

## Tulane Staff Advisory Council

August 25, 2021, 3:00-4:30 p.m.

Via Zoom

**Present:** Trina Beck, Anita Jobson-Wolfe, Janel Fielding, Tsetsa Dankova Rosensteel, Corey Lane, J. Malbrough, Kathy Carneiro, Kevin Grant, Evan Nicoll, Shannon Aicklen, Robert Morton, Marie Maywalt, Gale Marie Abbass, Kristen Jones, Lucia La Salle, Will Ferbos, Ashley Hicks, Antoine Young, Jonathan Remkes, Julie Henriquez Aldana, Lindsay Hellwig, Natalia Fuentes, Shawn Potter, Brittney Yandle, Jean Paul Lefort, Barbara Ryan, Marissa Lespinasse, Phillip Odom, Taryn Vinet, Kady Weingart, Matthew Tombaugh, Laura Doré Wiley, Julie D'Antoni, Monique Hodges

**Excused:** Christopher Stokes, Steven Coy, Brittney Hamer, Sharon Valle, Amy Kozak

**Guests:** Jonathan Small, Elizabeth Tierney

**Absent:** Margaret Bell, Andrew Squitiro, Lea Goodwin, Carmen McCaffrey, Philip Stitt, Regan LeCesne

*Call to Order 3:00 pm*

Please email us at [sac@tulane.edu](mailto:sac@tulane.edu) to confirm your attendance if you are on Zoom on your phone. In the future if you are unable to make the meeting, please email us at [sac@tulane.edu](mailto:sac@tulane.edu) so we can mark you as excused.

Welcome everyone! I hope first week of classes is going well. Thank you for being here.

1. **Review and Approval of Meeting Minutes:** Minutes from the June 2021 meeting prepared by Anita Jobson-Wolfe were reviewed and voted on. Minutes are approved.
2. **Guest Speaker** is Jonathan Small, MBA, SPHR-SCP, the new Tulane Associate Vice President for Human Resources and Institutional Equity. Mr. Small has over 17 years of professional HR leadership experience. From his experience thus far at Tulane (since June 1), the competence areas he has identified to focus on are (not in any particular order): Organizational Development; Equity, Diversity and Inclusion; Employee Experience; Change Management; and Finance and Technology. How do we do our work? He approaches it from several viewpoints, based on feedback from employees, students, and parents. How does our work at Tulane influence future generations at Tulane? How does it impact the communities that we serve? How does it impact the overall development and the longevity of our institution? He also wants to focus on the employee experience. What is their experience with HRIE? Is it cutting edge? Timely? From an HR perspective, do we have the necessary skills to facilitate change management? Are we being financially responsible and also implementing technology to do our work better? Priority areas for Mr. Small within the employee experience realm are Workforce Development; Equity, Diversity & Inclusion; Compensation & Benefits; and HR

Systems, Service & Technology. As a part of the President's Commission on Racial Equity, Diversity & Inclusion, there is a staff committee for which Mr. Small is a co-chair. He will provide regular updates to SAC on where the committee is. One recent accomplishment is that Tulane has raised its minimum wage to \$15 an hour. Student hourly wages have also increased and we are working with Sodexo and other contractors to increase their minimum wages over time. The university cannot require \$15.00 per hour but can use our influence by prioritizing relationships with contractors who pay similar wages.

*Questions:*

*Janel Fielding:* What about additional management training for faculty & staff? Faculty are well trained in their specific areas but could use management training. Mr. Small responded that he will be looking at the survey in a deeper manner to see what is needed. Janel noted the Professional Development Days offered some excellent opportunities in this area.

*Matthew Tombaugh:* Thank you for speaking about the changed minimum wages. The email that went out also linked to planned pay band changes for October. Is there a plan for communicating what this means for either existing or future staff members? Mr. Small confirmed that this information will be communicated to everyone soon.

*Natalia Fuentes:* you mentioned a staff committee, is that a new committee? *Mr. Small:* yes, under the President's Commission on Racial Equity, Diversity & Inclusion, there are five committees: campus climate committee, a staff engagement committee (Will Ferbos is the shepherd for this committee), a faculty engagement committee, a student engagement committee, and a campus committee. More information forthcoming.

Mr. Small thanked the council for inviting him as a guest speaker, and noted that he looks forward to regular visits to the SAC meetings.

3. **Announcements by Human Resources:** –Sharon Valle is out this week.

