

Tulane SPHTM Staff Council
Meeting Minutes
February 1, 2024

Present: Tom Augustson, Therese Carter, Susan Cantrell, Farhana Chaudhry, Julio Diaz, Janel Fielding, Marjola Hotchkiss, Donna Kulawiak, Phillip Williams, Caleb Wilson

Absent: Ashli Baham, Susan Barrera, Kathy Carneiro, David Mora, Robert Palestina, Avery Peterson, Ytzya Sanchez, Nichole Valenzuela, Kijuana Yarl

Call to Order 12:08 p.m.

1. **Review and Approval of Meeting Minutes:** Meeting minutes from the December 2023 meeting were approved and can be forwarded to Tara Brown for the website. Tom Augustson was welcomed as the new *Ex Officio* member and Assistant Dean for Operations and Chief of Staff.
2. **Old Business:** There was no old business to discuss.
3. **Committee Reports:**
 - a. **Executive Faculty** – Phillip Williams reported that all were updated on the state of the building, how to re-open and make do until then.
 - 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 asked all representatives to email her if they need new or different size Staff Council T-shirts. These can also be worn at Staff Appreciation events. It was suggested that the department sticker trading was a good mixer to do again. Janel asked for volunteers to serve on the organization team. Tom said that the retreat was not on the Dean's calendar yet and to check with Chauntrell. The plan going forward is to have a Staff Town Hall every spring and Staff Retreat every fall.
 - b. **Staff Concerns** – Farhana Chaudhry said there would be an update on the organizational chart at the next meeting.

- c. **Community Service** – Avery Peterson was absent so there was no subcommittee report but Therese Carter said that the planned January 26th blood drive had to be cancelled after all since the building reconstruction resulted in a decision for all employees to work remotely through the end of January.
- d. **Health and Wellness:** Nichole Valenzuela was absent so there was nothing new to report.
- e. **Staff Appreciation:** The **Wave of Difference** was awarded to Farhana Chaudhry who will then pass it to the next recipient on February 15th. There was discussion of a possible “Welcome-Back-to-the-Building” King Cake event for staff but it is uncertain where to hold it. Tom said that the lobby should be available since the construction workers have changed to night shifts. It was also discussed how to encourage all employees to wear their IDs and perhaps combining a lanyard give-away with the King Cake. It was also agreed that a sno-ball event again would be great to have as the weather warms.

5. Human Resources Update:

Julio Diaz reminded everyone that required Cleary Act and Discrimination/Harassment video trainings were due on February 5th. They should not take more than 30-45 minutes each. Also, performance evaluations are due March 1st. Supervisors should use self-evaluation forms because the evaluations cannot be paused and saved. March 15th is the tuition waiver deadline. Staff can ask Benefits when tuition waivers will post. February 11-12 are Lundi and Mardi Gras holidays.

6. New Business

Tom asked for ideas on how we could encourage all employees to wear/display their IDs at all times in the building. There is a need to increase awareness of how this is necessary for everyone’s security. Ideas to increase Tidewater security in general were suggested: distribute lanyards to all employees, make more visible signage (“Let’s keep each other safe.”), get SGA to encourage all students. Tom will ask OSE if that office has extra lanyards to distribute as possible give-aways at the proposed King Cake Staff Appreciation event. Donna Kulawiak suggested random checks of staff - if wearing IDs, they would receive a gift. Therese suggested

requesting a one-time free replacement for anyone who has lost their ID. It was also suggested to work on getting more security technology (card swipe machines) at all entrances, including the garage elevators or a turnstile entrance as the library had. We also need more cameras since new security lighting is making areas more visible.

Meeting adjourned 12:40 p.m.

Next meeting:

- March 7, 2024 – Anderson Conference room TW 24