

Tulane SPHTM Staff Council
Meeting Minutes
February 2, 2023

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

Guest: Jeanette Gustat, PhD

Call to Order 12:10pm

1. **Guest Speaker** – Jeannette Gustat, PhD stopped by to discuss staff joining the EDI Equity Score Card Committee which is part of Tulane’s Strategy for Tomorrow. The committee should be made up of faculty, staff, and students. The committee tracks EDI metrics and benchmarking where SPHTM is in regard to EDI. All are invited to join and if interested, reach out to Dr. Gustat at gustat@tulane.edu. Therese Carter volunteered to be the Staff Council representative on this committee. The committee’s next meeting is February 15, 2023, 10:30-11:30 am on zoom. Dr. Gustat reported that there is currently not a central depository for the data they are collecting.
2. **Review and Approval of Meeting Minutes:** Minutes from the January 2023 meeting prepared by Anita Jobson were reviewed and voted on. Minutes are approved.
3. **Human Resources Update** – Julio Diaz reminded everyone about Spring 2023 tuition waiver deadline is Thursday 2/2/2023. 2022 W2’s are available online through ADP via Gibson. 2022 Performance Evaluations are due by March 7th. Julio reminded everyone to use their second floating holiday received last fall before June 30, 2023.
4. **Committee Reports:**
 - a. **Executive Faculty** – Phillip Williams reported that during the recent Executive Faculty Retreat, the main discussion was on the status of the

school's PhD students and the new Emergency Travel Agency. All students are automatically enrolled when they purchase tickets through World Travel.

b. SAC – Kathy Carneiro reported no recent SAC meeting

c. Academic Standards – Susan Cantrell said that the committee is working on updating the School's catalog. Edits are due from the departments by March for the Fall 2023 catalog. Probation coordination will be handled by the Office of Student Experience Office of Academic Advising and Student Success.

5. Staff Retreat is on Wednesday, March 8, 2023 at the DeBakey room (2nd floor) of the Murphy Building.

a. The Council will have a standing Retreat Committee year around.

b. Phillip is working on getting the Staff Council a slightly different logo than the School's.

c. Janel Fielding as Retreat Chair, and Phillip have been working to get the staff water bottles to be given out at the retreat with stickers for all the departments so staff can collect them all.

d. Janel has scheduled Rob Haley from TULI from 1pm – 3pm for a after lunch session to motivate and boost morale.

e. A suggestion was made to do something like the Taylor Center's Fast 48 by Robert Palestina. Robert offered to talk to Dr. Laura Murphy about arranging an instructor.

f. Possible Schedule: 9am – 10am a Intro by the Dean, introduction of the Council, exchange water bottles, outline the day; 10am – 11:30 am TBD; 11:30am – 12noon – Julio & benefits manager to discuss benefits; 12noon – 1pm Lunch; 1pm – 3pm TULI session

g. It was suggested to make room for complaining; make the retreat interactive; maybe do some staff trivia; customer service; EDI Ted talk? Dr. Eva Silvestre? Dr. Susan Cheng?

6. Old Business:

a. Review of SPHTM Staff Council Bylaws. Phillip requested approval of his plan to stagger the Council for elections:

2023 Class: 7	2024 Class: 7
Farhana Chaudhry	BIOSTAT
Susan Cantrell	DEAN
Janel Fielding	DEAN
Nichole Valenzuela	DEAN
David Mora	ENHS
Therese Carter	EPI
Meryl Hahne	EPI
Hiep Pham	EPI
Donna Kulawiak	HPM
Phillip Williams	IHSD
Ashli Baham	SBPS
Hannah Gilbert	SBPS
Anita Jobson	SBPS
Robert Palestina	TM

b. SPHTM Organizational Chart – there was a request for an organizational chart for the school.

Meeting adjourned 1pm

Next meeting – March 2, 2023