

Tulane SPHTM Staff Council
Inaugural Meeting Minutes
December 7, 2022

Present: Farhana Chaudhry, Susan Cantrell, Janel Fielding, Nichole Valenzuela, David Mora, Therese Carter, Meryl Hahne, Hiep Pham, Donna Kulawiak, Phillip Williams, Ashli Baham, Hannah Gilbert, Anita Jobson, Robert Palestina, Susan Barrera, Julio Diaz, Kathy Carneiro, Thomas LaVeist

Call to Order 12:00pm

- 1. Introduction of Representatives**
- 2. Officer Elections for Chair, Vice Chair, and Secretary/Elections Coordinator**
 - a. Phillip Williams, IHSD - elected Chair
 - b. Nichole Valenzuela, Dean's Office - elected Vice Chair
 - c. Anita Jobson, SBPS – elected Secretary / Elections Coordinator
- 3. Set Monthly Meeting Day and Time**
 - a. The first Thursday of the month at 12noon was determined to be the best time for most everyone which would be 1/5 (moved to next week due to winter recess), 2/2, 3/2, 4/6, 5/4 and 6/1 for the rest of the academic year.
 - b. Susan Barrera will explore establishing a budget for the Council to provide lunch at regular meetings
- 4. Discuss Organization of a Staff Retreat for Early Spring**
 - a. After Mardi Gras – first week of April or last week of February, first week of March
 - b. Murphy Building DeBakey room on 2nd floor
 - c. Preferably on a Wednesday or Thursday
 - d. 9am – 2pm or 10am – 3pm?
 - e. Topics were suggested such as
 - i. Having the leaders of the Emerging Leaders and Anti-Racism Leadership program talk about their programs
 - ii. Donna Kulawiak suggested an EDI group
 - iii. Julio Diaz suggested EAP – such as mindful eating

iv. Old retreat agendas need to be found and shared before the next meeting

5. Set up details were discuss

- a. TEAMS for SPHTM Staff Council will be set up
- b. A webpage on the SPHTM website needs to be created

Meeting adjourned 1pm