School of Medicine Faculty Assembly

Minutes

November 1, 2018

**Attendance:** L. Campeau; T. De Silva; K. Fulton; J. Gardner; K. Happel; J. Hart; S. Holman; S. Kamboj; P. Kozlowski; B. Kelly; M. Levitzky; M. Nalijayan; S. Primeaux; P. Prasad; D. Rivera; C. Roth; J. Surcouf; L. Tanner; C. Taylor; P. Winsauer

**Proxy:** J. Crabtree (C. Taylor); B. Spieler (S. Kamboj)

**Absent:** K. Callahan; S. Delacroix; T. Goodchild; R. Gupta; K. Happel: M. Houser; J. Hunt; E. James: D. Kapusta; D. LeBlanc; M. Moore; S. Olister: G. Orangio; J. Sturtevant

Meeting started at 4:04 pm

1. Approval of the October meeting minutes (motion M. Levitzky; second S. Kamboj)
2. Reports:
	1. Executive Committee (Dean Nelson and Dean DiCarlo was invited)
		1. Ethics Form 413f and PM-11
			1. Clarification: new Ethics 413F form only has to do with travel and registration (organization waives flight, lodging and organization is not a government entity then you need to fill out form)
			2. Only for private companies (private University, pharmaceutical company, etc.)
			3. PM-11 (has to do with income from outside entity)
				1. If receiving honorarium, then you need to fill out
				2. Don’t have to fill out leave form and ask for annual leave if you are at study section NIH
				3. In process of developing an academic leave section under leave form; there will be a limit on the days and if you go over the limit then you will need to ask supervisor for additional days
		2. LSU First Updates
			1. Updates on General meeting to discuss LSU First October 9th
			2. State funds are at hand with LSU First
				1. Concern HR people in Baton Rouge are not versed in running a plan at the Health Sciences Center
			3. Representatives that were there on behalf of LSU First did not have authority to make any decisions
				1. Did not know who the physicians on the plan are
				2. Did not know who the family members on the plan are
			4. LA Board of Regents has authority to make changes
			5. Dean of Nelson meets with Board of Regents tomorrow
			6. Legislative committee meeting – legislators met regarding LSU First; they are supportive (link with K. Happel)
			7. Continue to keep this on agenda for administration
		3. Updates on Tulane and role with Children’s Hospital
			1. Affiliation agreement signed
			2. Through this agreement, early next year Tulane pediatric faculty, residents and medical students will begin seeing pediatric inpatients at CHNOLA uptown campus and its network of satellite specialty clinics across the region.
			3. The parties will collaborate on growth opportunities to ensure that children across the State of Louisiana have access to high-quality pediatric healthcare services.
			4. No specifics on dates yet
		4. Renovations MEB
			1. CSRB Renovations will be disruptive -isolated to 1-2 months when they drill into building for auxiliary structure
			2. Will have to move all faculty at the back of the building
			3. Will be moving animals out of the facility and where they are going; this can and will affect research
			4. MEB (Floors 4,5,6,7 will be renovated)
				1. Dean Nelson and Dean Backes will move out corridor that is least used
				2. Will do renovations in quadrants
			5. Walkway roof will need to be replaced during these renovations
			6. Getting facilities speaker (do we have specific questions, Dean Nelson could point us to person that could help us identify the appropriate person?)
	2. SOM Administrative Council (canceled again)
		1. Did not meet
	3. Faculty Senate
		1. LSU First meeting – did not have actual meeting
3. Old Business:
	1. Ethics Form 413 and PM-11 Outside Employment (update and clarification from Dean DiCarlo)
4. Call for New Business:
	1. Electronic Faculty Activity System (Digital Measures – company Watermark)
		1. Annual report
		2. Faculty activity report
		3. Can input and it will import activities from other avenues
		4. Questions: who has access to reports?
		5. Representatives will be here on December 9, 2018 (Friday – presentation will be given twice 10:30 and 1:30, MEB 3212)
			1. Targeted audience business managers and office managers; Department Heads
		6. Advantages to the system
			1. Updates are easier
			2. Department can update annual reports easier; reports will be standardized
			3. Being used on main campus at Baton Rouge (LSU); School of Public Health
	2. Faculty Assembly Speaker – Dean Nelson? Facilities Speaker?
5. Adjourn (motion M. Levitzky, second S. Kamboj)

Meeting ended at 4:40pm