

Tulane SPHTM Staff Council
Meeting Minutes
March 2, 2023

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

Call to Order 12:10pm

1. **HR Announcements:** Julio Diaz reminded staff council members of the following:
 - a. Staff evaluations are due on 3/7. If you run into any issues, reach out to Julio.
 - b. National Student Employment Week is 4/10 - 4/14. HR is doing a call for nominations for student employment awards. Awards include undergraduate students of the year, graduate student of the year, and supervisor of the year. It's a good opportunity to acknowledge student employees within the school. Some departments have a pizza party, put names on posters, and write messages. It can go a long way.
 - c. You can do the health survey if you have TU Medical Plan BCBS. You can get up to \$200 for completing an annual health survey.
 - d. The next manager development program is on 3/15 and 3/28, around supporting remote work. This will also be recorded.
 - e. At next week's staff retreat, Julio will have information on the 2023 Professional Development Days that will take place in the fall semester.

2. **Review and Approval of Meeting Minutes:** Minutes from the February 2023 meeting prepared by Anita Jobson were reviewed and voted on. The minutes are approved.

3. **Retreat Planning**
 - a. Phillip and the team went to DeBakey to see the space. Phillip has worked hard on the logo that will appear on shirts and water bottles. Merrill did an awesome job on stickers. Many people asked for separation within the Dean's office, so there are separate stickers.
 - b. There will be 19 tables. Each table will have anonymous suggestion cards. Each table will be numbered, and depending on the number of attendees, there will be 4 to 6 people at each table.
 - c. Janel asked the Staff Council for everyone to be at DeBakey at 8 am.
 - d. The Staff Council discussed the following agenda:
 - i. Phillip will introduce the Dean. The Dean asked for 15-20 minutes and to leave time for Q&A.
 - ii. Next is sticker swap. The Staff Council will help pass out bottles and give stickers at the door. When folks enter, they will get a table number from Nicole and a sticker pack from Merrill. The goal is to meet people you

have never met and put stickers on the bottle. There will be grand prizes for people with the most stickers on their bottles. RSVPs will be preprinted on name tags.

- iii. An initial Save the Date went out on Friday from Dean's office. Hannah sent a reminder and also was in Tidewater Times.
 - iv. We want to ensure everyone understands Julio is our HR Business Partner. Julio will be presenting at 10:15.
 - v. The Taylor Center doesn't facilitate, but we will take a design-thinking activity and apply it to concerns and suggestions. One idea is to get common issues and give sticky note pads to write solutions on navigating. There will be two sections; brainstorm for 10 minutes first. Afterward, the group will look for similar solutions and see what common ideas can lead to a discussion.
 - vi. After lunch, we will go into the bingo session. There will be prizes for bingos and blackouts.
 - vii. Next is the TULI presentation. We will regroup tables to sit with your team that you work with daily. TULI asked that we recommend a topic (i.e., communication, org chart, advancement). Rob will also talk about offerings from TULI.
- e. The priority for the retreat is staff appreciation, communication, and team building, all about personal and professional developmental and intradepartmental communication.
 - f. Janel, Phillip, and Hannah will come up with and send reminders. Door prize ideas include a gift card to Chapter IV restaurant, Jazz Fest tickets, or food truck gift cards.

4. **Committee Updates**

- a. **Executive Faculty:** No Updates
- b. **SAC:** No updates.
- c. **Community Service/Outreach:** Mardi Gras beads are being collected in the lobby and on 22.
- d. **Health and Wellness:** No updates.

5. **February Meet & Greet event report:** Phillip shared that we went through 7 Haydels King Cakes. This event helped people connect the dots on the council and upcoming retreat.

6. **Old Business**

- a. **EDI engagement:** The next Equity Scorecard Committee is scheduled for March 23, 1-2 pm CST, and after that, it will repeat on the fourth Thursday of the month at the same time. If you or any folks are interested in joining or dropping in, contact Anicia Santos, asantos1@tulane.edu, the student graduate assistant working with Dr. Jeanette Gustat.

- b. **b. SPHTM Org Chart:** Robert is getting enough content to build out the SPHTM org chart. Robert and Farhana are using Kumu for a living document and can make it collaborative. Please share any org charts (even if outdated). Robert will check to see if you can link to outside URLs.
- 7. **New Business:** If you have any agenda items, send them to Phillip. 3/21 is Give Day. It's important to have participation, and it's the number of donors that counts. There will be uptown and downtown events; donations can be \$1, \$5, \$10, or more.

Meeting Adjourned 1:00 pm.

Next meeting – April 12, 2023 (moved from 4/6 for Day of Service).