

Tulane SPHTM Staff Council

Meeting Minutes

February 6, 2025

Present (Zoom): Tom Augustson, Susan Barrera, Ben Bratcher, Greta Cappelmann, Amy Carreras, Kathy Carneiro, Brendan Carter, Farhana Chaudhry, Julio Diaz, Janel Fielding, Michael Fox, Carrie Moulder, Shelby Olin, Avery Peterson, Shelby Ruiz, Elizabeth Tierney, Nichole Valenzuela, Phillip Williams, Caleb Wilson

Absent: Marjola Hotchkiss,

Call to Order: 11:32 a.m.

1. Review and Approval of Meeting Minutes

The meeting minutes from November 2024 and January 2025 were delayed but have been distributed for review and approval. Any final edits should be submitted promptly so they can be posted on the website

2. Old Business

Training Updates: Mental Health First Aid training is scheduled for February 21. Registration closes on February 14. The university aims to certify 600 faculty and staff within the first year.

Improvement of Operations Initiative: Three new submissions have been received. A review meeting will be scheduled soon, and staff are encouraged to continue submitting ideas.

Super Bowl-Themed Donation Drive: Donations continue to be collected, with points closing on February 11. A tailgate celebration and winner announcement will be held on February 12 at 3 p.m. in the Diboll Gallery.

3. New Staff Council Business

Staff Night Out with the Dean (Basketball Edition): 80 tickets have been reserved for a Tulane women's basketball game. Staff are encouraged to RSVP and attend.

Spring Staff Town Hall: Scheduled for April 2, 9:30-11:30 a.m., with a more informal, conversational tone. Questions will be collected in advance.

New Strategic Plan: Greta Cappelmann introduced the new strategic plan, focusing on tracking progress toward set goals. Staff Council members are encouraged to join working groups, particularly for Strategic Goal 3 on institutional culture.

Mardi Gras Event: A King Cake and raffle event will be held on February 25, with special Mardi Gras throws donated by various krewe members. Donations for the raffle are being accepted through February 21.

4. Staff Council Sub-Committees

- a. **Retreat Committee:** Brendan and Janelle will meet to discuss venue alternatives, including the Cancer Center.
- b. **Community Service/Outreach:** Carrie and Nichole will meet next week to discuss upcoming initiatives.
- c. **Health and Wellness:** Plans are underway to transition the Wall of Gratitude to a digital format. A staff gathering at the new Wave Market is also being considered.
- d. **Staff Appreciation:** The committee is organizing the Mardi Gras event and preparing for the Staff Star Award at the April Town Hall.
- e. **Staff Concerns:** Feedback is being collected on the new Kumu org chart guide. Monthly meetings for the committee are being scheduled.

5. Committee Reports

- a. **Executive Faculty Meeting:** Discussions included the Federal funding landscape, the CEPH Self-Study review, and preparations for the June 9-11 site visit.
- b. **Staff Advisory Council (SAC):** No major updates.
- c. **Academic Standards:** No new updates.

6. HR Announcements (Julio Diaz)

Tax Forms: W-2s and 1095-C forms are available through ADP. Check the latest newsletter for help accessing your forms.

Institutional Equity Webinar: Scheduled for February 11 at 10 a.m.

Performance Reviews: Due February 28. Information sessions are scheduled to assist staff.

7. New Business

CEPH Site Visit: Scheduled for June 9-11, involving a tour and meetings with faculty, staff, and administration. Volunteers will be needed for logistics, including snack and coffee refills.

Meeting Adjourned: 12:12 p.m.

Next Meeting: March 6, 2025 – Anderson Conference Room, TW24