employees:

- Tawnhee Snelling, MPA – Gyn Onc
- Lauren Suchla, MPA - MFM
- Shelly Weisheipl, Triage CNM
- Sally Johannsson, PA, REI
- Michael Beninati, MD, MFM
- Bridget Kelly, MD, ASOG

Departing employees:

- Jeff Jones, Generations Lab Director 7/26/19
- Jacob Lauer, Asst. Clinical Prof ASOG 6/14/19

Vacancies

- Medical Program Assistants – ASOG
- Clinical Research Program Manager
- Minimally Invasive Gynecology Surgeon
- Division Director, MD – REI
- CT Professor – REI
- Laborists – ASOG

Next Administrative Leadership Team (ALT) Meeting

10:00 AM

Wednesday, July 3, 2019

Next Support Staff Team (SST) Meetings

1:00 – 2:00 PM

Monday, July 15, 2019

Location: Classroom #9