

**Tulane SPHTM Staff Council**  
**Meeting Minutes**  
March 7, 2024

**Present:** Tom Augustson, Ashli Baham, Susan Barrera, Susan Cantrell, Kathy Carneiro Farhana Chaudhry, Janel Fielding, Donna Kulawiak, David Mora, Robert Palestina, Avery Peterson, Ytzya Sanchez, Nichole Valenzuela, Phillip Williams, Caleb Wilson, Kijuana Yaris

Absent: Therese Carter, Julio Diaz, Marjola Hotchkiss

*Call to Order 12:08 p.m.*

1. **Review and Approval of Meeting Minutes:** Minutes from past meetings have been delayed and will be distributed for review and approval at the April meeting.
2. **Old Business:** Lanyards are available for pickup from Beverley Van Pelt in the Dean's office This will help to ensure that all personnel can display their ID's in the building, and enhance the security in Tidewater and the rest of campus.
3. **Committee Reports:**
  - a. **Executive Faculty** – At the executive faculty meeting in February Dean LaVeist provided updates on the ongoing searches for new chairs in Epidemiology and Health Policy and Management.  
The Research Administration Services Unit for SPHTM and Social Work will launch on April 1. Staff from SPHTM have been identified and notified. The director role is still being filled. RASU staff will be located on the 9<sup>th</sup> floor of Tidewater. Departments are working to fill the non-sponsored project tasks that will be left behind as people move to the RASU.  
There was also a discussion of graduation is now a double ceremony with BSPH in the morning and graduate programs later. Both events will be at the Mahalia Jackson Theater. Staff are strongly encouraged to volunteer.  
There was an update on negotiations with Shorelight regarding the international recruitment services currently offered. The Dean's office is reviewing the strengths and weaknesses of this program.

- b. **SAC** – SAC is engaged in an ongoing effort to restructure and update its constitution in order to better reflect the University’s staff needs. Elections are tabled until the changes have been adopted.
- c. **Academic Standards** – there were no updates.

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

- a. **Staff Retreat** – It was decided to try to return to the LCRC as the venue for the Fall retreat. Janel will contact the staff at the LCRC to book a date in October that does not conflict with Saints games. Efforts will be made to improve the A/V set-up. It was agreed that having faculty greet staff at the beginning of the retreat was great and should be repeated in 2024.
- b. **Staff Concerns** – The committee met and divided the Kumu organizational map into phases 1 and 2. Phase 1 will include finalizing the list of personnel and their supervisors while phase 2 will be the addition of tags for programs, skills, etc. Phillip suggested bringing the list of employees to the department administrators for their review to advance phase 1.
- c. **Community Service** – Caleb reported that Therese has organized a blood drive event with support from the School of Medicine for April 19<sup>th</sup> in the Diboll lobby. Fliers and announcements in Tidewater Times will be distributed soon. Tables in the gallery will be used. The blood center is coming to inspect the facilities on 3/8.
- d. **Health and Wellness:** The committee has arranged for an Easter Egg Hunt on March 27. The plan is to hide candy-filled eggs on three floors in Tidewater. The anticipated budget is \$200. Nichole and the committee are considering other engagement activities in the Spring.
- e. **Staff Appreciation:** The committee will support the Easter Egg Hunt on March 27. Phillip solicited volunteers for a new chair for the staff appreciation committee.

**5. Human Resources Update:**

Applications for TULI’s Emerging Leaders Program and Anti-Racism Leadership Program will open soon. Janel and Phillip are currently doing the ELP program and encouraged everyone to apply for next year.

Everyone is reminded that performance evaluations were due on March 1. Any outstanding evaluations must be completed immediately.

Recordings from Professional Development Day 2023 are now available on the HR website. Tulane's Book Fest and Day of Service are this month. All staff are encouraged to participate and volunteer.

## 6. New Business

- a. **Elections** – Phillip reviewed the departments whose representatives will be up for election this year. SBPS will have two vacancies. Susan Cantrell from the Dean's office will roll off of the Council. Kathy Carneiro offered to assist Therese in her role as Secretary to support elections.
- b. **RASU representation** – With several SPHTM staff moving to the RASU, and no longer being members of the staff, it was suggested that units with close affiliation to the school should be given a way to participate in the Staff Council. Phillip suggested that a new *ex-officio* position could be created for election by these units and will reach out to Tom Pereira to discuss.
- c. **Dean's Staff Town Hall – The Staff Council** will host a Town Hall event with Dean LaVeist on Tuesday, April 23. The Dean will provide an update on where the school is now and what the future holds, with time for questions from the staff and the presentation of the second Staff Star Award. Breakfast and coffee will be served.
- d. **Facilities concerns** – Tom Augustson noted that Dean LaVeist has been in close communication with President Fitts and Patrick Norton to clearly elevate the concerns of students, staff, and faculty about the state of the building.

Meeting adjourned 1:05 p.m.

Next meeting:

- April 4, 2024 – Anderson Conference room TW 24