

Tulane SPHTM Staff Council

Meeting Minutes

July 9, 2024

Present: Tom Augustson, Ben Bratcher, Amy Carreras, Brendan Carter, Therese Carter, Kathy Carneiro, Farhana Chaudhry, Julio Diaz, Michael Fox, Marjola Hotchkiss, Donna Kulawiak, Dean Thomas LaVeist, Carrie Moulder, David Mora, Shelby Olin, Lisa Paterson, Avery Peterson, Elizabeth Tierny, Nichole Valenzuela, Phillip Williams, Caleb Wilson

Absent: Susan Barrera, Susan Cantrell, Janel Fielding, Robert Palestina, Ytzya Sanchez, Kijuana Yarls

Call to Order 12:07 p.m.

- 1. Review and Approval of Meeting Minutes:** The meeting minutes from the June 2024 meeting were approved and can be uploaded to the Staff Council website.
- 2. Introduction of New Members and Election of Officers:** New members are: Dean's Office: Michael Fox; Epidemiology: Amy Carreras; Health Policy & Management: Shelby Olin; Social, Behavioral & Population Sciences: Carrie Moulder, Tropical Medicine: Brendan Carter, RASU-PHSW (*Ex-Officio*): Lisa Paterson.

Kathy Carneiro read the description of the officers' responsibilities from the By-Laws. New officers were elected: Chair: Nichole Valenzuela; Vice Chair: Elizabeth Tierney and Secretary: Phillip Williams

3. Committee Reports:

- a. Executive Faculty –** Tom Augustson reported that in the June 16th general session Dean LaVeist explained the School's stance and action on the conflict in the Middle East in order to correct some misconceptions due to a communications void. Therefore, the Dean has convened an autonomous committee of faculty, staff and students to respond to future public health and humanitarian crises. Greta Cappelmann is organizing the committee and the Dean will serve in an *ex-officio* capacity. Tom will report on the committee in the next Staff Council meeting. The Dean asked for ideas for summer programming to generate revenue by bringing more students (graduate,

undergraduate and high school) into the building. Dean Arcari provided updates on the CEPH accreditation process: a preliminary study is due January 9, 2025, and a site visit is scheduled for June 9, 2025. Emergency preparedness was also discussed and Teams will be used to share information. Oscar Davila provided a training for faculty unfamiliar with Teams. There is a need for communication that extends beyond just email, e.g., WhatsApp or a phone tree, etc.

- b. **SAC** – Kathy Carneiro reported that there was no SAC meeting so there has been no movement on the redrafted constitution as they are waiting for a Board meeting to review and approve any changes.
- c. **Academic Standards** – Susan Cantrell was absent so there was nothing new to report.

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

- a. **Staff Retreat** - Janel Fielding was absent but Kathy Carneiro reported that there was no news about a confirmed date but they are requesting ideally October 3rd to coincide with Fall Break.
- b. **Staff Concerns** – Robert Palestina was absent but Farhana Chaudhry commented that the organization chart is an ongoing project and also asked for new ideas. Phillip mentioned the necessity for staff to be able to anonymously express their concerns possibly with a QR code or a web form via Teams. Michael Fox volunteered to join the Staff Concerns subcommittee. Farhana will organize a subcommittee meeting.
- c. **Community Service** – Therese Carter reported that the Blood Donor Drive on Friday, June 14th, exceeded expectations again with 35 donors. The next Drive is scheduled for October 25th. Therese also wanted to revisit the idea of First Aid/CPR training for staff. Julio Diaz said there is nothing in the Staff Manual to prevent such a training but the Council could consult Enterprise Risk Services or Environmental Health and Safety regarding any liability issues. Therese said there is a medical student who could provide a proposal for such a training if the Council would like details. Nichole Valenzuela mentioned cost concerns which at this point is uncertain. Brendan Carter also stated that fire extinguisher training is needed and Life Safety could possibly provide in-person training. **Nichole will reach out to Pam Fatland in the Office of Environmental Health and Safety and the names given to inquire about trainings and report back at the next meeting.**
- d. **Health and Wellness:** Nichole Valenzuela reported that the subcommittee has a goal for the healthy food map they have been working on to be ready for August. She

also proposed combining the Health and Wellness and Community Service/Outreach subcommittees.

- e. **Staff Appreciation:** Pam Fatland from Environmental Health and Safety joined the meeting to present new member Brendan Carter with the Wave-of-Difference award. Phillip asked the new members to share any ideas they might have for staff appreciation.

5. **Human Resources Update:**

Julio Diaz commented on the availability of 3 nonmandatory mid-year performance review webinars in Learning and Organizational Development as an extra manager tool: July 16th from 1:00 – 2:00 p.m.; July 25th from 11:00 a.m. to noon, and August 6th from 1:00 – 2:00 p.m. He reminded everyone of the vacation hour accrual rules since there are usually many questions around the 7/1 beginning of the fiscal year: First year employees accrue vacation hours but are not eligible to use them until the 6-month probationary period has passed. They accrue 75 hours which can all be carried over into the next year. Carry-overs are determined by hiring anniversary date, not the beginning of the fiscal year. Employees with 1 to 10 years of service may carry over 112.5 hours; employees with 10+ years of service may carry over 150 hours. Employees are now eligible for a new floating holiday until June 30, 2025. Information about TUEExtras is also available on the HR website. This is program of various discounts available to all employees. The next Professional Development Day is scheduled for September 26, 2024 from 8:30 a.m. – 4:30 p.m. Workshops will be held virtually in the morning and in -person in the afternoon on both the Uptown and Downtown campuses. Carrie Moulder asked how employees could submit workshop proposals and Julio said to email: lodhr@tulane.edu.

6. **New Business**

Nichole asked if everyone was available for monthly meetings continuing on the first Thursdays and all agreed. However, since the meetings tend to go over time, it was suggested that they be scheduled for 1.5 hours. All agreed that 11:30 a.m. to 1:00 p.m. would be the new time going forward. Catering orders are usually for 10-12 people but it would be helpful for a more accurate count if members could confirm their attendance before the meeting.

Meeting adjourned 1:02 p.m.

Next meeting:

- August 1, 2024 – Anderson Conference room TW 24 at 11:30 a.m.