

Tulane SPHTM Staff Council
Meeting Minutes
August 5, 2024

Present: Susan Barrera, Susan Cantrell, Kathy Carneiro, Amy Carreras, Brendan Carter, Farhana Chaudhry, Janel Fielding, Michael Fox, Carrie Moulder, Shelby Olin, Lisa Paterson, Avery Peterson, Elizabeth Tierney, Nichole Valenzuela, Alisha Williams, Phillip Williams, Caleb Wilson, Kijuana Yaris

Absent: Tom Augustson, Ben Bratcher, Julio Diaz, Marjola Hotchkiss

Call to Order 11:36 p.m.

1. Review and Approval of Meeting Minutes: The meeting minutes from the July 2024 meeting were approved and can be uploaded to the Staff Council website. Nichole proposed getting the draft minutes reviewed and approved by email so they can be published on the website before the next council meeting.

2. Old Business:

Training: Nichole compiled a list of safety training opportunities that Therese Carter had inquired about for Staff Council representatives including fire extinguishers, First Aid & CPR, and Mental Health First Aid. Bobby Pelegrin can arrange for fire extinguisher training in the Diboll Gallery. Each participant would get a brief 5-7 minute training on appropriate extinguisher use. CPR is a 3-hour training and First Aid is 1 hour. Sessions are limited to 18 people. Tulane will pay for the training; participants will be responsible for the \$10 certification card (valid for 3 years). Mental Health first aid training can be provided by Nichole and Dean Valenzuela. This is a hybrid training with 2 hours of pre-work and an all-day session in person. Nichole will arrange dates for the three trainings and request members to sign up in an email. Based on the participation in these sessions the council will explore offering the training to all SPHTM staff.

Nichole will send an email for members to sign up.

DSRs: Nichole provided the list of Department Safety Representatives. She requested that members send updated lists to Karen in OEHS.

All members are to review their department DSR and update as-needed.

Open Seat: Ytzya Sanchez will be resigning from the Council as she starts in the new nursing program in the School of Medicine and switches to a part-time staff position in Epidemiology.

Caleb and Amy will solicit volunteers and nominations in EPID to fill the seat.

Online training: Brendan reminded the members that annual online safety training was to be completed by August 1 on Bridge.

3. Council Agenda for 2024-25:

Nichole proposed reformatting the agenda to have more discussion and less emphasis on updates. The meeting minutes will feature assigned action items to assist members in completing their tasks before the next meeting. Nichole also asked if it would be helpful for the Staff Council to have a quarterly newsletter to outline the work of the council to inform all staff of the work.

Nichole solicited feedback on combining Community Service & Outreach and Health and Wellness committees to streamline operations. Carrie Moulder suggested that the difference in internal vs external focus could pose a problem for merging the committees, and offered to discuss chairing the Community Service and Outreach before the committees are merged.

Carrie and Nichole to discuss Community Service and Outreach opportunities

Avery suggested we should more clearly communicate to all staff that they can participate in committees without being Council representatives

Council Officers will discuss how best to communicate this to all staff

4. Staff Council Sub-Committees:

- a. Staff Retreat:** Janel thanked everyone for their contributions to last year's retreat and shared the draft agenda for October 2, 2024. The theme is Our Journey to Creating a Culture of Wellness. A sign-up sheet was shared for everyone to offer help this year. There will be a passport-style card to encourage participation, and Janel suggested hosting a wine-and-cheese event in Tidewater to follow the retreat. It was agreed that the retreat is not the preferred venue for addressing staff concerns. Alisha recommended the

Dean address past concerns and steps taken as part of his opening updates. Carrie suggested that involving the Taylor Center could be a good way to address a design-thinking approach.

All members to sign up to help during the retreat

- b. Staff Concerns:** Farhana updated the Council on the progress of the Org Map. Onboarding and mentorship will be a Teams form based on the form from Liberal Arts. It will be announced at the Retreat. The staff feedback form will now be the Virtual Comment Box. QR codes will be posted in elevators and the link will be added to Tidewater Times. Alisha asked to join the committee, Farhana asked that those interested in participating, please contact her so she can send a doodle poll to arrange a regular meeting.

Farhana will organize the next meeting.

- c. Community Service & Outreach:** There were no updates.
- d. Health and Wellness:** Nichole will provide an update at the next meeting.
- e. Staff Appreciation:** The newest recipient of the Wave of Difference award will be announced next week. The Staff Star Award will be presented at the retreat. A new vendor is needed for the trophy.

Nichole will announce the Wave winner and contact new vendors.

5. Committee Reports:

- a. Executive Faculty –** Dean updated on his initiatives including the Health Equity initiative is recruiting a new faculty position. Progress is being made on the Cancer initiative and new programs in Epi and Trop Med, and Artificial Intelligence. Dean LaVeist introduced Dr. Kelli Hall as the new Assoc. Dean for Research, new University Senator Emily Harville and Nichole as new Staff Council Chair. Jenny Windstrup announced the results of the General Faculty elections. The search for a new Epi chair is ongoing with a second campus visit by a candidate. The Dean also shared the new members of the committee to address international health and humanitarian crises.
- b. SAC: –.** There were no updates.
- c. Academic Standards –.** There were no updates

6. Human Resources Update: Nichole provided updates for Julio. TU wellness: Individual plan members can earn \$500 in rewards and \$1,000 for family plans. Upcoming webinars include Civil Treatment and Positive Recognition in the Workplace and details in the HRIE newsletter. Employees are reminded that the Floating Holiday for FY25 must be used by June 30, 2025. The next University holiday is Labor Day, Monday, September 2. The tuition waiver for Fall 2024 is now open. Professional Development Day is Thursday, September 26. Morning sessions will be virtual and in-person uptown and Downtown in the afternoon; the agenda and registration details will be shared soon. All employees are urged to update contact info on Gibson for emergency communication, particularly during hurricane season.

7. New Business

- a. Janel shared that the Employee Health Improvement Program is looking for space downtown to hold sessions for the 10 weeks of classes. Applications for the program will be announced soon. Classes are three times a week and are enrolled by lottery.

Nichole will inquire about space on the 12th floor and report back.

- b. Alisha offered congratulations to SPHTM on its EDI initiatives. Compared to other schools, there is tremendous progress being made here!

Meeting adjourned 12:48 p.m.

Next meeting:

- September 5, 2024 – Reynolds Conference room, TW 24
- October 3, 2024 – Reynolds Conference room, TW 24
- November 7, 2024 – Reynolds Conference room, TW 24
- December 5, 2024 – Reynolds Conference room, TW 24