

# Tulane Staff Advisory Council

February 16, 2022

**Present:** Gale Marie Abbass, Shannon Aicklen, Eric Allen, Trina Beck, Kathleen Carneiro, Tawanda Coleman, Steve Coy, Laura Doré Wiley, Will Ferbos, Janel Fielding, Natalia Fuentes, Lindsay Hellwig, Julie Henriquez Aldana, Ashley Hicks, Anita Jobson-Wolfe, Korey Lane, Jean Paul Lefort, Marissa Lespinasse, J. Malbrough, Marie Maywalt, Carmen McCaffery, Robert Morton, Evan Nicoll, Shawn Potter, Tsetsa Dankova Rosensteel, Barb Ryan, Chloe Simoneaux, Matthew Tombaugh, Sharon Valle, Taryn Vinet, Brittney Yandle, Antoine Young

**Excused:** Kevin Grant, Monique Hodges

**Guests:** Bernice Houle, Ronni Tyger, Shallene Joseph

**Absent:** Julie D'Antoni, Brittney Hamer, Kristen Jones, Phillip Odom, Jonathan Remkes, Andrew Squitiro, Kady Weingart

*Call to Order 3:04 pm*

Welcome everyone.

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.

1. **Review and Approval of Meeting Minutes:** Minutes from the January 2022 meeting prepared by Anita Jobson-Wolfe were reviewed and voted on. Minutes are approved.
2. **Guest Speaker** today is Trey Mackey from Human Resources Wellness. He wanted to remind all Tulane staff about the 2022 Wellness Incentive program via Rally (Flyer attached). All three medical plans are eligible for \$500 per year for the employee; with spouse or dependents it can be \$1,000 a year. Go to [MyhealthtoolkitLA.com](http://MyhealthtoolkitLA.com); register and log in and do the health survey plus schedule an annual physical exam. When you log in, it will be tied to your Tulane benefits. Contact [Tuwellness@tulane.edu](mailto:Tuwellness@tulane.edu) with questions
  - **Question:** Does your spouse need a separate log in? Yes, they need to do this as well separately from you. Children are not required to do anything.
  - **Question:** Where does the data from the Rally app go and how is it used? Is the information private? University only collects aggregate information from Rally. The information does not go to the insurance company.
  - Rally missions can be completed via their website if employees do not want to download the app.

3. **Announcements by Human Resources:** Sharon Valle reported that employee reviews info is available online and all reviews are due on March 7, 2022. There is a recording online done by HR business partners discussing the review process. Performance Reviews online: <https://hr.tulane.edu/employee-relations/performance-reviews>

- As of January 2022, Tulane's benefits plans include infertility coverage.
- Retirement transition to TIAA is complete. Employees should register at TIAA if they haven't already and can register through Gibson. More info at <https://hr.tulane.edu/benefits/retirement>
- 2021 W2s are now available on line. Go to Hr.tulane.edu then Payroll and look for access to the ADP link to download your W2.
- **Question:** Tsetsa Dankova Rosensteel says when we sign up for life insurance during open enrollment, the coverage is stated as a total amount. She is finding that the amount is being prorated based on time of death which concerns her. Sharon said to contact Renata Bundy and [tubenefits@tulane.edu](mailto:tubenefits@tulane.edu). The website says basic employee life insurance is 1-1/2 times annual salary up to \$50,000. Tsetsa is being quoted a pro-rated amount based on time of death. She suggested a clarification notice on benefits form and website when signing up. Sharon will suggest this and suggested Renata as a guest speaker at SAC.
- **Question:** Natalia Fuentes saw the info on the Chosen Name project being started. Is the project in the initial stages? Yes. Is it first names only or last names as well? Sharon thinks just first but will get clarification. Natalia would like Hispanic last names to be a part of the project as they are an issue with the Tulane systems.

#### 4. **COMMITTEE REPORTS**

- a. **Board of Administrators (BOA)** – Kathy Carneiro reported on the January meeting. President Fitts gave a short recap of what is going on with Tulane's capital projects. COVID protocols are doing well. Tulane is planning two commencements one in April for 2020 graduates and the one in May for 2022 graduates. New Leader of the Murphy Institute Gary Hoover (Hoov) was introduced and discussed new goal of the Institute which involves integrating the study of political economy with several Centers and a new undergraduate major. FY22 results demonstrated a strong year. Budget assumptions for FY23 were discussed. Athletics is very successful with 12 All Americans, 3 conference championships and 7 draft picks. 66 athletes signed deals. 93% of student athletes are

graduating. Athletics is developing a tennis facility. Charity Hospital lease has been signed, financing is in process, and design work is starting.

