**Tulane SPHTM Staff Council**

**Meeting Minutes**

January 8, 2025

**Present:** Tom Augustson, Amy Carreras, Kathy Carneiro, Brendan Carter, Farhana Chaudhry, Julio Diaz, Colin Foret, Michael Fox, Carrie Moulder, Shelby Olin, Lisa Paterson, Avery Peterson, Shelby Ruiz, Elizabeth Tierney, Nichole Valenzuela, Caleb Wilson, Kijuana Yarls

Absent: Susan Barrera, Ben Bratcher, Marjola Hotchkiss, Phillip Williams

Call to Order: 11:36 a.m.

1. **Review and Approval of Meeting Minutes**

The meeting minutes from November 2024 were delayed but will be distributed for review and approval. Any final edits should be submitted promptly so they can be posted on the website.

1. **Old Business**

**Training Updates:** CPR and First Aid training resulted in 11 staff certifications. Fire extinguisher training had 34 participants, and feedback indicated strong interest in making this an annual event. Mental Health First Aid training was well attended, with nine participants in December and 12 in January. The next session is scheduled for February 21.

**Improvement of Operations Initiative:** No submissions have been received yet, but additional promotion through Tidewater Times is planned to encourage participation.

1. **New Business**

**Spring Welcome Back Breakfast:** Scheduled for January 14, co-sponsored with the Office of Student Experience. Staff and students are invited to attend.

**Quarterly Meeting with the Dean:** Updates were provided on communication strategies, including action-oriented meeting minutes, Staff Council webpage improvements, and the quarterly newsletter. Discussion on whether these efforts are effective will continue.

**Spring Staff Town Hall:** Scheduled for April 2, 9:30-11:30 a.m., with a focus on a more interactive format. Staff Star nominations will open in advance.

**Super Bowl-Themed Donation Drive:** A competition among departments to collect donations for the student food pantry. The event will culminate in a gathering on February 5 at 3 p.m., with a winner announced.

1. **Staff Council Sub-Committees**
2. **Staff Retreat:** Discussion about restructuring the leadership roles for retreat planning. Janel Fielding will continue leading, with additional co-chairs to assist. Venue alternatives are being explored.
3. **Community Service/Outreach:** Plans for a monthly volunteer initiative in collaboration with the Rebuild Center.
4. **Health and Wellness:** Staff have requested additional CPR and first aid training. Future sessions will be planned.
5. **Staff Appreciation:** A Mardi Gras-themed event is being considered for February, in addition to ongoing appreciation efforts.
6. **Staff Concerns:** Ongoing discussions about staff advocacy and communication improvements with leadership.
7. **Committee Reports**
8. **Executive Faculty Meeting:** No major updates.
9. **Staff Advisory Council (SAC):** Continued review of bylaw amendments at the university level.
10. **Academic Standards:** No new updates.
11. **HR Announcements (Julio Diaz)**

**Retirement Consultations:** One-on-one meetings with TIAA consultant Liz Bundy continue to be available.

**Performance Reviews:** Information session scheduled for January 3 to guide staff on best practices. Reviews are due February 28.

**Institutional Equity Webinar:** January 14 at 10:30 a.m., covering reporting processes and policies.

**Tuition Waiver Program:** Applications for Spring 2025 close on January 21.

**Student Job Fair:** Scheduled for January 21, 10 a.m.-2 p.m. at the LBC on the uptown campus. Departments can register through Handshake.

1. **New Business**

**Dean’s Engagement:** Exploration of additional informal engagement opportunities, such as a staff night out at a Tulane basketball game on February 25.

**Staff Lounge Initiative:** Plans are being developed for a dedicated lounge space. Cost estimates and logistics will be reviewed.

Meeting Adjourned: 12:42 p.m.

**Next Meeting:** February 6, 2025 – Anderson Conference Room, TW24