

Tulane SPHTM Staff Council
Meeting Minutes
April 12, 2023

Present: Farhana Chaudhry, Susan Cantrell, Janel Fielding, David Mora, Meryl Hahne, Hiep Pham, Phillip Williams, Hannah Gilbert, Anita Jobson, Robert Palestina, Julio Diaz, Kathy Carneiro, Therese Carter, Susan Barrera

Absent: Donna Kulawiak, Ashli Baham, Nichole Valenzuela

Call to Order 12:05pm

1. Unfortunately, Eduroam went down, and we were unable to open the zoom link.
2. **Review and Approval of Meeting Minutes:** Minutes from the March 2023 meeting prepared by Anita Jobson were reviewed and voted on. Minutes are approved once Meryl's name is corrected.
3. **Human Resources Update** – Julio Diaz reminded everyone about Spring 2023 Student Employment Week. Please do something to recognize your department's student workers. Julio reminded everyone about upcoming wellness classes and about the BCBS telehealth application that is available at no cost. The Professional Development Days are scheduled for September 28 and 29th. The sessions will be held on half days. The Unified Ceremony is asking for volunteers to help with the evening ceremony.
 - a. **Janel** asked if the Graduation committee replaced the Wave Goodbye party with a different party. Julio reported that he believed additional items were added to the unified ceremony instead.
4. **Committee Reports:**
 - a. **Executive Faculty** – Philip Williams reported the meeting will be held on April 13th.
 - b. **SAC** – Kathy Carneiro reported no updates from SAC meeting different than what Julio reported
 - i. **Hannah** asked if there was a staff-wide dress code? There is a blurb in the Staff handbook online, but it is nebulous. Anita said to check the student employment handbook / website.

- c. **Academic Standards** – Susan Cantrell said that the meeting was later today and she would report next month.

5. Staff Retreat

- a. Philip appreciates all the Council's hard work in making the retreat go so well.
- b. There was a good response on the Qualtrics Survey (see attached).
- c. Philip sorted Anita's notes on the comment card feedback from the retreat (see attached). The Council committees need to start working on the ones we can and maybe use some of these to when planning the fall retreat.
- d. If Janel does not wish to continue as Retreat chair, who would like to? Let Philip know as soon as possible as he would like to have someone in place before summer break.

6. Staff Council Sub-Committees:

- a. It was decided at the meeting that all Council members should belong to at least one sub-committee. All members should go onto Teams and post in the committee they wish to participate in. Once everyone has responded, then a chair of the subcommittee will be agreed upon.
- b. For the Staff Concerns committee, the council discussed how to let SPHTM staff members advise the Council of their concerns anonymously online. Discussion revolved around Qualtrics and then migrated to MS Teams. Kathy Carneiro has offered to teach the Council about the following in Teams:
 - i. Creating forms
 - ii. Starting a community board with the SPHTM staff
 - iii. How to add / take off SPHTM staff as changes happen (should be tied to their Tulane email access)
- c. **Retreat** - Chair TBD
- d. **Community Service / Outreach** – Chair: Hahne
- e. **Health and Wellness** – Chair: TBD
- f. **Staff Appreciation** – Chair: Philip Williams
 - i. The Council should look to do something once a quarter
- g. **Staff Concerns** – Chair: TBD

7. Anita will advise Marketing of the future Council meetings so they can be on the Weekly calendars and Tidewater times – she will need the zoom links if they aren't on the calendar invites
8. Hannah asked about how to engage with the community – can staff nominate places to help / do work for?
9. On for some of the retreat issues, can we start sending out a “you asked, we answered” email explaining about issues that came up during the retreat and how they are being addressed or fixed?
10. Elections for the 2023-2024 Staff Council need to be scheduled to get nominations, etc. Anita will work on a schedule with the other officers.
11. **Old Business:**
 - a. **SPHTM Organizational Chart** – Robert will have this update at the May meeting.

Meeting adjourned 1pm

Next meetings:

- May 4, 2023
- June 1, 2023