

Tulane Staff Advisory Council

January 19, 2022

Present: Gale Marie Abbass, Shannon Aicklen, Trina Beck, Kathleen Carneiro, Tawanda Coleman, Steve Coy, Julie D'Antoni, Laura Doré Wiley, Will Ferbos, Janel Fielding, Kevin Grant, Lindsay Hellwig, Julie Henriquez Aldana, Ashley Hicks, Monique Hodges, Anita Jobson-Wolfe, Kristen Jones, Korey Lane, Lucia La Salle, Jean Paul Lefort, J. Malbrough, Marie Maywalt, Carmen McCaffery, Robert Morton, Phillip Odom, Shawn Potter, Jonathan Remkes, Tsetsa Dankova Rosensteel, Chloe Simoneaux, Andrew Squitiro, Matthew Tombaugh, Sharon Valle, Taryn Vinet, Brittney Yandle, Antoine Young

Excused: Barb Ryan

Guests: Louis Bundy, TIAA; Trey Mackey

Absent: Natalia Fuentes, Brittney Hamer, Marissa Lespinasse, Evan Nicoll, Christopher Stokes, Kady Weingart

Call to Order 3:01 pm

Welcome everyone. Happy New Year!

Please email us at 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 so we can mark you as excused.

1. **Review and Approval of Meeting Minutes:** Minutes from the November 2021 meeting prepared by Anita Jobson-Wolfe were reviewed and voted on. Minutes are approved.
2. **Guest Speaker** today is Louis Bundy from TIAA. Tulane has transitioned to a sole recordholder for the Tulane retirement plans which will be TIAA. If employees were with Fidelity, the transition should be smooth and seamless. Tulane made the changes to the retirement plan in order to help employees build a foundation for future financial wellbeing. After careful review, Tulane opted to consolidate the retirement plans to one retirement source, TIAA. This move will lower overall management costs which allows Tulane to enhance the level of retirement support and remove the duplicate services. Fees will be broken out in the quarterly TIAA statement. Everything is outlined in the Transition Guide mailed to employees' address of record on December 2, 2021. The guide is also available online at <https://www.tiaa.org/public/tcm/tulane/plan-changes>. Key dates of the transition – some have already happened, and others are in process at this time. All changes will be completed by the end of January 2022. Fidelity participants will be enrolled into a TIAA account on 1/4/2022 and they can create a new account on the TIAA website. If an

employee had a self-directed brokerage account at Fidelity, one was opened for them in TIAA. This is only the Tulane 403B accounts, not non-Tulane Fidelity accounts. For Fidelity employees, the TIAA account balance will be \$0 until a contribution is made in January and/or until the account balances transfer in from Fidelity. By February 1, 2022, your TIAA account should be ready to be reviewed. Tulane is making enhancements to the retirement plan as part of this change. There is a new online platform has replaced the previous access via the Tulane HR site. All employees will be able to access their TIAA accounts from the TIAA website or via the Tulane single sign on via Tulane HR. Employees can choose when to increase the percentage of their contribution and the date the auto increase should start. Changes like this can happen at any time. TIAA has partnered with SAVI who is a social impact tech company to offer Tulane a service to help employees take advantage of public service loan forgiveness. The link to Tulane's Savi site, <https://tulane.bysavi.com/>

Tulane has added new investments to the TIAA offerings which has helped to lower the management costs. Fees will be shown on quarterly statements. There had been fees charged to the employees' portfolio before, but they were not on the account statements. As of 1/3/2022, recordkeeping and administrative fees will be assessed on a fixed dollar per participant basis and reported on statements as "plan service & fee". If an employee has a balance and more than one plan, a fee will be charged for each plan. Be sure to consider these fees as employees make retirement account decisions.

Please be aware that the date of the transfer and/or the end of the blackout period depends on the accurate, timely transfer of data and assets from Fidelity to TIAA. If something happens, the end of the blackout period could be extended.

There will be webinars on the changes at <https://www.tiaa.org/public/tcm/tulane/plan-changes> starting February 7 through the 10th or sign up for one-on-one meeting.

