

Tulane Staff Advisory Council

September 21, 2022, 3:00 p.m.

Diboll Gallery, The Commons (Uptown Meeting)

Present: Julie Henriquez Aldana, Carmen McCaffery, Matthew Tombaugh, Ashley Hicks, Pamela Fatland, Korey Lane, Gabriela Garcia, Venicia Stewart, Brittney Yandle, Shawn Potter, Kathy Carneiro, Shannon Aicklen, Trina Beck, Kristen Jones, Kevin Grant, Marcel Charbonnet, Tyrus Stewart, Stephanie Mackin, Marissa Lespinasse, Tsetsa Donkova Rosensteel, Will Ferbos, Antoine Young, Chloe Simoneaux, Jonathan Small

Excused: Nadia Jenkins, Jamie Dunkle, Constanza Porche

Absent: Julie D'Antoni, Natalia Fuentes, Monique Hodges, Jonathan Remkes, Kady Weingart, Elizabeth Tierney

Attendance Note: Please show your full name if you are on Zoom so we may confirm your attendance. If you are unable to make the meeting, please email us in advance at sac@tulane.edu so we can mark your absence as excused.

Call to Order 3:03 pm

Welcome everyone.

- **Review and Approval of Meeting Minutes:** Minutes from the August 2022 meeting prepared by Matthew Tombaugh were reviewed and voted on. Minutes were approved with no changes.
- The **Guest Speaker** was Karen D'Arcy, Director of Learning and Organizational Development (LnOD) within Human Resources.
 - Monday launched a new program: Manager Development Program (<https://hr.tulane.edu/mdp>), heard feedback over the past few years describing the need for training for this group.
 - Initially invited over 1,000 managers with at least 1 direct professional supervisee, but will eventually expand out to aspiring managers who might not have a direct report.
 - 5-module program over a 6 month period; launched first module this month, next in November, January, February, and March (Operational Skills, Interpersonal Skills, Leadership Skills, Self-Care, Career Planning)
 - Participants can join a session live, or work through modules on their own time; the program is built around flexibility, so want to make it accessible.
 - To enroll: join through TULearn (used to be Bridge), register for session, or review self-paced recording.
 - You get a badge if you complete each section of the modules.

- There is a feedback survey after each session; feedback is very much appreciated! Length, format, content, and other feedback will help inform the process moving forward.
- Built this after working with 3 pilot partner departments (Admission, Financial Aid, Registrar's Office) over the summer, which helped inform the current format.
- We have about 150 managers registered to date.
- **Question:** What kind of outreach is occurring with faculty members?
 - The Provost's office and the Leadership Institute will be important partners to help get the word out. We will also seek faculty input as folks go through the program.
- **Question:** Can you share if there are outside speakers or presenters?
 - We welcome anyone interested in facilitating or presenting a session, please reach out. We love to build our internal network of presenters, but there likely will be outside presenters – like the Professional Development Day model.
- **Question:** If we are interested in participating, do we need supervisory approval, or is there any reporting to supervisors?
 - We will pull reports and it is recommended as a best practice to inform your supervisor as there is a time commitment, so it's helpful to have that conversation with them.

HR Announcements (Chloe Simoneaux):

- As Karen mentioned, if you have questions about the Manager Development Program, please reach out via hr@tulane.edu.
- Open enrollment is starting next month (October 10-28), certain things like HSA/FSA do not automatically roll over, there will be info sessions/webinars for many topics.
- Starting next week there will be flu shots offered at multiple locations, just need to bring your splash cards with you.
- We have our first storm coming into the Gulf next week, the HR website provides information related to emergency closure timekeeping etc. should they be needed.

SENATE COMMITTEE REPORTS

- a. Board of Administrators (BOA) – meeting tomorrow (September 22nd).
- b. University Senate –
 - i. Met 9/12, elected new members for committees, etc. President Fitts' remarks included the welcome of new leaders (top choices) VP for Enrollment Management, new Chief Title IX Officer, Chief Officer for Innovation. We closed the fundraising campaign with the 2nd best results ever (despite COVID & Ida).

