

Tulane SPHTM Staff Council
Meeting Minutes
July 6, 2023

Present: Farhana Chaudhry, Susan Cantrell, Kathy Carneiro, Julio Diaz, Hannah Gilbert, Meryl Hahne, Marjola Hotchkiss, Donna Kulawiak, David Mora, Robert Palestina, Hiep Pham, Ytzya Sanchez, Nichole Valenzuela, Phillip Williams

Absent: Ashli Baham, Susan Barrera, Therese Carter, Janel Fielding, Anita Jobson

Call to Order: 12:10pm

1. **Review and Approval of Meeting Minutes:** Minutes from the June 2023 meeting are still under revision and will be emailed to the members for approval.
2. **Old Business**
 - a. **Elections:** Council Chair Phillip Williams reported that the newly elected Staff Council members are: Marjola Hotchkiss (TRMD), Alex Jaouiche and Hannah Gilbert (SBPS), Meryl Hahne and Ytzya Sanchez (EPID) and Phillip Williams (IHSD). Elections are ongoing for the Dean's Office. The ballot closes on July 11; elections are going smoothly. There was some discussion around allowing multiple nominations. It was reported that the Teams strategy for nominations has been successful. The council welcomed the new members.
 - b. **SPHTM Org Chart:** Robert Palestina updated the Council on progress towards a live and interactive SPHTM org chart. An updated org chart for all units in the school was one of the wish list items from the recent staff retreat. Robert and Farhana Chaudhry have spearheaded this initiative using Kumu's visualization application. Robert shared some sample maps that Farhana had created that illustrate linkages and relationships. Next steps involve deciding how we want to label and categorize (i.e., tag) individuals and working with departments to collect data.

3. Reports:

- a. **Executive Faculty Meeting:** Phillip reported that there was no regular meeting since the strategic planning retreat, in which chairs were tasked with updating their strategic plans.
- b. **SAC:** Kathy Carneiro reported that the final SAC meeting of the year was very short. The President's office plans to comprise a committee to update the structure of the SAC.
- c. **Academic Standards:** Susan Cantrell reported that academic standards committee is systematically working through updates to the Graduate Student Handbook.

4. Staff Council Committees

- a. **Retreat:** Janel Fielding was not in attendance (illness). However, Phillip noted that the tentative date for a fall retreat sent to the Dean is October 19.
- b. **Community Service / Outreach:** Therese Carter was not in attendance but emailed her report that the committee is investigating making SPHTM a drop-off point for Glass Half Full glass recycling. Bead collection is ongoing in the Tidewater lobby; Phillip will investigate delivering to ARC Nola. Therese also asked for help finding a good point of contact in the School of Medicine to help organize a blood donation event.
- c. **Health and Wellness:** Nichole Valenzuela reported that the committee will be meeting in the next couple of weeks to begin planning.
- d. **Staff Appreciation:** Phillip reported that the snowball event had great turnout. Flyers for the election were distributed and the vendor (Plum Street Snoballs) was well received. Phillip asked that council members consider potential events as part of a staff recognition program (e.g., milestone dates, promotions, etc.). Please think about meaningful gestures to recognize staff contributions.
- e. **Staff Concerns:** Robert reported that, in addition to the org chart project, the committee is considering a recommendation to introduce Teams chats on specific topics. The chats can serve as an open forum for discussion,

troubleshooting, sharing, etc. Channels on topics of interest (e.g., Cayuse) could be created, members could choose to remain or opt out. Kathy Carneiro offered to assist.

5. HR Announcements: Julio reminded the Council about a free webinar this afternoon at 3:00pm on the effect of the Supreme Court's recent decision on the One-Time Debt Relief program. Also, an online information session about Tulane's enhanced pre-employment screening process for research positions will be held July 10, 2023, at 12:00 pm. And finally, Julio reminded everyone that the new year float holidays are now available for employee use (effective July 1).

6. New Business: none

7. Adjournment: 1:00PM

Next meeting: August 3, 2023 – Anderson on 24