How to get help – call 800-842-2252 weekdays between 7am – 9pm central time. Or go to TIAA.org/schedule/now or call 800-732-8353 to schedule an appointment

Questions:

- Trina Beck has a question on log in – where will this be located? Sharon says it should be HR.tulane.edu page – benefits – TIAA Access. Employees can also go to TIAA.org per Jonathan Small but you will need a separate TIAA log on.
- Tsetsa Dankova Rosensteel could not find the place online to update contributions. Louis said to go to Actions.
- Janel Fielding asked about the new investment options. Louis said that Fidelity Growth Company K6 will change to T. Rowe Price Large-Cap Growth and the Artisan Global Value Institutional will change to Dodge & Cox Global Stock.
- Brittany Yandle asked about the Public Service Loan Forgiveness program. Chloe Simoneaux shared a site – <https://tulane.bysavi.com> – and advises that more information will be forthcoming on this from HR.

More info on how to access your TIAA account and make changes can be found on the HR website here: <https://hr.tulane.edu/content/access-your-tiaa-account>
 Feel free to email Louis Bundy with any questions (email on Tulane HR website).

3. **Announcements by Human Resources:** Sharon Valle reported there is a new director of benefits, Kristy Roger, who joined January 7th.
 - The 2021 performance reviews are now available to be completed. HR strongly suggests that all employees should complete self-reviews first and submit that to their managers in order to make sure the manager knows all you have done over the past year. All employee review forms are due March 7, 2022.
 - All employees interested in flexible work should review the online guide. Flexible work arrangement requests should be submitted through the online portal.
 - Supervisors are encouraged to allow employees to be working from home through January 21, 2022, whenever possible.
 - Tulane Wellness Annual Health Incentive reminder to download the Rally app to be rewarded for taking care of your health and the up to \$1,000 in reward dollars. Questions? Reach out to HR@tulane.edu or your HR business partner.
 - Shannon Aicklen asked if the Rally points go towards the \$500 health incentive? Sharon said it depends on the plan you are in. Or you can reach out to Trey Mackey in HR can advise.
 - Jonathan Small mentioned that the flexible work policy is in effect to support this to keep the COVID cases down. Employees are encouraged to work with their managers about their ability to work from home.

- More info on the TU Wellness Annual Health Incentive here:
<https://hr.tulane.edu/benefits/new-wellness-incentive-program>
<https://hr.tulane.edu/benefits/new-wellness-incentive-program>
<https://tulane.app.box.com/s/yqwtdw8m1p7h40xqtrmazc76ejq50q4g>

4. **COMMITTEE REPORTS**

- a. Board of Administrators (BOA) – meeting is tomorrow.
- b. University Senate – Shannon Aicklen attended the December meeting and gave the report.
 - i. President Fitts mentioned that Tulane signed an agreement on a long-term lease for Charity Hospital for 350,000 sq. ft. The School of Medicine and School of Public Health & Tropical Medicine plus other innovative patient institutes will be housed in Charity. This lease will provide Tulane with more space for development, bring the downtown areas together and create a more vibrant campus.
 - ii. Tulane researchers were the first to identify both the Delta and Omicron variants in the Louisiana area. Tulane is ramping up testing and meeting with faculty regularly to both discover long term solutions and discuss long term measures.
 - iii. The Senate discussed concerns regarding sexual assault. Tulane takes these assaults very seriously and a new campus climate survey will be rolled out this spring. The initial climate survey was conducted in Spring 2017 and a follow up survey was delayed by the pandemic.
 - iv. Senate budget committee shared their report on Tulane’s budget. Tulane has been upgraded to “A” Moody’s rating which means better borrowing power. Tulane is on budget currently despite Hurricane Ida.
 - v. Tuition will experience a 3.5% increase and Tulane will under enroll students this fall as we had over enrolled over the past 2 years. This increase will be for room and board costs as well.
 - vi. There is a plan for a 2.5% employee merit increase with a 0.5% for compensation. So, 3% for merit. Tulane will try to hold all non-salary expenses to fiscal year levels.
 - vii. There will be Faculty handbook updates. Ana Lopez is chair of this ongoing committee. The new handbook is scheduled to come out midyear. There will be an addition of an annual review for faculty.

