**Governance Council Meeting**

Wednesday May 4th, 2022 2:30-4:30pm

Via [Zoom](https://us02web.zoom.us/j/81385621858?pwd=V2syZTFXbE1PVERMYVFjNTV1d1oyUT09); Meeting ID: 813 8562 1858 | Passcode: 148936

Dial-in Number: +16468769923

Chair: Glen Johnson

**AGENDA**

1. **Call to Order**

2:30-2:45 Glen Johnson (Governance Council Chair), Approval of the March, 2022 minutes

Vote to approve Ombudsperson Position Description (Appendix 1)

Announcement of Research Faculty to the Governance Council

Vote to Elect the At-Large Faculty Member to the Student Academic Appeals Committee

Vote to Elect the Interim Chair to the Governance Council

1. **Dean’s Report**

2:45-3:00 Ayman El-Mohandes (CUNY SPH Dean)

1. **Committee Matters**

3:00-3:10 Sean Haley (Curriculum Committee Chair)

Vote on PUBH 700 – MS in Health Communication for Social Change (HC4SC) (Appendix 2)

3:10-3:20 Christian Grov (APT Chair)

3:20-3:30 Ilias Kavouras (Assessment Committee Chair)

3:30-3:40 Himani Sharma (Diversity, Equity, and Inclusion Committee Co-Chair)

Vote on DEI Form

(Appendix 3)

1. **Associate Deans’ Reports**

3:40-3:55 Susan Klitzman (Senior Associate Dean of Administration)

3:55-4:00 Ashish Joshi (Senior Associate Dean for Student and Academic Affairs)

1. **Other Business**

4:00-4:15 Sean Haley (Curriculum Committee Chair) and Danielle Greene (Executive Director of State and Local Public Health Initiatives), Public Health Scholarship Program (PHSP)

1. **Adjourn Meeting**

4:15 Glen Johnson (Governance Council Chair)

**Appendix 1.**

Resolved, that the attached position description for the School’s Ombudsperson, a role that was established pursuant to Article 3, Section 1.2 of the SPH Bylaws, is hereby approved.

**Vote:**

Yes

No

Abstain

Not a voting member

**Appendix 1.**

**CUNY Graduate School of Public Health and Health Policy**

**Ombudsperson Position Description**

As stated in Article III, Section 1.2 of the SPH Bylaws, the primary responsibility of the Ombudsperson is “[T]to provide SPH faculty and staff with guidance to help resolve SPH or University-related issues or conflicts….[The Ombudsperson… ] offer[s] confidential, neutral, informal and independent guidance. The ombudsperson will serve a three-year renewable term, but may be removed at any time at the discretion of either the Dean or the Steering and Elections Committee after consultation with the other. Specific duties of the ombudsperson [are] articulated in [this] written position description [which has been] approved by the Governance Council….” This job description may be amended by the Governance Council from time to time to “best meet the needs of the SPH community.”

**Overview of Responsibilities**

The primary duties of an organizational Ombudsperson are to independently (1) work with SPH’s tax-levy faculty and staff to explore and assist them in determining options to help resolve conflicts, problematic issues or concerns, and (2) bring systemic concerns to the attention of SPH’s administration for resolution.

The Ombudsperson will operate in a manner to preserve the confidentiality of those faculty and staff members seeking services, maintain a neutral/impartial position with respect to the concerns raised, work at an informal level, and is independent of SPH’s formal organizational structures. The Ombudsperson will assure the greatest confidentiality possible for those employees who seek Ombudsperson services for their issues. However, such practices must be in alignment with City University of New York policies and procedures, thus confidentiality may not always be guaranteed, depending on the particular issue.

Responsibilities for the Ombudsperson will include, but are not limited to:

* Listens to and understands issues while remaining neutral with respect to the facts. The Ombudsperson doesn’t listen to judge or to decide who is right or wrong. The Ombudsperson listens to understand the issue from the perspective of the individual. This is a critical step in helping guide the development of options for resolution or identifying the appropriate office to which the matter should be referred.
* Assists in reframing issues and developing and helping individuals evaluate their options. This helps individuals identify the interests of various parties to the issues and helps focus efforts on potential options to meet those interests.
* Guides or coaches individuals to deal directly with other parties, including the use of SPH’s formal resolution resources. The Ombudsperson may seek to help individuals improve their skill and their confidence in giving voice to their concerns directly.
* Refers individuals to appropriate resolution resources. The Ombudsperson may refer individuals to one or more SPH formal organizational resources that can potentially resolve the issue.
* Assists in surfacing issues to formal resolution channels. When an individual is unable or unwilling to surface a concern directly, the Ombudsperson may assist by helping give voice to the concern and/or creating an awareness of the issue among appropriate SPH decision-makers.
* Facilitates informal resolution processes. The Ombudsperson may help to resolve issues between parties through various types of informal mediation.
* Identifies new issues and opportunities for systemic change within SPH. The unique positioning of the Ombudsperson serves to provide unfiltered information that can produce insight to issues and resolutions. The Ombudsperson will serve as a source of detection and early warning of new issues and a source of suggestions of systemic change to improve existing processes.

**Activities Beyond the Scope of the Ombudsperson’s Responsibilities**

Because of the informal, neutral, confidential and independent positioning of the SPH Ombudsman, they typically do not undertake the following roles or activities:

* Participate in formal investigations or play any role in a formal issue resolution process
* Serve in any other organizational role that would compromise the neutrality of the Ombudsperson role
* Receive notice for SPH
* Make binding decisions or mandate policies
* Create or maintain records or reports for SPH

**Skills, Training, and Professional Requirements**

In order to be effective in this role, the Ombudsperson must have important skills that include active listening, communicating successfully with a diverse range of individuals, remaining nonjudgmental, having the courage to speak up and address problems at higher levels within SPH, problem-solving and analytical ability, and conflict resolution skills. While it will be helpful to have a career background or academic degree reflective of these skills, it is not necessary, as SPH will provide appropriate training and resources to assure that the Ombudsperson is sufficiently prepared to fully discharge their responsibilities.

Approved by the SPH

Governing Council effective

\_\_enter date\_\_\_\_

**Appendix 2.**

Resolved, that the conversion of PUBH 700, MS in Health Communication for Social Change (HC4SC) Capstone, from temporary status to permanent status, is hereby approved.

**Vote:**

Yes

No

Abstain

Not a voting member

**Appendix 3.**

Resolved, that the CUNY SPH Equity and Inclusion Form [Suggestions, Recommendations, and Concerns] is hereby approved.

**Vote:**

Yes

No

Abstain

Not a voting member