

Tulane SPHTM Staff Council
Meeting Minutes
September 7, 2023

Present: Susan Barrera, Therese Carter, Farhana Chaudhry, Susan Cantrell, Kathy Carneiro, Julio Diaz, Ytzya Diaz, Janel Fielding, Michael Fox, Hannah Gilbert, Alex Jaouiche, Donna Kulawiak, David Mora, Robert Palestina, Avery Peterson, Nichole Valenzuela, Phillip Williams

Absent: Ashli Baham, Marjola Hotchkiss, Hannah Gilbert, Elizabeth Tierney

Call to Order 12:05pm

1. **Review and Approval of Meeting Minutes:** Minutes from the August 2023 meeting are still being prepared.
2. **Announcements:** Therese Carter has been appointed SC secretary with Donna Kulawiak serving as back-up. Congratulations to the new secretary! One of the duties of the secretary is to coordinate elections to the Council. With Meryl Hahne's resignation from Tulane, Epidemiology will need to elect one more representative. Kathy Carneiro will set up the elections and Communications will update the website. There was no objection to recording meetings to facilitate the accuracy of minutes.
3. **Human Resources Update – Julio Diaz provided updates.**
 - a. **Tuesday Workshops:** employees must use their floating holidays before July 1
Tuesday Workshops:
 - Civil Treatment for Employees, September 12th, 1:00-2:00 p.m.
 - Financial Freedom/Retirement Savings, September 12th, 2:00-3:00 p.m.
 - b. **Benefits Open Enrollment:** October 9-27, 2023. Remember to sign up for FSA every year.
 - c. **Professional Development Day:** Two-half-day, all-virtual event. Thursday, September 28 and Friday, September 29
 - d. **Employee Appreciation Week:** November 6-10, 2023

e. President's Excellence Awards: December 2023

4. Staff Council Sub-Committees:

a. Community Service –

- A permanent **ARCGNO collection bin** located at the back of the lobby has been approved by Tom Augustson.
- **Glass Half Full:** Jordan Stewart contacted but there is no drop-off downtown. Robert Palestina commented that Real Cycle does glass recycling also.

b. Staff Retreat: Janel Fielding introduced the draft agenda and requested feedback. Hannah Gilbert is working on the RSVP. Cost of the Jung needs to be finalized. David Mora designed the new Staff Council T-shirt which was approved by all. Dee Boling is ordering the bento boxes. Kathy Branley is organizing door prizes. Elizabeth Tierney is coordinating the food orders. There will be Bingo at the tables. A session on restorative practices will be included as well as announcing a “buddy program”. Much discussion of the “buddy program” followed. Phillip Williams stated that it would tie in well with the new interactive **organizational chart development**. Robert Palestina will have a visual presentation of the organizational chart. He will send a TRMD example to the group and would like feedback on what data to collect and tags for who uses what systems/apps. There was a discussion of the chart's usefulness for new employee welcome/onboarding. Julio Diaz commented that the employee information we can share should be left up to the employee. Time to launch? Janel Fielding said that everyone could sign up at the retreat. The org chart could help link people for information on how best to do their jobs. Julio said it could be launched as an upcoming initiative. Staff should feel free to reach out to Julio for new hires. The HR Buddy System is not active but Phillip commented that is a model we could use to create our own. Susan Barrera commented that we could start a series of brown bag training courses that would be complementary. It was decided to cut the buddy program presentation and just have the organizational chart

- presentation. Other innovative ideas for the buddy program Robert Palestina mentioned a tool called **menti.com** which displays data on screen. **Kumu** is the program used for the organizational chart which has shareable links. Discussion of swag, breakfast, and lunch continued. There is a need for volunteers as speakers and leads. Ytzya and **Farhana** will volunteer and get staff to sign up for committees. Susan Barrera suggested this be done at the beginning. Water bottles will be given to new employees as welcome.
- c. **Health and Wellness:** Nichole Valenzuela reported that a grab 'n' go lunch is planned for **September 28th** with 2 different lunch hours. Shifts for Wellness Tuesdays was proposed. Campus Services will provide bike/walk maps to be shared with students. Anyone can take a shift. There will be a **mural map** activity sometime in October with groups of 2-4 people participating in a type of "scavenger hunt" challenge. A "Wall of Gratitude" project was proposed with a discussion of the best placement decided on the first floor, the purpose of which would be introduced at the staff retreat during the break. Phillip suggested this would be a good tie-in with staff appreciation and a good backdrop at the retreat. Susan Barrera announced that Diboll Gallery art exhibits will start again next week.
 - d. **Staff Appreciation:** Phillip Williams stated that the Committee should solicit nominations for staff excellence to be formalized quarterly in October, January, April, and June. The first winner could be announced at the retreat. Dee Boling has an example to use. Michael Fox has an example of a Team Excellence Award. Susan Barrera, Avery Peterson and Nichole Valenzuela volunteered. Dean LaVeist will have a Town Hall for staff in the spring.
 - e. **Staff Concerns** – Hannah Gilbert was absent.

5. Committee Reports:

- a. **Executive Faculty** – Phillip Williams reported that Hurricane Preparedness was the focus of the last meeting with information needed and to be shared as to who is responsible for what actions and communications. All should check their email for the hurricane plan.

b. **SAC** – Kathy Carneiro had no updates to report.

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

6. **Old Business:** Phillip Williams needs a list of committee membership to be added to the minutes as a category. Everyone, please update.

Meeting adjourned 1pm

Next meeting:

- October 5, 2023 – Anderson Conference room TW 24