- viii. QUESTION: Did the Senate vote on the budget? Per Trina, just a budget committee report, not a vote. Kathy Carneiro will hear more at the BOA meeting
- ix. From Chat: On the Moody's rating if anyone's interested:
<https://www.yahoo.com/now/tulane-university-la-moodys-affirms-003707522.html>
- c. Budget – Tsetsa Dankova Rosensteel reported on this committee meeting. The Budget committee normally meets twice a year and at the first meeting, they normally review assumptions and then the next time they meet is after the budget is approved. Patrick Norton talked about the increase in Tulane's financial rating. Items of note: how to finance the renovation of Charity Hospital based on the lease for improvements; Tulane issued new bonds to raise funds for new residence halls; reviewed the tuition increase and how salary increases be structured. With the current inflation, it may be challenging to hold the non-salary expenses to last year's budget.
- d. Committee on Committees – no meeting
- e. Equal Opportunity – no meeting – open non-exempt position if anyone interested
- f. Benefits – have a new chair of the committee and new director of benefits but no meeting yet
- g. Information Technology – no meeting. Antonie has reached out about scheduling a meeting.
- h. Facilities – no meeting
- 5. **SAC COMMITTEE REPORTS:**
 - i. Community Service – Marie reported that the toy drive did well. Thank you to all the volunteers and those who donated. Cash donations totaled nearly \$5000.
 - j. Health & Wellness –. Korey Lane would like to share about all the resources available online and at all the campuses. Will be sending something out. Campus Rec still has all the virtual resources available on the Reily website:
<https://campusrecreation.tulane.edu/content/virtual-activities> Also looking at doing in person events as well during the Spring semester. Pickleball or Ping Pong anyone?
 - k. Staff Appreciation: Shannon Aicklen – please email her (saicklen@tulane.edu) if you want to be on the staff appreciation committee. In the past, the committee has done Crawfest in the Spring and the Staff Appreciation Football Game in the Fall. Have also done Snowballs with the President and other senior officers. Email her if you want to brainstorm and participate on this particular sub committee.
 - l. Staff Issues – no report.

m. Electronic Technologies/Information – Meeting will be held next week. Staff email is transitioning to use Duo MFA (multi factor authorization). Files on shared drives have to move to Box by the end of the month.

- i. Gale Marie had a question from someone if they do not want to use Duo on their personal phones. Office phones will work for the Duo authorization. Also asked about SPHTM student forms. Antoine asked to speak offline about this.

6. Old Business

Mid-year reflection: Trina shared photos of the “Why did you join SAC?” and “What do you want us to accomplish next year?” comment boards from the SAC meeting in June 2021 to inform our work going forward. Shannon asked about communicating information from SAC meetings back to our departments. Trina advised discretion in sharing information that has not been formally announced. While information shared at SAC meetings can be shared more broadly, reps should not send out written communications about anything that hasn’t yet been officially announced by the relevant office. Verbal sharing at staff meetings is a more appropriate way to share this type of information.

On the question of exit interviews that was raised on one of the boards, Sharon Valle advised that there are exit interviews available at HR.tulane.edu under “separation.” If someone calls, they can arrange an in person or remote interview with the HR Business Partners.

Despite Hurricane Ida and the ongoing COVID challenges, SAC has accomplished this academic year thus far:

- A dependent tuition waiver information session in October
- Partnered with Dr. Singh and HR on a wellness workshop with guest speaker Dr. Portia Preston Jackson
- Holiday Toy Drive
- Staff Appreciation Football Game

Janel asked about HR’s Professional Development Day and whether it was occurring again and if SAC could volunteer again. Sharon advised that the PDD will be 3/25 virtually and is being led by Karen D’Arcy. Anita Jobson-Wolfe will coordinate.

Congrats to the SAC members who were on the first cohort of Emerging Leaders Program which concluded in December: Shannon Aicklen, Kathy Carneiro, Monique Hodges, and

Christopher Stokes. Official announcement going out soon about the 2nd cohort for this program as well as the Anti-Racism Leadership Program. There will be SAC members in those cohorts as well.

7. New Business –

- Outlook invites went out for SAC meetings for the rest of the academic year.
- Next meeting will be in person in Commons Diboll Gallery 3rd floor on Uptown Campus on February 16 at 3pm with a zoom link. Guest Speaker will be HR Wellness Manager Trey Mackey.
- March 16th - Downtown
- April 20th at the Commons with President Fitts
- May 25th Downtown
- June 15th – location TBD
- All meetings will have zoom options but reps are encouraged to attend in person when possible and especially to attend at least one meeting on another campus.

Gale Marie would like to have a meeting / tour of the primate center if possible. You can tour virtually: <https://www.youtube.com/watch?v=uklYia0POHA>

Sharon – a reminder to check the beneficiaries on your life insurance and retirement plans. Contact Renita Bundy for changes related to benefits offerings. Contact Sharon Valle or the appropriate HR Business Partner for other concerns.

The meeting was adjourned at 4:18 pm.