

Tulane Staff Advisory Council

Meeting Minutes – October 20, 2021

Reynolds Family Boardroom, Tidewater Building and via Zoom

Present: Gale Marie Abbass, Shannon Aicklen, Eric Allen, Trina Beck, Kathleen Carneiro, Laura Doré Wiley, Will Ferbos, Janel Fielding, Natalia Fuentes, Kevin Grant, Lindsay Hellwig, Julie Henriquez Aldana, Ashley Hicks, Monique Hodges, Anita Jobson-Wolfe, Kristen Jones, Amy Kozak, Korey Lane, Lucia La Salle, Jean Paul Lefort, Marissa Lespinasse, J. Malbrough, Marie Maywalt, Robert Morton, Shawn Potter, Jonathan Remkes, Tsetsa Dankova Rosensteel, Barb Ryan, Christopher Stokes, Matthew Tombaugh, Sharon Valle, Taryn Vinet, Kady Weingart, Brittney Yandle, Antoine Young

Excused:

Guests: Abby Lukens, Robert Hailey, Kim Fleming, Jonathan Small, Chloe Simoneaux, Tawanda Coleman, Annie Ogburn

Absent: Steve Coy, Julie D'Antoni, Lea Goodwin, Brittney Hamer, Regan LeCesne, Carmen McCaffery, Evan Nicoll, Phillip Odom, Andrew Squitiro, Phillip Stitt

Call to Order 3:00 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 September 2021 meeting prepared by Anita Jobson-Wolfe were reviewed and voted on. Minutes are approved with the correction to number 1 (September to August).
2. **Guest Speaker 1–** Jonathan Small updated SAC on proposed changes to the University's flexible working arrangement policies. The university is in final stages of finalizing the adjustments to the comprehensive flexible working arrangement policies which include the following options:
 - i. fully remote;
 - ii. a hybrid (a combination of onsite & remote work);
 - iii. flexible work shifts;
 - iv. compressed work week.

In preparing this policy, HR took into consideration the feedback from staff and administrators. The official announcement should happen on November 1st. The

program will include guidance specific to both staff and managers, i.e., teaching Tulane's leaders how to engage and discuss flexible working options with their staff. There will be a staff assessment to be introspective and reflective as to what are the requirements of flexible work and what kinds of questions they should ask themselves and their manager when discussing flexible work. Preparing the HR Business Partners to work with managers and supervisors on rolling this out. HR is planning to do a survey 60-90 days out to assess how the program is working.

- **Question** – When will the policy take effect? It will take effect the date it rolls out. Managers will be assessing their capabilities. Approval procedures are in place. Options have to be approved by department leaders, directors, and vice presidents.
- **Question** – What are the constraints around the compressed work? An option for those who have to be on the work site, so they have an option to not work a full five days. Does not have to be permanent; can be based on the workflow of that department during certain times of year.
- **Question** – Will there be a reduction in benefits or merits for fully remote workers? Remote work is not a reduction in the employee's hours. To be remote is still to be accessible but working from a different location. If there is a change in employment status to part-time, then the benefit status could change.

If reps have more questions, they may contact Jonathan Small or their HR business partners, but it's best to hold thoughts/questions until after the announcement.

3. **Guest Speakers 2**– Kim Fielding and Rob Hailey with Tulane Leadership Institute (TULI) presented information about the Anti-Racism Leadership Program (ARLP) and Emerging Leaders Program (ELP) which are now taking applications for the 2022 cohort. These programs are to help Tulane employees adapt a growth mindset to reduce fixed mindset at Tulane and to engage with each other. There is a substantial time commitment associated with the programs as they are 11 months in length with pre-work and orientation, monthly learning sessions, team coaching sessions, project & community service, and post program follow up. Alumni of the programs will be able to continue with continuing education pieces. If you are interested, you can chat with current participants/SAC reps Kathy Carneiro or Shannon Aicklen. The employee's supervisor is important to this program participation. They receive quarterly reports on what the employee is learning.

- Janel suggests having university-wide similar job groups, such as an accounting group, to share ideas and practices.

- Taryn wants to know are the next steps if one wishes to apply. The Deadline is 11/12 for applications. The applications are then vetted by Kim and sent to a selection committee for final review. The applicants will hear by mid-December.
- A request was made to consider holding sessions on other campuses and not just uptown. TULI is planning to work on this.