- b. University Senate – Trina Beck reported on the February meeting. An additional potential honorary degree recipient was voted on as an addition to a slate that had been voted on at a previous meeting. Once approved by the Senate, potential honorary degree candidates go into a pool that the board can vote on each year. President Fitts gave an update on campus construction projects including the expansion of the downtown campus, and noted that there are more employees on the Downtown campus than on the Uptown Campus. The Southern Association of Colleges and Schools Commission on Colleges (SACS) reaccreditation is ongoing, and Tulane is midway through the process. As part of this process, the quality enhancement plan (QEP) is the Data Hub or Center for Data Literacy. It's a center for students to be data aware and data literate. This QEP was approved by the accreditors. In response to a question about whether we were expecting a Mardi Gras spike, Pres. Fitts noted we are not allowing guests in the dorms and numbers nationwide are dropping. The TU Data Center is moving out of the town, hopefully before hurricane season and to Virginia in the "Data Alley". Tulane has entered into a 30-year contract with Bernhard to run the power plants both uptown and downtown. Our energy risk transfers to them. About 30 employees moved from Tulane to Bernhard but retained their Tulane benefits. There are revisions happening to the faculty handbook about the faculty annual review process and to the equal opportunity grievance procedures. They are also consolidating the research misconduct policy and applying a single standard and process.
- c. Budget – no meeting
- d. Committee on Committees – no meeting
- e. Equal Opportunity – The Equal Opportunity Committee met on January 31 via Zoom. Dr. Eva Silvestre led the meeting. Dr. Silvestre introduced the OEDI staff: Anneliese Singh, CDO; Shelby Norman, Program Manager; Danette Saylor, Office Director; and Eva Silvestre EDI Data Strategist. The committee discussed the Plan for Now, the Tulane Leadership Institute, the EDI Initiatives Fund (<https://tulane.edu/racial-equity/edi-initiative-committee>). The EDI Initiatives Fund was established in 2020 to support current and prospective BIPOC students and has funded initiatives in Africana Studies, ASPIRE Buddy Program/NTC, Carolyn Barber-Pierre Center for Intercultural Life, CELT, and the NTC Black Atlantic Study Abroad Scholarships. The 2022 Anti-Racism & EDI Teach In will be in May 2022. There will be required Faculty Search Trainings (no date given). The committee also discussed the Bias Response & Harm Reduction Team and the EDI

Climate Survey & Sexual Misconduct Surveys. The Climate Survey will be administered in October 2022.

- f. Benefits – no meeting
- g. Information Technology – no meeting.
- h. Facilities – no meeting

5. **SAC COMMITTEE REPORTS:**

- i. Community Service – no meeting.
- j. Health & Wellness –. Korey Lane will be scheduling a meeting soon.
- k. Staff Appreciation: Shannon Aicklen reported on their meeting today. They are thinking of various ideas both old and new including king cake or snowball social events.
- l. Staff Issues – no meeting.
- m. Electronic Technologies/Information – Antoine reported about the Duo Mobile staff rollout and the student roll out is coming. Many staff members are already using Duo. Students will start having to change their passwords every 180 days like the rest of the university. The committee is also working on building a social media profile for SAC and have created social media accounts.

6. Old Business

none

7. New Business –

- IT has convened an investment council and they met in December 2021. The Council is a group of stakeholders from around the university and is a way to share strategies around IT investments and build transparency. The council votes on projects on a quarterly basis. Some initiatives are: grant life cycle management; the data center migration; student CRM; and e-clinical platform. This meeting talked about the Chosen Name project, a proposal to consolidate the EMS room databases to book rooms across campus, and a new enterprise level conferencing platform. Also looking at a scheduling tool for shared lab equipment. There is also a subcommittee on software who will send out a survey once a year inviting proposals on new software that the university should acquire. They are working on creating a process to vet the software to be invested in by the university.
- SAC info session will be on March 10th via zoom at noon. Please encourage everyone who is interested in getting involved to attend.

- Barb Ryan has problems booking in person events for her department – who can we talk to about that? Is there a master person? Unfortunately, no. Lack of master plan causes issues.
- The Professional Development Day will be on Friday, March 25, 2022, and will be virtual. The organizers will need volunteers to help with speakers and in other ways. Details coming.
- FYI – Teams / Outlook issues - Instructions from IT on how to change those pesky default Teams meeting settings in Outlook:  
<https://tulane.app.box.com/file/912948007077?s=nyqxbsj6zjb0zb4ujoztwczuo9tf1kh4>

The meeting was adjourned at 4:02 pm.