

Tulane SPHTM Staff Council

Meeting Minutes

March 6, 2025

Present (Zoom): Susan Barrera, Ben Bratcher, Amy Carreras, Kathy Carneiro, Brendan Carter, Farhana Chaudhry, Carrie Moulder, Lisa Paterson, Avery Peterson, Shelby Ruiz, Elizabeth Tierney, Nichole Valenzuela, Phillip Williams, Caleb Wilson

Absent: Tom Augustson, Julio Diaz, Michael Fox, Marjola Hotchkiss, Shelby Olin

Call to Order: 11:37 a.m.

1. Review and Approval of Meeting Minutes

The meeting minutes from February 2025 were distributed for review and approval. Members were encouraged to submit any final edits promptly.

2. Old Business

Training Updates: The February 21 training certified 21 additional staff members. Due to scheduling constraints, new CPR and fire extinguisher training sessions will not be feasible until after graduation.

Improvement of Operations Initiative: The review committee has scheduled a meeting for March 12 to evaluate the three submissions received.

Souper Bowl Donation Drive: The event was highly successful, with enthusiastic participation. The winning team was *Canned Beans 19*, led by Shelby Olin. Second place went to the *Weatherhead Hurricanes*, and third to *11 on the Field*. The tailgate celebration was well received, and plans are in place to continue the event next year.

Staff Night Out with the Dean (Basketball Edition): Due to parade conflicts, attendance was lower than expected. Athletics allowed the unused ticket budget to be transferred to a baseball game in the Spring. 24 baseball tickets remain available for staff.

Mardi Gras King Cake and Raffle: The event was a major success, with 25 raffle winners and high staff engagement. Thanks were extended to all who donated krewe throws and participated.

3. New Staff Council Business

Spring Staff Town Hall (April 2, 2025): Plans are underway to create a more conversational event, including icebreaker questions for the Dean, pre-submitted staff questions, and informal discussion. The location is being reviewed to ensure a less formal setting.

Wave City Market: A grand opening and ribbon-cutting ceremony will take place on March 11 from 11:30 a.m. to 1:30 p.m. Staff are encouraged to attend and provide feedback. The Health & Wellness Committee is planning a group lunch outing.

4. Staff Council Committees

- a. **Retreat Committee:** The tentative date for the retreat is October 3, 2025. The Cancer Center remains a potential venue, and alternative locations are being explored.
- b. **Community Service/Outreach:** Plans include semesterly donation drives, with potential themes such as diaper donations, mental health awareness, and electronics recycling. A volunteer peer-to-peer network is also being considered.
- c. **Health and Wellness:** The Wall of Gratitude will be transitioned to a digital format. Plans for a staff lunch event at Wave City Market are being finalized.
- d. **Staff Appreciation:** Nominations for the Staff Star Award will open soon. The review process will be scheduled for mid-March. Phillip will convene members of the committee to review nominations and select the winner.
- e. **Staff Concerns:** Monthly meetings are now scheduled for the third Tuesday of each month. Ongoing projects include the organizational chart guide and mentorship initiatives.

5. Reports

- a. **Executive Faculty Meeting:** Updates included the CEPH Self-Study review, upcoming doctoral hooding ceremonies, and the school's new marketing campaign, "Public Health is..."
- b. **Staff Advisory Council (SAC):** The SAC's constitutional revision has been submitted to the University Senate for review.
- c. **Academic Standards:** No updates.

6. HR Announcements (Julio Diaz)

Tax Forms: W-2s and 1095-C forms are available via ADP.

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

Performance Reviews: The February 28 deadline has passed. Extensions require HR approval.

Mental Health First Aid Training: The next virtual session is March 7.

7. New Business

CEPH Site Visit (June 9-11, 2025): Volunteers will be needed for logistical support.

Commencement Volunteering: Staff are encouraged to assist at various events from May 15-17.

8. Recap of Action Items

Kathy Carneiro will finalize the pre-submission form for staff questions and RSVPs for the Staff Town Hall.

Nichole Valenzuela will check on alternative locations for the town hall.

Brendan Carter will follow up with the Cancer Center regarding availability and pricing for the Fall Retreat.

Phillip Williams will update the Staff Star nomination form to include consent for public recognition.

Meeting Adjourned: 12:46 p.m.

Next Meeting: April 3, 2025 – Anderson Conference Room, TW24