



Perelman
School of Medicine
UNIVERSITY of PENNSYLVANIA

A JOINT PROJECT OF
The Department of Biostatistics,
Epidemiology and Informatics
AND
The Center for Clinical
Epidemiology and Biostatistics

Quarterly Staff Meeting Minutes
April 8, 2021 | 1-2 pm via BlueJeans

- Enrique Schisterman, Chair DBEI
 - Excited to be working with everyone; please reach out if want to meet
 - Committed to work/life balance
 - Committed to diversity at all levels, including staff
- Business Office Updates
 - Human Resources
 - Update on FMLA, temporary/student workers, work study students, minors, interns, and trainees (MIT)
 - Annual Performance Appraisals due no later than June 1
 - PennFlex phone migration implemented by 7/1/22
 - Study cell phones using Verizon will not be affected
 - Will keep existing phone numbers
 - Phone data requested by the Business Office will be verified by the Office of the Chair and division administrators by Friday, 4/16/21
 - Replacing all Windows 7 computers
- Facilities
 - Blockley Hall Faculty survey results will be shared with PSOM/EHRS
 - Blockley Hall Staff Survey can be [found here](#) and on the [intranet](#) – responses requested by April 21
 - The PSOM strongly encourages staff to continue to work from home until further notice
 - If you need to go to Blockley, please follow appropriate safety guidelines required by the PSOM
- Work/Life Balance
 - Refer to email sent by Dr. Schisterman on 3/22 entitled “Remote Work Check-In and Strategies” for suggestions creating boundaries between work and home
 - Managing work/life balance will increase your quality of work
 - New leadership encourages this way of thinking and behaving
 - Important to support each other during this difficult time – EAP is a great resource
 - Feel free to reach out to [Rebecca Lerario](#) if have suggestions or need assistance
- Staff Life Committee
 - Use our [“Suggestion Box”](#) on the Intranet if have ideas for activities
 - Walking group starting next week on Tuesday, April 13 at 12:30-1:15
 - [Sign up here](#)
 - Continue Staff Appreciation half days - April 30, May 28, July 2

Please refer to slides on the intranet for more details on each agenda item.