We had top rankings and national recognition recently, including the Bernhardt partnership (re: solar and power back-up). Question was raised about crime downtown and TUPD staffing, President Fitts noted that crime on campus locations have gone down (TU invested in cameras, lighting, staffing, etc.). COVID booster shots are available, not required, but strongly recommended. Marcus Foster (Title IX) spoke about slight changes to syllabus language and shared that a new Roe v Wade group formed, language is available at pregnancy.tulane.edu. Discussed confidential vs private reporting resources and the differences between the two (private: required to disclose Title IX concerns to key resources, while confidential reporting/resources are not required unless there's an imminent danger). Staff at Tulane are mandatory reporters of Title IX complaints and concerns; if a student discloses such, staff must complete the Concerns Report (tulane.edu/concerns- select Title IX tag in dropdown menu). If a student starts to disclose, you can share that you are a mandatory reporter and that you will keep it as private as possible, but must report to key resources. Question about free speech in the current climate (by faculty) and there is an effort to look at statement reiterating Tulane's commitment in this area.

- c. Budget – no meeting
- d. Committee on Committees – no meeting
- e. Equal Opportunity & Institutional Equity – no meeting
- f. Benefits –
 - i. Brief meeting, talked about changes for 2023 regarding adoption benefits and elder care. Discussed statistics and where we've come from, health benefits and insurance, open enrollment. New for this year: new spending accounts administrator (Health Equity), Teledoc is being replaced. Dental premium rates are decreasing by 3%.
- g. Information Technology – no meeting
- h. Facilities – no representative

SAC COMMITTEE REPORTS:

- i. Community Service –
 - i. We donated 5 boxes of school supplies through the drive, thank you everyone who hosted a spot and to Carmen for picking them up around campus. We received a thank you for all the supplies!
 - ii. Toy Drive: will need leadership in place next month and Trina Beck is happy to meet/answer questions if anyone is interested in stepping up to facilitate this.
- j. Health & Wellness –

- i. The Employee Health Improvement Program is going to be back – stay tuned for more information!
 - ii. There are staff/faculty intramurals active over the lunch hour: currently have pickleball and will be offering tennis later due to demand.
- k. Staff Appreciation:
 - i. Still need a chair for this, but the officers and members have been planning for the Staff Appreciation Game on October 8th – information and notices will be coming out. Hope to see a lot of folks, will have raffle prizes, thank you to Shannon who will be helping on volunteer sign-ups. The game time has still not been announced, but we're hoping it will come soon. Before the event starts there is an HR tailgate available to everyone on the Berger Family Lawn.
- l. Staff Issues –
 - i. We are working to schedule the Tuition Dependent Waiver, tentatively October 3rd at noon, stay tuned for more information.
- m. Electronic Technologies/Information – We have our first meeting scheduled for next week and if anyone wants to join, please let Antoine Young know. The committee wants to help share our social media presence, etc. and will send a message out to everyone with more information.
- n. Elections – no updates

Old Business:

- Committee Vacancies:
 - SAC: A link was sent out and if you've not yet signed up, please do so soon. We are still looking for chairs for Community Service, Staff Appreciation, and Staff Issues.
 - Senate: Need to confirm exempt/non-exempt status, so may be reaching out to clarify your status and thank you for everyone who has volunteered.

New Business:

- Open Rep Positions: Downtown (1) and Primate Center (2), please help us recruit, especially downtown – we will likely have a special election as we don't have proxies to elevate for these roles. SAC perks: opportunity to network across campus and helps to gain an understanding of how the institution functions outside of our individual areas/bubbles, to learn about new initiatives and to give feedback as an advisory council, plus our internal committees provide ways for involvement and to influence the staff experience on campus. It also provides access to university leaders and the opportunity to elevate things to upper administrators, etc. It's a great way to meet people and to "be in the know"!

- Jonathan Small: SAC is very important and has influenced many of the initiatives (Ida relief, 1 time payment, and the Managers' session). Reduction in dental premiums has been a voiced priority, so hearing from staff is important and he is happy to partner in recruitment via newsletters, etc. SAC's efforts have great impact and so encourage participation in the different venues/platforms. Example: Chief Operating Officer divisional update/bi-monthly Zoom calls.
- Next meeting is in-person downtown in Murphy Building on October 19th.
 - Parking: is available in an open lot directly across from the Murphy Building, street parking is difficult, but you can also use the shuttle which will drop off in front of the building (Green Line). Shannon has a single pass (first come first served). Kathy has passes for the LaSalle parking garage.
- A reminder about attendance per the constitution and unexcused absences:
https://sac.tulane.edu/sites/sac.tulane.edu/files/sac-constitution-approved_10-24-18.pdf

Next Meeting(s):

- Wednesday, October 19th, 3:00-4:30pm (Downtown Meeting – Murphy 220)

The meeting was adjourned at 3:55pm.