**Tulane SPHTM Staff Council**

**Meeting Minutes**

November 21, 2024

**Present:** Tom Augustson, Susan Barrera, Ben Bratcher, Kathy Carneiro, Brendan Carter, Amy Carreras, Farhana Chaudhry, Julio Diaz, Michael Fox, Marjola Hotchkiss, Shelby Olin, Carrie Moulder, Avery Peterson, Shelby Ruiz, Elizabeth Tierney, Nichole Valenzuela, Phillip Williams, Caleb Wilson, Kijuana Yarls

Call to Order: 11:36 a.m.

1. **Review and Approval of Meeting Minutes:** The meeting minutes from October 2024 were sent via email for review and approval. Any final edits should be submitted promptly so they can be posted on the website.

1. **Old Business**

**Training Updates:** Mental Health First Aid training sessions are scheduled for December 17 (virtual) and January 7 (in-person). Additional slots may be available for interested staff.

**Improvement of Operations Initiative:** The initiative was announced at the Staff Retreat, but the submission form was delayed. The form will now be distributed on December 2 and announced in the Tidewater Times on December 4. Staff are encouraged to submit ideas.

1. **New Business**

**Staff Retreat Debrief**: Feedback was collected on the retreat, with general consensus that it was successful. Suggestions included adjusting the schedule to include more interactive sessions post-lunch, improving coffee service, and setting up a designated workspace for those needing to check emails. The location will be reviewed for future events.

**Quarterly Meeting with the Dean:** Staff are encouraged to submit any topics for discussion before the December 13 meeting.

**January Meeting Reschedule:** Due to the university closure, the January meeting was confirmed for January 2, 2025, with an in-person and virtual option.

**Holiday Gathering**: The December 5 meeting will include a Staff Council holiday celebration with a White Elephant exchange and festive activities. Staff will bring a small wrapped gift for the exchange.

1. **Staff Council Sub-Committees**
2. **Retreat Committee**: Planning for next year’s retreat will begin earlier, with a chair and co-chair designated to streamline efforts. Department representatives are encouraged to recruit additional volunteers.
3. **Community Service/Outreach**: A meeting with the Rebuild Center identified potential volunteer opportunities. Future initiatives may include a monthly volunteer group starting in the spring.
4. **Health and Wellness**: Staff have expressed interest in Narcan training and additional health-related workshops. A session will be planned for early 2025.
5. **Staff Appreciation**: The Staff Appreciation committee has organized an Ugly Sweater and Cocoa event for December 5 at 3:00 p.m. in the gallery. Staff are invited to participate.
6. **Staff Concerns**: Suggestions were made to encourage leadership, including Assistant Deans, to communicate more frequently with staff regarding advocacy efforts.
7. **Committee Reports**
8. **Executive Faculty Meeting**: No major updates.
9. **Staff Advisory Council (SAC)**: The SAC approved a reorganization of its constitution and bylaws, which will be reviewed at the university level in early 2025.
10. **Academic Standards**: No new updates.

1. **HR Announcements** (Julio Diaz):
2. **Retirement Consultations**: Staff can schedule one-on-one meetings with TIAA consultant Louis Bundy.
3. **Restorative Practices Training**: A virtual session will be held on December 11.
4. **Staff Recognition Social**: Employees with milestone anniversaries will be honored on December 12.
5. **Tuition Waiver Program**: Applications for Spring 2025 are open through January 21.
6. **Hiring Managers**: The last orientation of 2024 is on December 6, with the first 2025 session on January 3.
7. **New Business**
8. **Dean’s Engagement** Staff expressed a desire for more visibility and communication from the Dean regarding advocacy efforts. Suggestions included quarterly email updates and informal office hours.
9. **Elevator Repairs**: One elevator is currently under renovation. No specific completion date was provided.

Meeting Adjourned: 12:57 p.m.

Next Meeting: December 5, 2024 – Anderson Conference Room, TW24