4. **COMMITTEE REPORTS**

- a. Board of Administrators (BOA) – no meeting
- b. University Senate –no meeting
- c. Budget – no meeting
- d. Committee on Committees – no meeting
- e. Equal Opportunity – no meeting
- f. Benefits – Trina Beck reported they met yesterday but it was not a normal meeting as the committee chair has stepped down and the Benefits Director has recently left Tulane. The Benefits coordinator has also left so it's a very transitional time in Benefits. A consultant is serving as interim Director of Benefits. Regular meetings of this

committee are typically April and August, but HR plans to hold an additional meeting later this fall once the vacant positions are filled. Tulane has awarded the Benefits consulting contract to AON, our existing partner, through 2024. Minimum wages and pay band changes were discussed and committee members were advised to watch for emails with more details. Medical Plan rates are going up 6%, but plans will include expanded fertility treatment options. Payroll is looking at reducing annual payroll frequency from 24 to 22 for 2022. Tulane is moving to TIAA as sole retirement record keeper. Benefits Open Enrollment 10/11-29/2021. Watch for emails. SAC had questions that were communicated to the Benefits Committee. One was on the current policy on waiting 2 years before being able to receive retirement matching into employee's retirement. This policy has been in place a while. Benefits will look at it but may be a while especially with the changes this year. Another question was on buyback of paid time off that staff have been unable to use due to increased workloads related to COVID and the hiring freeze. Tulane is unable to buy back paid time, but Patrick Norton wants people to be able to take their earned time off before they lose it. How do we help make this happen? They will consider extending the deadlines so people do not lose their vacation time.

g. Information Technology – no meeting

h. Facilities – no meeting

5. **SAC COMMITTEE REPORTS:**

- a. Community Service – Marie Maywalt reported that the committee has met and brainstormed. The committee will first focus on the school supplies drive. Primate Center has already done theirs with a Northshore group. Others were working on the school supplies drive for Orleans and Jefferson parishes. The committee would like to get an early start on the toy drive. There is a university wide community service happening this weekend on 8/28/2021. Trina mentioned we are trying to pull together a drive for the Uptown / Downtown Campuses and getting the information out quickly. Several staff offered to host drop-off locations. The drive will run August 27 through Sept. 9<sup>th</sup>.
- b. Health & Wellness – Korey Lane reports that this committee is in a brainstorming phase. SAC reps are encouraged to connect in MS Teams with any suggestions. Looking for ways to do Health & Wellness on all the campuses and in light of the pandemic.
- c. Staff Appreciation: the Football Game Ad Hoc Committee. Robert Morton says that HR is helping to get sponsors and maybe one big sponsor to pick up a lot of costs. Unsure how the game will look due to the COVID requirements. The game will have masking &

vaccine requirements. Ticket office says that faculty and staff tickets for football have grown this year. SAC will need a lot of assistance due to the multiple areas. Email [rmorton@tulane.edu](mailto:rmorton@tulane.edu) if able to participate. Game time is TBD. We will get a signup spreadsheet in MS Teams.

- d. Staff Issues – Dependent Tuition Waiver 101 workshop will be on 9/8 at 11:30am. It will be held online. Format will be HR/Benefits, the schools associated with the waiver, Admissions, Financial Aid. All will give a 5 minute discussion of what this means as a staff member. It will be recorded so we can post. Will need help to gather questions.
- e. Electronic Technologies– Antoine Young said they are starting conversations to define what the committee will look like. If you are interested in joining, please let him know.

#### 6. Old Business

- a. The SAC Newsletter editor position is open. It's pretty straightforward with a template in Emma. Reps should contact Trina if they are interested.
- b. Natalia Fuentes reported the shuttles are running the Blue line between Uptown Square and the Uptown Campus again during the going to work and going home time frames.

#### 7. New Business -

- a. Dr. Singh wants to get us involved with a two-hour workshop they are developing for late September / early October on the connection between wellness & EDI. It is open to all but they would like SAC to be involved. Separate from Professional Development Days. More details to come.
- b. Professional Development Day update – will be probably online. Please send any ideas to Anita Jobson-Wolfe to be shared.
- c. Poll for next meeting – in person or zoom – in person won. Will plan to meet in Diboll Gallery of the Commons on Uptown Campus
  - a. Suggestion made to hold a meeting in the Murphy Building on the downtown campus.

Next meeting in person with a zoom option in Diboll Gallery of Commons on Uptown Campus on September 22<sup>nd</sup> at 3pm.

The meeting was adjourned at 3:52 pm.