

Tulane Staff Advisory Council

June 23, 2021

Present: Trina Beck, Anita Jobson-Wolfe, Janel Fielding, Tsetsa Dankova Rosensteel, Korey Lane, J. Malbrough, Kathy Carneiro, Robert Morton, Marie Maywalt, Ashley Hicks, Antoine Young, Barbara Ryan, Kady Weingart, Brittney Hamer, Julie D'Antoni, Taryn Vinet, Matthew Tombaugh,

Zoom: Lea Goodwin, Steven Coy, Kevin Grant, Evan Nicoll, Shannon Aicklen, Carmen McCaffrey, Gale Marie Abbass, Kristen Jones, Margaret Bell, Will Ferbos, Lindsay Hellwig, Natalia Fuentes, Shawn Potter, Christopher Stokes, Sharon Valle, Jean Paul Lefort, Jen Huber, Marissa Lespinasse, Regan LeCesne, Amy Kozak, Monique Hodges, Laura Doré Wiley, Eric Allen

Excused: Jonathan Remkes, Julie Henriquez Aldana, Beth Nazar,

Guests: Jessica Witcher, Sara White,

Absent: Lucia La Salle, Philip Stitt, Brittney Yandle, Phillip Odom,

Call to Order 3:05 pm

Welcome everyone!

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 May 2021 meeting prepared by Anita Jobson-Wolfe were reviewed and voted on. Minutes are approved.
2. **Announcements by Human Resources:** Sharon Valle reported on three items from the last meeting:
 - i. Telehealth rooms – shared with senior leadership and options are being reviewed.
 - ii. SPHTM MPH courses during work hours for tuition waiver – no resolution at this time

PTO buyback was taken to senior management and there are no plans to change the process at this time. Tulane's new Associate Vice President for Human Resources and Institutional Equity, Jonathan Small started in June and will be at the August SAC meeting. Additional feedback and discussion may occur at that time. Sharon reminded everyone about the incentive plan for vaccinations. Vaccinated full time employees get \$500 (taxes deducted) and vaccinated parttime \$250 (taxes deducted). Pay outs biweekly are 6/25, 7/23, or 8/20 – payout

is dependent on when the staff/faculty member has submitted the necessary documentation (if not vaccinated at Tulane). Monthly payouts are: 6/30, 7/30, or 8/31. If 90% of Tulane faculty and staff are vaccinated by 7/30/2021 then there will be a special Tulane celebration with multiple prize drawings. Please reach out to your HR business partner with any questions.

Question: Amy Kozak: if I was vaccinated at Tulane, do I need to do anything? If you were vaccinated, you will find the link for the declaration form on the HR website (hr.tulane.edu).

Question: Robert Morton: Is there a way to validate if you uploaded your card to make sure they have what they need? No, they are not emailing confirmations but are checking Tulane's records against the State records.

3. COMMITTEE REPORTS

- a. Board of Administrators (BOA) – did not meet.
- b. University Senate –Trina reported that a special Senate meeting was held in June. Their first in-person meeting will be in September 2021. Molly Demosthenidy's term as vice-chair has concluded and the Senate thanks her for her service. Michael Kuczynski will be stepping into that role as of 7/1/2021. President Fitts said Fall 2021 will look like Fall 2019 except we will continue to clean more often and have masks/wipes available (especially during flu season). We are still working through ways that technology impacts our work systems and teaching. Another learned lesson from the pandemic is that Tulane needs more cross-unit collaboration between units to solve problems and respond to crises. Dr. Lee Hamm from the Med School reported that NOLA vaccination rates are positive. NOLA is doing well but the rest of LA is not. Patrick Norton said 86% of Tulane is vaccinated (as of that date). Tulane has opened an Uptown vaccination clinic. Tulane is mainly concerned about the contract workers like Sodexo and Allied Security (35% vaccinated). Dr. Scott Tims from Student Health gave a report. All students will be required to be vaccinated. We are accepting a number of international vaccines from the international students. Expecting 90-95% students will be vaccinated, and they will be required, as usual, to have the flu vaccination. Continuing the twice a month testing through August and then (depending on national guidelines) will be only required for non-vaccinated or if someone feels the need for a test. Given the vaccination rates, masks are on the honor system as is social distancing. Respect those who continue to wear masks. Provost Forman talked about fall classes of which most will be in person. 15% of undergraduate courses will be online as they lend themselves well to being online and to accommodate students who are unable to be with us in person. Tulane will have an on-ground program in China for Chinese freshman & sophomores

