

Tulane SPHTM Staff Council
Meeting Minutes
January 4, 2024

Present: Ashli Baham, Susan Barrera, Therese Carter, Susan Cantrell, Kijuana Yarls, David Mora, Robert Palestina, Avery Peterson, Nichole Valenzuela, Phillip Williams, Caleb Wilson

Absent: Kathy Carneiro, Farhana Chaudhry, Julio Diaz, Janel Fielding, Marjola Hotchkiss, Alex Jaouiche, Donna Kulawiak, Ytzya Sanchez

Call to Order 12:01 p.m.

- 1. Review and Approval of Meeting Minutes:** Approval of meeting minutes from the December 2023 meeting was deferred to the next meeting to give representatives more time to review.
- 2. Old Business:** Staff Council By-Laws revisions were approved.:
 1. Increasing the ex-officio members to 4 by adding the new Assistant Dean of Operations/Chief of Staff (as a direct connection to the dean);
 2. Moving elections of new members from August to June with terms beginning in July instead of September, thereby allowing the newest members to attend the July meeting together with the outgoing members to improve the transition;
 3. Fully remote and part-time staff are not eligible to serve on the council as elected representatives but are free to attend all meetings as covered in Sections IV. d. and VII. a. of the By-Laws.
- 3. Committee Reports:**
 - a. Executive Faculty** – Phillip Williams had nothing new to report.
 - b. SAC** – Kathy Carneiro was absent and therefore no report was presented.
 - c. Academic Standards** – Susan Cantrell had nothing new to report.
- 4. Staff Council Sub-Committees:**
 - a. Staff Retreat** - Janel Fielding was absent so there wasn't anything to report.
 - b. Staff Concerns** – Robert Palestina is focusing again on the creation of the new SPHTM organizational chart, getting a better understanding of the School and will work with Janel Fielding to obtain more structural detail. Susan Barrera explained that all research groups are within departments.

Robert stated that Phase II of the project would be adding competencies and skills to each position. Phillip said that we need to get the working group back together. He will send the information from the retreat to Robert and Farhana. Nichole Valenzuela had nothing new to report regarding a subcommittee to find space for a dedicated staff lounge for the School.

- c. **Community Service** – Avery Peterson reported that the subcommittee would be meeting at 1:00 p.m. today. Therese Carter asked whether to go ahead with the blood drive scheduled for Friday, January 26th given the condition of the building after the fire over the break and that even though faculty and staff are in person, students will attend classes remotely at least until the end of the month. Susan Barrera stated that since the Gallery was not damaged it should be available. Therese added that the Schools of Medicine and Social Work are also committed to promoting the event. Another blood donation event is scheduled for April 19th.
- d. **Health and Wellness:** Nichole had nothing new to report.
- e. **Staff Appreciation:** There was some discussion as to whether to award the **Wave of Difference** to the next recipient chosen by Derek Bridges since they are still out of the office. It was decided to notify them via email and to create a way to award remote staff since they are also eligible and to consult Dee Boling for how to proceed. The awardee is Farhana Chaudhry.

5. **Human Resources Update:**

Julio Diaz was not able to attend but sent a message encouraging all to send him any updates.

6. **New Business**

Susan Barrera shared information about the fire that occurred on the 14th floor of Tidewater over the holiday break. Floors 15 and above are fine but there are only 3 working elevators due to the water damage. There is no safety issue with regard to health concerns, air quality, etc. All dampness is being removed from the 14th floor and below and everything will have to be replaced. There is no restroom access on

those floors. Staff can still access other areas and space on the 24th floor. Staff can confirm any updates with Tom Augustson.

Meeting adjourned 12:34 p.m.

Next meeting:

- February 1, 2024 – Anderson Conference room TW 24