

## **Tulane SPHTM Staff Council**

### **Meeting Minutes**

November 2025

#### **Call to Order**

The meeting was called to order. Members were reminded that the Mic Drop event with President Fitz was happening from 12–1 p.m. in the lobby.

#### **Meeting Minutes**

September and October minutes have not been received. Once they are sent out, members are asked to review and approve by email. A minimum of five responses is preferred, though a majority is required.

#### **Old Business**

##### **Retreat Feedback**

Retreat feedback was largely positive and comments and concerns were discussed.

Signature events were discussed, with emphasis on encouraging attendance. Scheduling for the fireside chat was reviewed. A spring date was chosen due to scheduling conflicts in fall.

#### **New Business**

##### **Signature Events**

Signature events formerly known as Leaders in the Lagniappe were discussed. Attendance is encouraged, even for 30 minutes, so guests feel welcomed. A major event is on November 11.

##### **Fireside Chat With the Dean**

The next chat will be March 25, 10–12, in Room 1201. This date aligns with spring break so staff may be more available. Invitations and save-the-dates will likely go out at the beginning of the semester due to end-of-semester email volume. The format will include submitted questions and informal conversation.

##### **Green Space**

A follow-up about green space use has not yet been answered.

##### **Mentorship Program**

The Dean was updated on the mentorship program. He expressed enthusiasm and interest in whether it improves onboarding.

## **Staff Night Out With the Dean**

A staff night out with the Dean is in the planning stages. Ideas discussed included bowling and men's basketball. Bowling may promote more mingling; sporting events support students. Pricing and RSVPs will be explored.

## **New Staff**

New staff welcomed: Geraldine, Da'Jon (Dean's office), and Nina Cortez (TropMed). Welcome cards and swag were delivered. Members were asked to notify the Chair when new staff join.

## **October Event Recap**

Swing dance class was held with Farhana and Ken; about five staff attended along with students.

Monster Mash Mixer was held on Halloween in Room 1225 with a good turnout. Photos taken by Derek are available in a Box folder.

## **Thanksgiving Support-a-Student Program**

The program received more staff sponsors than student submissions. It was expanded to BSPH students. Students submit requests up to \$50 and are kept anonymous. Departments and groups choose students from the Box folder.

## **December Event – Great Ugly Sweater Chill Down**

The event will be December 16 from 2–3:30 p.m. in the Diboll Gallery. Hot cider, cocoa, cookies, and activity tables will be available. Activity stations include adult coloring, ornament-making, conversation prompts, and holiday bingo. A possible sweater contest may occur depending on Staff Council interest.

## **January Meeting Date**

The January meeting originally fell on January 1. It will be moved to January 15.

## **Staff Appreciation Committee**

Committee chair asked about process for introducing new appreciation activities. Budget-using ideas must be brought to Staff Council. The committee is exploring Staff Star Award nomination requests. Discussions included identifying staff groupings and centers. Questions remain about categorizing centers across departments. Staff lists change frequently, which presents challenges. Members discussed staff birthdays and anniversaries, opt-ins, and how to access reports from HR.

### **Health and Wellness Committee**

November's event is "Stretch Your Brass" on November 18, 6:15–7 p.m. at City Park (City Putt Brickway). Staff were encouraged to attend.

### **Mentorship Committee**

Planning for an end-of-November or early-December feedback process for round one. New staff may join for the next round and forms will be redistributed.

### **Community Service and Outreach**

Chair position is open.

### **Staff Advisory Council (SAC)**

Open enrollment changes were discussed, including reduced LCMC copays and GLP-1 cost structure changes. Conversations continued about the toy drive; SAC felt it began too late this year to coordinate. Return-to-work policy clarification is ongoing, including definitions, exceptions, manager training, and consistent messaging. Next SAC meeting later this month via Zoom.

### **HR Updates**

Open enrollment is open until November 14. A benefits webinar replay is available. A TIAA retirement webinar is on November 11 at 11 a.m.

A professionalism session will be November 19, 2–3 p.m.

Willow School applications are open until January 23 for priority consideration.

Hiring reminders: last new hire request November 21, last orientation December 5, first 2026 orientation January 9.

LinkedIn Learning was highlighted as a soft-skills resource.

Floating holiday must be used by June 30.

### **Announcements**

SBPS is collecting coats (new or gently used) through December 22 on the 22nd floor.

Food and turkey giveaways in the community were mentioned for those in need.

Holiday party is December 11 at the Jazz Market.

Communications team is creating Instagram videos; staff volunteers for New Year's messages are welcome.

### **Adjournment**

The meeting adjourned, with members encouraged to attend the Mic Drop event.

**Next Meeting:**

The next meeting is December 4.