(as 20-25% are unsure if they can get here) with Tulane faculty. There will not be any temporary classrooms on the Uptown campus for Fall 2021 (they are being taken down now). Encouraging faculty to be creative with technology. Patrick Norton reported that the plan is to have all Tulane employees be in office by July 6th with exceptions as needed. There is flexibility around this. The expectation is that hybrid or remote work is the extreme exception and not the rule. Campus visitors do not need prior approval. Discussion on requiring vaccinations is still ongoing. If enough faculty and staff are vaccinated enough, then there will not be a requirement. Booster shots may be needed and will be provided if and when it is available. Summer School is still online due to when we were planning summer semester. Uptown Square will be free parking and not paid parking. The Reily Pool is being refurbished after 32 years and is a structural rehab and will go on for months. Can we get passes to use Loyola pool? They are checking. No plan to adjust the Reily rates with the pool being out of commission.

- i. *Questions:* Carmen McCaffrey: Is Tulane extending vaccination incentives to the contract staff? If we used sick time for vaccine side effects. When Tulane Medical School employees used sick time instead of COVID time in January / February, can they get the sick time again? Margaret Bell would like to know this as well so the Dean's office can advise staff. Sharon Valle will have the Med School HR business partner reach out to Margaret.
 - ii. *Questions:* Natalia Fuentes has the flu vaccination been required for students in the past? Yes, per Scott Timms, unsure when that became a requirement.
 - iii. *Questions:* Amy Kozak mentioned that domestic Travel is no longer prohibited.
 - iv. *Questions:* Gale Marie Abbass asked will contractors be able to get time off to get the vaccination or to deal with side effects? Per Will Ferbos, our contractors are encouraged to allow time off for contract employees to get the vaccine and to recover from the side effects.
- c. Budget – did not meet – Trina reported the Budget Chair will invite the SAC reps to the next meeting
 - d. Committee on Committees – did not meet.
 - e. Equal Opportunity – did not meet – still need a non-exempt member from SAC. **
NOTE: Julie D'Antoni has agreed to be the non-exempt member of this committee
 - f. Benefits – did not meet
 - g. Information Technology – did not meet
 - h. Facilities – did not meet

4. **SAC COMMITTEE REPORTS**: Officers will meet with chairs in the summer to set direction for the coming year.
- a. Community Service has new co-chairs: Janel Fielding and Marie Maywalt.
 - b. Health & Wellness has a new chair: Korey Lane.
 - c. Staff Appreciation still looking for a chair or co-chair with either Brittany Hamer or Anita Jobson-Wolfe
 - i. A Sub Committee of the Staff Appreciation Committee is the Football Game Ad Hoc Committee. This year the Staff Appreciation Football game will be on September 25th. Robert Morton reported that this is co-activity with Tulane Athletics who provides access to the deck and basic sponsorship. Food is free to Tulane staff members who register and have wristbands. Tulane Staff must purchase a seat at the game. There will be drawings around half time with President Fitts and have provided discounted beer and wine. In the past we have tailgated with Tulane HR or may have a SAC tailgate tent. SAC will need a lot of help with this event as there is a lot of pre-work to do such as **Sponsorship** (have from HR but need to ask Tulane's insurance companies & retirement account companies, etc.). **Day of work** help with passing things out and monitoring the event. **Pre-work**: need donations for the half time drawings – vendors have packages – have the schools compete to have a basket to create some rivalry. Robert said it works best with co-chairs in charge of food, donations, and sponsorships.
 1. *Question*: When will work start? Next month, i.e., July. Have a committee call on Zoom – start talking to Sodexo about catering
 2. Antoine Young said he would set up a channel on MS Teams
 - d. Staff Issues – Natalia Fuentes started a tag in MS Teams for the Staff Issues committee (and for the other committees, for chairs, and for officers).
 - i. Dependent Tuition Waivers 101 Sessions needs a leader to organize the event and collect & respond to questions from the event that may not have been answered. Beth Nazar (who previously set up and led this event) is rolling off SAC but can pass on her information. There should be a session on tuition waivers for dependents and a session on Tulane Staff waivers. Natalie would like to hold a session in September.
 1. Kevin Grant would be happy to be the lead for the Tuition Waiver sessions with help from Margaret Bell.

