

**Tulane SPHTM Staff Council**  
**Meeting Minutes**  
April 4, 2024

**Present:** Susan Barrera, Therese Carter, Susan Cantrell, Kathy Carneiro, Farhana Chaudhry, Julio Diaz, Janel Fielding, Donna Kulawiak, Dean Thomas LaVeist, David Mora, Robert Palestina, Avery Peterson, Elizabeth Tierney, Nichole Valenzuela, Phillip Williams, Caleb Wilson

**Absent:** Tom Augustson, Marjola Hotchkiss, Ytzya Sanchez, Kijuana Yarlis

*Call to Order 12:07 p.m.*

- 1. Review and Approval of Meeting Minutes:** All voted that the meeting minutes from the February and March 2024 meetings could be approved via email. Dean LaVeist was welcomed to the meeting.
- 2. Old Business:** Elizabeth Tierney will fill the SBPS position vacated by Alex Jaouiche. The Dean's Staff Town Hall is scheduled for April 23, 2024. Phillip Williams asked the Dean what would be the preferred format. Dean LaVeist responded that he would like as much time as possible left open for staff to ask questions. The status of the building is anticipated to be a topic to cover. Nichole Valenzuela stated that the overall theme should be "where we are; where we're going". Tom Augustson could give a facilities update. It was proposed by Kathy Carneiro to solicit topics/questions from staff prior to the meeting to stay on task perhaps via a QR code or Qualtrics survey in Teams to which all staff would have access. Nichole suggested implementing "guard rails" so the meeting wouldn't devolve into too much negativity. There should be a plan for this and to remind all to keep comments respectful. Robert Palestina suggested including questions about the new SPHTM RASU office.
- 3. Committee Reports:**
  - a. Executive Faculty –** Phillip Williams reported that there will be a faculty vote to make changes to the By Laws and Constitution to add a section on staff. They are working with Jenny Windstrup and Patty Kissinger to make the changes.

- b. **SAC** – Kathy Carneiro reported that the SAC meeting was mostly about organizational matters and editing the Constitution to create By Laws. They voted to forestall elections until the Constitution is updated. They will start with the new fiscal year. The May meeting with the President will be held at Chapter IV.
- c. **Academic Standards** – Susan Cantrell reported that they are working on a new policy handbook for the SPHTM covering transfer credit, grading scale, etc. Farhana Chaudhry asked if the new rules are in effect before the publication of the handbook. Susan will ask Dr. Acari.

#### 4. **Staff Council Sub-Committees:**

- a. **Staff Retreat** - Janel Fielding was absent but Phillip confirmed that it would be in the same location as last year, the LCRC, but we still need a date and theme. Nichole Valenzuela said when choosing a date it is best to avoid a Saints game. Kathy said that our goal for the day should be teamwork.
- b. **Staff Concerns** – Robert Palestina gave an organizational chart update. Phillip said that an Excel spreadsheet was sent out to all department administrators to complete, showing their reporting structure. Robert said this will include headshots, email and phone numbers of all staff.
- c. **Community Service** – Therese Carter reminded everyone that the Blood Donor Drive is scheduled for Friday, April 19, 10 a.m. – 4 p.m. and distributed posters, requesting assistance with advertising from all. Therese also asked if we could provide First Aid/CPR training sessions for staff. Julio Diaz said he will check with HR. There was some discussion of how to promote the resources of “The Red Folder”. Phillip said that we also need a meeting on how to deal with emergencies and this year’s hurricane plan. Perhaps Dr. Stephen Murphy could lead a session on disaster management with staff. Dean LaVeist will ask Tom Augustson for a date in May. One criticism of the past response was that there were no clear communications as to University vs. School vs. Department responsibilities.
- d. **Health and Wellness:** Nichole reported that the Staff Easter Egg hunt was a success with 28 prizes distributed (e.g. gift cards) but one still remains

mysteriously unclaimed. Avery Peterson said that there was a request to replace the Zumba classes held in Tidewater which may have gone to the School of Medicine. But the Swing Dance classes are still happening in Tidewater. Notice of these should be included in Tidewater Times. Nichole asked if some the of Reily recreation classes could be offered here.

- e. **Staff Appreciation:** The Dean's Town Hall is scheduled for Tuesday, April 23<sup>rd</sup> at 9 a.m. Reminders will be sent out on Monday. The **Wave of Difference** for March was awarded to Mir Islam which was presented in a meeting of his co-workers. The Dean has requested to be present when these are awarded in the future, if possible.

#### **5. Human Resources Update:**

Julio Diaz reminded everyone that the Manager Development and Career Resource hub is now available on the HR website. Talent Acquisition would like referrals of top candidates not chosen for positions. There is also a Power of Recognition Guide on the website. Leaves of Absence will now be handled by The Standard. This year's floating holiday is available only until June 30, 2024.

#### **6. Other Business**

Susan Barrera reminded everyone to always wear their IDs. Maybe lanyards could be distributed at a table at the Dean's Town Hall. Give Green Day is next week (4/10-11/2024) and it is not the amount donated but the number of donors that is important for SPHTM recognition by the University.

Meeting adjourned 12:56 p.m.

Next meeting:

- May 2, 2024 – Anderson Conference room TW 24