

**Tulane SPHTM Staff Council**  
**Meeting Minutes**  
May 4, 2023

**Present:** Ashli Baham, Farhana Chaudhry, Susan Cantrell, Janel Fielding, David Mora, Meryl Hahne, Hiep Pham, Phillip Williams, Hannah Gilbert, Anita Jobson, Kathy Carneiro, Therese Carter, Nichole Valenzuela

Absent: Julio Diaz, Donna Kulawiak, Susan Barrera, Robert Palestina,

*Call to Order 12:05pm*

1. **Review and Approval of Meeting Minutes:** Minutes from the April 2023 meeting prepared by Anita Jobson were reviewed and voted on. Minutes are approved.
2. **Human Resources Update –** Julio was unable to attend. Phillip meant to review the updates, but election discussion went over. The updates are:

**HR Updates – Week of 5/01/2023**

**Manager Development Program:**

Module Four Launch: Practicing Self-Care, Sessions beginning May 9.

**Emerging Leaders & Anti-Racism Program:**

Applications are now open for these professional development opportunities from TULI and the Office of Equity, Diversity, and Inclusion. **Applications are due May 26, 2023.**

**New Initiative: Introduction to Restorative Practices Training**

HR&IE, in partnership with the Center for Restorative Approaches, is thrilled to invite you to the very first Introduction to Restorative Practices training! **This two-hour session will take place on May 10 at 3:00 pm via Zoom.** Our aim is to build a more harmonious and supportive community, and to achieve this, we're turning to restorative practices.

**Summer Student Employment Guidelines Now Available**

Are you a student employee's supervisor or student hiring manager? Do not miss the key student employment guidance for the end of the Spring semester and training and deadlines for the Summer session. Please contact Student Employment for more information at [sehr@tulane.edu](mailto:sehr@tulane.edu).

**Tulane Extras**

With semester end and summer around the corner, employees can take advantage and savings by using the TUExtras program. TUExtras is a benefits program tailored specifically to Tulane employees that offers hundreds of exclusive discounts on products and services we use every day. Registration to TUExtras is free, easy, and secure. Visit [www.beneplace.com/tulane](http://www.beneplace.com/tulane), then register with an email of your choice and start saving today! You will get updates about limited-time promotions, but you can opt out of these at any time. More information at: <https://hr.tulane.edu/benefits/tuextras>.

### 3. Committee Reports:

**a. Executive Faculty** – Phillip Williams reported on the last two meetings. The big topic was on the Research Administration Service (RAS) units for grant processing. People will be assigned to either pre- or post- work. This is rolling out first Uptown. It is unknown how this will affect the work force. **Janel** mentioned that Susan Barrera has met with Mr. Pereira and feels confident about the changes.

Phillip also reported that the Charity move was discussed and that they are looking at layouts and department fits now. Staff may have more windows but may be sharing offices. There will be more shared space for faculty and staff. The move-in date is now end of 2026.

Dean LaVeist is also rolling out a new 5-year plan that is department focused.

**b. SAC** – Kathy Carneiro reported there will be more EDI training coming out. President Fitts will be at the SAC meeting in June, and she'll have more to report then.

**c. Academic Standards** – Susan Cantrell had no report.

### 4. Elections

**a.** As Anita Jobson is leaving Tulane, a separate elections officer will be needed for the summer to get the second election off the ground. Farhana Chaudhry and Hannah Gilbert agreed to be election co-chairs.

i. It was determined to run everything through MS Teams and Kathy Carneiro will assist with creating nomination and election slates in MS Teams.

ii. The nomination form should ask for photo, ask if the nominee is grant-funded or not, and if have been at Tulane more than 6 months. It

should also ask them to answer “Why are you interested in serving on the SPHTM Staff Council?”

- b. Philip has determined, and the council approved, the following roll offs (also on the attached document):

Last	First	Dept	Year	2023 Class:	2024 Class:
Fielding	Janel	DEAN	2023	BIOS	0
Valenzuela	Nichole	DEAN	2023	DEAN	2
Hahne	Meryl	EPID	2023	ENHS	0
Pham	Hiep	EPID	2023	EPID	2
Williams	Phillip	IHSD	2023	HPM	0
Gilbert	Hannah	SBPS	2023	IHSD	1
Jobson	Anita	SBPS	2023	SBPS	2
				TRMD	1
Chaudhry	Farhana	BIOS	2024	BIOS	1
Cantrell	Susan	DEAN	2024	DEAN	1
Mora	David	ENHS	2024	ENHS	1
Carter	Therese	EPID	2024	EPID	1
Kulawiak	Donna	HPM	2024	HPM	1
Palestina	Robert	TRMD	2024	IHSD	0
Baham	Ashli	SBPS	2024	SBPS	1
				TRMD	1

The current breakdown of SPHTM staff and allotted representatives is:

Dept	Staff	Reps
BIOS	2	1
DEAN	50	3
IHSD	9	1
SBPS	36	3
EPID	65	3
ENHS	10	1
HPM	7	1
TRMD	15	2

- c. It was suggested that the Staff Council follow the University SAC’s example and have a “about us” session to get people interested in nominating themselves for the open spots.

- i. It was determined to have snowballs at the info sessions June 1st and June 7<sup>th</sup>. Janel Fielding was gathering quotes from Plum Street Snowballs and Chance in Hell Snowballs.
  - ii. Hannah will send out a section about the info sessions to everyone by the 2<sup>nd</sup> week in May for comments.
- d. Timeline for the elections:
  - i. Info Sessions 6/1 and 6/7 in 2023
  - ii. Nominations portal open 6/14 – 23/2023
  - iii. Nominations confirmed and input into election slate in MS Teams
  - iv. Elections to be open from 6/27 – 7/11/2023 to make sure we catch everyone – reminders should be sent weekly
  - v. New Council members should be advised of their honor by 7/25/2023
  - vi. New People at first Staff Council Meeting: August meeting

**5. Staff Council Sub-Committees:**

- a. Everyone was given the opportunity to sign up for committees. The chart is attached and uploaded to MS Teams. Each committee should meet and determine a chair by the June meeting.
- b. **Retreat** - Chair TBD; Farhana Chaudry, Janel Fielding, Hannah Gilbert
- c. **Service / Outreach** – Chair: Meryl Hahne, Susan Cantrell, Therese Carter
- d. **Health and Wellness** – Chair: TBD; Susan Cantrell, Meryl Hahne, Donna Kulawiak, Nichole Valenzuela
- e. **Staff Appreciation** – Chair: Philip Williams, Ashli Baham, David Mora
- f. **Staff Concerns** – Chair: TBD; Ashli Baham, Farhana Chaudry, Robert Palestina

**6. Old Business:**

- a. **SPHTM Organizational Chart** – Robert Palestina and Farhana Chaudhry will have this update at the June meeting.
  - i. It was suggested that not just the titles such as Program Manager or Program Coordinator be listed but maybe add what they actually do – i.e., for Anita Jobson it would be Program Manager – Students or for Hannah Gilbert, Program Manager, VPI.

- b. Regarding the action items from the Retreat, Phillip is still trying to present to the Dean when he can get on the Dean's schedule.

**7. New Business:**

Nichole Valenzuela repeated Dean Erica Valenzuela's call for volunteers for the Saturday, May 20<sup>th</sup> graduation ceremony. If you are available, please let Dean Valenzuela know.

Meeting adjourned 1pm

Next meetings:

- June 1, 2023