- ii. Rethinking how to process intake questions or concerns from Tulane Staff
- e. Electronic Technologies– Antoine Young presented a presentation on MS Teams. (See PDF of presentation attached)
 - i. *Question* – getting comfortable with the layout is the biggest issue – other features we can implement. Any questions or concerns, we can bring to IT. He can add polling to the SAC MS Teams, if wanted.
 - ii. *Question*: Janel Fielding asked does MS Teams archive? The info sits there as long as the team exists. Like the IM chats.
 - iii. *Question*: How does MS Team group conversations: Groups by the conversation.
 - iv. *Question*: Will teams replace wave sync? They are trying to move the students to teams. Antoine will inquire.
 - v. *Question*: Natalia Fuentes said that students can use MS Teams but need a staff or faculty member to create the team for them.
- f. Constitution – has not met. It is an ad-hoc committee.

5. Old Business

- a. Have one opening for a Senate Equal Opportunity non-exempt member. **Update: this position has been filled by Julie D’Antoni. **
- b. Shuttles: Uptown Square shuttle service is on demand year-round (parking is free at Uptown Square) rather than on a schedule. Ridership is dropping as the offices were moving. The Green line is suspended during non-peak periods (summer / winter recess) but will be on a regular schedule during the fall and spring semesters. They will add a 3rd afternoon Green Line express line in the fall. Recommended to us the Shuttle App or phone number for pick up. They are monitoring the ridership wait times daily and weekly.
 - i. *Question*: Natalia Fuentes has had up to 30 - 50 minutes afternoon wait. Carmen M. had a one hour wait this am to get to work. Natalia wonders if students are calling Uber/Lyft and not riding shuttles and then they do not ride in the future. Trina suggests talking to Brian Lowe in Shuttles. Julie D’Antoni is the Safety Coordinator for Shuttles said thanks for letting them know and wait times are unacceptable. Any concerns, please email Brian Lowe or Julie D’Antoni. Shuttles have plenty of coverage and should not have the waits. Call Julie if you have shuttle waits from the app. Kathy Carneiro asked if there can there be a feedback loop in the app which would help with getting better data. Shuttle office staffed from 5:30am – 6pm.

6. New Business -

- a. Invitation from Liz Davey, Tulane Director of the Office of Sustainability. This spring, Tulane became a member of the New Orleans Complete Streets coalition which is a group of organizations, business, civic leaders, and community members who support improving New Orleans' roadways and safe transportation options in order to enhance health equity, sustainability, prosperity, and quality of life for the people of New Orleans. Liz is Tulane's liaison with the group. On Monday, 6/28 at 11am on Zoom they are having a briefing which is designed to brief key Tulane's stakeholders on the coalition and their work. Any SAC members who are interested, especially Downtown Reps, please email Liz at ldavey@tulane.edu for the zoom links.
<https://nolacompletestreets.org>
- b. Congrats to Anita Jobson-Wolfe and Marie Maywalt for winning the President's Staff Excellence Award. Congratulations also to those SAC members celebrating milestone anniversaries
- c. Thank you to Jen Huber, Barbara Cooper, Brittany Hamer (rolling to proxy status), and Beth Nazar who are rolling off SAC after this meeting.
- d. Congrats to the proxies who are stepping up to become SAC reps: Shawn Potter, Julie D'Antoni, Korey Lane, and Lucia LaSalle as of July 1, 2021.

Next meeting will be in August with the new **Associate** Vice President of Human Resources and Institutional Equity as the guest speaker. The meeting will occur via Zoom as it will be the first week of the fall semester.

Other Fall meetings will be in person alternating between the campuses but will offer zoom options. Trina will send out calendar invites.

Question from Natalia Fuentes regarding the officers meeting with chairs. Will we be meeting individually or as a group? Maybe one meeting with chairs individually and together. No timeline set yet. Beginning of August – will work around vacations.

The meeting was adjourned at 4:05 pm.