

Tulane SPHTM Staff Council
Meeting Minutes
 January 11, 2023

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

Absent: Therese Carter, Susan Barrera

Call to Order 12:03pm

1. **Review and Approval of Meeting Minutes:** Minutes from the December 2022 meeting prepared by Anita Jobson were reviewed and voted on. Minutes are approved.
2. **Review of SPHTM Staff Council Bylaws.** Phillip lead a discussion of his thoughts on a breakdown of the current council to lead to having a staggered council (so not everyone would roll off this year). See the attached slides.
 - a. Phillip’s thought was to divide the council up equally to stagger the elections.

2023 Class: 7 **2024 Class: 7**

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| 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. There was also a discussion of what standing committees the Council might need such as Staff Appreciation, Staff Issues, Health & Wellness, Retreat Planning.

3. **Staff Retreat** is scheduled for Wednesday, March 8, 2023 at the DeBakey room (2nd floor) of the Murphy Building. Time suggested was 9am – 3pm with a possible reception at 2pm for all staff. A Tidewater Times save the date notice was discussed as was topics.
 - a. Suggested topics were to discuss the staff council and duties, wellness, etc.
 - b. It was suggested that Council members go back to their departments and ask about what the department staff would like to see at the retreat and come back in February for more discussion.
4. **Agenda Items and Committee Reports** – it was determined to have committee reports (if any) by Phillip Williams from the Executive Faculty meeting; Kathy Carneiro from SAC meetings; and Susan Cantrell from the Academic Standards Committee. Any staff issues a council member learns of should be discussed during the meeting.
5. **Charity Drives, etc.** Meryl suggested that the Council look at ways to give back to the community both SPHTM and NOLA. She mentioned, as we are in Mardi Gras season, about bead collection. Anita mentioned that she had the MOU for ARC in her email to sign to get ARC bins on the first floor.
6. **Number of SPHTM staff:** per the employment sheets pulled to determine the number of Council seats per department, SPHTM has 156 full-time staff and 11 part-time (as of July 2022).
7. **Staff Council funding** – there was discussion about trying to phase out the purchase of water in plastic bottles for lunches such as ours as there are water fountains around that could be used. A suggestion was made to get the staff a water bottle so they could use them as needed. Phillip was going to find out the Council's budget. Janel decided to find out possible costs.
8. **Process tracking** – Several members expressed an interest in knowing how other departments handled common processes and/or was there a way to create a common process for all departments to follow. Having a “database” to share among staff was an expressed wish. A folder in the Council's MS Teams account was created for members to share amongst themselves to begin with as we determine

how to share with the staff at large. Should this be a Council standing committee and/or a regular item on the Council monthly agenda?

9. SPHTM Buddy System – Janel Fielding expressed interest in the old Tulane Human Resources program of Tulane Buddy's. Current staff would volunteer to be teamed up with new staff to help make them feel welcome and help to keep them around. The Council could set up a system to collect volunteers and match them with new staff in like jobs and help them get adjusted to SPHTM. Again, should this be a Council standing committee and/or a regular item on the Council monthly agenda?

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

Meeting adjourned 1pm

Next meeting – February 2, 2023