

**Tulane SPHTM Staff Council**  
**Meeting Minutes**  
October 5, 2023

**Present:** Ashli Baham, Therese Carter, Farhana Chaudhry, Susan Cantrell, Kathy Carneiro, Julio Diaz, Ytzya Diaz, Janel Fielding, Alex Jaouiche, Donna Kulawiak, Robert Palestina, Nichole Valenzuela, Phillip Williams, Caleb Wilson

**Absent:** Susan Barrera, Michael Fox, Marjola Hotchkiss, David Mora, Avery Peterson

*Call to Order 12:08 p.m.*

1. **Review and Approval of Meeting Minutes:** Minutes from the August and September 2023 meetings were sent to all members shortly before the meeting so there was not enough time for all members to review and approve. One correction to September minutes: Health and Wellness: Campus Services will provide snacks.
2. **Announcements:** Phillip will try OtterPilot to assist with minute-taking. New employee Caleb Wilson was introduced as the third representative of the Department of Epidemiology. Since Hannah Gilbert has resigned, SBPS will need to appoint or elect a replacement. Ashli will let SBPS staff know. Ashli asked if a remote employee could serve on the Council.
3. **Communications:** Nichole Valenzuela said we should be publishing a link to Staff Council news/minutes/future meeting dates in Tidewater Times. We should send approved minutes by the third week of the month for inclusion in the last week of the month Tidewater Times before the next Staff Council meeting.
4. **Committee Reports:**
  - a. **Executive Faculty** – Phillip Williams reported that Task Force creation was the focus of the last meeting. Task Forces will be created for the following: Climate Change and Health; AI and Public Health; Analytics and Science; Health Equity; and Admissions/Yield. An update on the possible saltwater intrusion was shared as was an email from the University this week. The Faculty Retreat was held on Tuesday, October 3, 2023.
  - b. **SAC** – Kathy Carneiro had no updates to report.

- c. **Academic Standards** – Susan Cantrell had no updates to report.

**5. Staff Council Sub-Committees:**

- a. **Community Service** – A permanent **ARCGNO collection bin** located at the back of the lobby is being installed.
- b. **Staff Retreat** - Janel Fielding reminded everyone that the Retreat is in 2 weeks in the LCRC lobby/meeting room and shared information regarding swag, meals, and T-shirts. Donna Kulawiak said that we need to send reminders of where the LCRC is. Janel asked all members to help promote the Staff Council. The first Staff Star appreciation award will be given at the Retreat. Phillip will send another reminder today. Phillip also suggested that faculty be part of the welcoming. The Dean will only be available until 9:30 a.m. There will be an introduction of all Staff Council members. Alex Jaouiche will take care of nametags. Nichole said that instead of bingo we would have a Kahoot game ice breaker to help staff get to know each other. Teams will be tables of 8. Tables will be randomly assigned both in the morning and again after lunch and Staff Council members will spread out to all tables. Phillip said there would be a condensed feedback session in the afternoon to include what innovations staff would like to see at the SPHTM. Each table team will pitch their best idea to the rest of the School. Donna will set up the “Gratitude Wall” and will have pens and notes at the tables and will remind staff throughout the day to post. Donna will collect all notes and rehang with photos in the Dean’s office later and publish them in Tidewater Times. Phillip will get the tables delivered to the LCRC and Council members can be stationed at various locations to direct everyone to the LCRC. David Mora will make the signs. It would be good to distribute ID lanyards since all Tulane community members are now required to wear them.
- c. **Health and Wellness:** Nichole Valenzuela reported that no one attended the first grab ‘n’ go lunch.
- d. **Staff Appreciation:** Phillip Williams stated that the Committee had received 17 nominations for the Staff Star award so far. There is a plan to make this a

semi-annual award. There is another plan to have a “Wave of Difference” traveling trophy given staff-to-staff every three weeks.

- e. **Staff Concerns** – Robert Palestina will present a functioning mockup of the organizational chart at the Staff Retreat and solicit feedback from all staff.

**6. Human Resources Update** – Phillip Williams shared updates from Julio Diaz.

- a. **Employee Flu Shots available:** every one should get the flu shot if they haven't already.
- b. **Annual Health Incentive reminder:** Employees can earn up to \$500 or \$1000 in HSA deposits, HRA deposits, or gift cards, depending on your plan and coverage tier but must complete tasks for it. There have been errors with the Wellright application so everyone should check theirs.
- c. **Employee Assistance Program:** Employees should not forget about the EAP or LinkedIn Learning benefits.

**7. Old Business:** No old business other than the retreat plans detailed above.

Meeting adjourned 1:00 p.m.

Next meeting:

- November 2, 2023 – Anderson Conference room TW 24