4. **Announcements by Human Resources:** Sharon announces the new HR alternates to attend the SAC meeting as needed, they are Chloe Simoneaux and Tawanda Coleman. Open Enrollment goes until Friday, October 29th. Make sure you review your benefits before then. Check your beneficiary information. There is enhanced coverage for infertility treatments through the medical plan. There are increases in account limits for the health savings account, the flexible spending account, and the dependent flexible spending account. If you have FSA or HSA you must update the amounts each year. Medical plans have increased by 6%. Employee premium contributions will continue to be based on four pay ranges that are now aligned with Tulane's compensation structures, some employees will see a reduction in the medical premium. The biweekly employee premium contributions will be deducted over 24 paychecks per year instead of 26 as it was in the past. More info at <https://hr.tulane.edu/2022-benefits-open-enrollment-back-together> Schedule your onsite flu shot. Updated flu shot details found here: <https://hr.tulane.edu/2021flu-shots>. There are dates in November as well for the downtown campus.

Question: is there an update on the timeline hiring for vacancies on the HR benefits team? – Sharon will check.

5. **COMMITTEE REPORTS**

- Board of Administrators (BOA) – Trina attended the Board meeting on September 23 on behalf of Kathy Carneiro. Trina will report on the meeting at the November meeting.
- University Senate – Amy Kozak reported on a short Senate in-person meeting on October 4. They discussed Ida damage and theft of student property by some of the contractors. Parking is moving to a new system based on license plate recognition rather than hangtags. This will make parking interchangeable between campuses. They will be implementing a hybrid system next year and eventually phase out hangtags.
- Budget – no meeting
- Committee on Committees – no meeting
- Equal Opportunity – no meeting
- Benefits – no meeting
- Information Technology – no meeting

h. Facilities – no meeting

6. **SAC COMMITTEE REPORTS:**

i. Community Service – Marie Maywalt reported on they need to meet to make the flyer for the toy drive. Let Janel Fielding know if you can host a box for the toy drive. We will have an online link for cash donations as well. Trina will send info on how to set this up to Janel.

j. Health & Wellness – Korey Lane has no updates at this time, but they are working on Spring 2022 offerings.

k. Staff Appreciation: the Football Game Ad Hoc Committee. We have rescheduled the date to the November 20th game against South Florida – the game is televised, so no kickoff time until 10 days prior. TIAA CREF will be the primary sponsor for this event. We will need a lot of assistance due to the multiple areas. Email rmorton@tulane.edu if able to participate. A signup spreadsheet will be added to MS Teams. Can buy tickets via the SAC website and can RSVP via there as well thanks to Trina's work on the website. Volunteer duties will include handing out wristbands and check against the list; security; coordination of food with Sodexo – flow and amount; raffles with maybe bigger items and not as many; helping with tailgate if it occurs.

l. Staff Issues – Tuition 101 webinar happened and was great. Thanks to everyone who helped. The recording is on the SAC website under Resources. Please share with anyone who may benefit. Natalia Fuentes reports that the committee has met and have come up with three key tasks:

- i. Work on tools or strategies for intaking of staff issues & reaching out to HR for guidance;
- ii. Collect a rolodex of contacts across the university who know important things;
- iii. find out all the university standing committees who may need staff representation

These three items will be threads will be on MS Teams SAC Staff Issues. Natalia will be reaching out to Shuttles to see how SAC can help them as she feels they are struggling to meet the needs of the university. Sharon Valle asked for clarification from Natalia on the reaching out to HR item and requested a private meeting.

m. Electronic Technologies– Antoine Young says the committee met this week, and they retooling the committee and will be focusing more on either IT or communication. They will be deciding which focus area at their next meeting. They would like to survey to staff on IT issues and frustrations and will partner with the IT department. Next meeting is 11/8 at 2pm. If you want to be a part, please email Antoine. Trina mentioned he should

touch base with Jessica Shedd, Institutional Assessment, about sending out surveys to the staff.

7. Old Business

Gale Marie Abbass reported on the status of the downtown gym which should be completed by January / February 2022 in the Deming Pavilion.

8. New Business –

- a. EDI Staff Wellness Workshop will be November 4 from 11:30 – 1pm. It will be virtual with a guest speaker. The info went out in the recent EDI newsletter and will also go out in the next SAC newsletter. Please plan to attend if you are able.
- b. SAC Rep updates – Due to a downtown vacancy and her new position at the Med School, Janel Fielding is switching to be a downtown rep. Matthew Tombaugh has been promoted to be a rep for the Uptown campus.
- c. Amy Kozak is leaving and moving to Washington state. SAC thanks her for her service and wishes her well.
- d. A new SPHTM Staff Council has been created based on internal staff details. The details are still being worked on. They will make sure to collaborate with SAC.
- e. Look at the upcoming meeting dates for Spring 2022 [January 19, February 16, March 16, April 20, May 25] for potential conflicts and advise Trina ASAP if any conflicts.

Next meeting will be in person in LBC Stibbs on Uptown Campus on November 17 at 3pm with a zoom link. Guest Speakers will be representatives from the new Tulane Telehealth program.

The meeting was adjourned at 4:27 pm.