

Tulane SPHTM Staff Council
Meeting Minutes
June 6, 2024

Present: Gale Marie Abbass, Tom Augustson, Susan Barrera, Ben Bratcher, Therese Carter, Susan Cantrell, Kathy Carneiro, Farhana Chaudhry, Janel Fielding, Donna Kulawiak, Dean Thomas LaVeist, David Mora, Ytzya Sanchez, Elizabeth Tierney, Nichole Valenzuela, Phillip Williams, Caleb Wilson

Absent: Julio Diaz, Marjola Hotchkiss, Robert Palestina, Avery Peterson, Kijuana Yarls

Call to Order 12:06 p.m.

- 1. Review and Approval of Meeting Minutes:** The meeting minutes from the May 2024 meeting were approved and can be uploaded to the Staff Council website.
- 2. Old Business:** Phillip Williams reported that Staff Council nomination forms for the 2024-25 election were active online and nominations have been received from all eligible departments except Biostatistics. He posed the question whether nominations should be open so any staff member could nominate someone for any department or should nominations only be made for staff from their home department. It was agreed that nominations should stay within the nominator's department staff. Balloting will open online on June 17.
- 3. Committee Reports:**
 - a. Executive Faculty –** Tom Augustson reported that in the May 9th meeting faculty were updated on the Dean's meetings with students and staff regarding the recent anti-war protests. As a result, it was suggested that a committee of student, faculty and staff be created to propose events and projects (e.g., educational forums, etc.) to proactively address concerns. Greta Cappelmann will coordinate meetings. Graduation security measures were also discussed. A tabletop exercise for hurricane preparation is scheduled for June 17th. Dr. Oberhelman updated all on international activities regarding Fogarty and Shorelight. Therese was in the Shorelight meeting and reported that a group of Shorelight agents in New Orleans for the NAFSA

conference visited Tidewater on May 31st. The group consisted of approximately 20 agents from China, India and Latin America.

b. SAC – Kathy Carneiro reported that the SAC had a meeting on May 22nd with President Fitts who shared some details on the former Charity Hospital development. There was also discussion about the increase in Downtown parking fees and the lack of parity with Uptown parking and the fact that there are more staff Downtown than Uptown or anywhere else. The updated Constitution/By-Laws will be presented to the University Senate.

c. Academic Standards – Susan Cantrell had nothing new to report.

4. Staff Council Sub-Committees:

a. Staff Retreat - Janel Fielding reported that the dates of October 2nd or 3rd were chosen for the next staff retreat and she will reach out to the venue to book it and make sure the Dean is available. She will also contact Hannah Sensenbrenner from the Tulane University Leadership Institute for ideas. The “wellness” theme has been approved.

b. Staff Concerns – Robert Palestina was absent and there was nothing new to report

c. Community Service – Therese Carter reported that the next Blood Donor Drive on Friday, June 14th and distributed fliers advertising a raffle for a \$500 e gift card for which all donors will be entered.

d. Health and Wellness: Nichole Valenzuela had nothing new to report.

e. Staff Appreciation: The sno-ball event yesterday was a success with more than 100 staff attending and helped to get the word out about staff council elections in June. Phillip asked everyone to email him with any ideas for other activities this summer/fall before the retreat.

5. Human Resources Update:

Phillip presented the report on behalf of Julio Diaz. All employees are encouraged to develop their own personal plans for hurricane preparation and evacuation. The following events are scheduled: June 13th: Crafting Your Career Path: Legacy, Growth, & Transition - Live Session from 11:00 a.m. to 12:30 p.m. June 27th: Navigating Your Path: Leveraging Tulane's Resources for Your Career, Live Session

from 11:00 a.m. to 12:00 p.m.; and also on June 27th: Civil Treatment for Employees - Interactive Virtual Session from 1:00 p.m. to 2:30 p.m. The University will be closed on June 19th in observance of Juneteenth. Reminder: This year's floating holiday is available only until June 30, 2024 and summer tuition waiver requests are due by Friday, July 5, 2024. Tom Augustson added a comment that everyone should make sure their mobile numbers are entered into the mobile number field of Tulane emergency contacts in order to receive Tulane University alerts.

6. New Business

- a.** Phillip said the election of new Staff Council officers would be held at the July 9th meeting. The Bylaws will also be reviewed. Kathy Carneiro agreed to manage that.
- b.** Tom Augustson requested feedback on an idea for event planning/scheduling – whether to schedule a meeting for monthly events planning or just access to a calendar to be created to avoid events overlap/time conflicts. The Office of Student Experience has an events calendar but not everything is included such as big conferences.
- c.** Gale Marie Abbass started a discussion of the 15% parking fee increase for Downtown parking. Tom Augustson suggested staff articulate their concerns in a letter and gather signatures. Phillip, Gale Marie and Elizabeth Tierney will work together on such a letter.
- d.** Janel distributed a Quick Start Guide to the new 25-page Onboarding Guide recently developed by HR which is a great improvement on what was available in the past. She also explained the TU Teammates program in which current employees assist new employees working in a similar capacity and how staff can join via an online link.

Meeting adjourned 1:01 p.m.

Next meeting:

- July 9, 2024 – Anderson Conference room TW 24