Tulane University
Staff Advisory Council
Minutes of Friday, December 10, 2004

I. Roll Call

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Dec. 10</th>
<th>Attendees</th>
<th>Dec. 10</th>
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<tbody>
<tr>
<td><strong>DOWNTOWN CAMPUS</strong></td>
<td></td>
<td><strong>PRIMATE CENTER NORTHSHORE</strong></td>
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<tr>
<td>Jose Alcaine</td>
<td>Present</td>
<td>Cris Fontenot</td>
<td>Present</td>
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<tr>
<td>Susan Bourgoyne Barrera</td>
<td>EA</td>
<td>George Garrett</td>
<td>Present</td>
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<tr>
<td>Kathleen Brumfield</td>
<td>Present</td>
<td>Mary Little – Chair</td>
<td>Present</td>
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<tr>
<td>Kim Butler</td>
<td>UA</td>
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<tr>
<td>Emanuel Cole</td>
<td>UA</td>
<td>Gilbert Estrada</td>
<td>EA</td>
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<tr>
<td>Glenda Folse – Recording Secretary</td>
<td>Present</td>
<td>Patricia Harrison</td>
<td>Present</td>
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<tr>
<td>Bobby Guntner</td>
<td>UA</td>
<td>Elise Legrand</td>
<td>EA</td>
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<tr>
<td>Cynthia Hayes</td>
<td>Present</td>
<td>Barbara Volo</td>
<td>UA</td>
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<tr>
<td>Manolito Martinez</td>
<td>UA</td>
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<tr>
<td>Barbara C. Miller</td>
<td>Present</td>
<td>Eileen deHarro</td>
<td>Present</td>
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<tr>
<td>Peggy Lee Williams – Corresponding Secretary</td>
<td>Present</td>
<td>Invited Guests</td>
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<tr>
<td>Jacqueline Addison – Elections Coordinator</td>
<td>Present</td>
<td>Anne Baños</td>
<td>N/A</td>
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<tr>
<td>John August</td>
<td>UA</td>
<td>Rhonda Earles</td>
<td>Present</td>
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<tr>
<td>Daesy Behrhorst</td>
<td>Present</td>
<td>Andy Heck</td>
<td>N/A</td>
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<tr>
<td>Gloria Decuir</td>
<td>Present</td>
<td>Deborah Love</td>
<td>Present</td>
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<tr>
<td>Miriam Espinosa</td>
<td>EA</td>
<td>Frank Currie</td>
<td>Present</td>
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<td>Jeanny Keck</td>
<td>EA</td>
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<td>Verna Lee</td>
<td>EA</td>
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<tr>
<td>Angelica Leonard</td>
<td>Present</td>
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<tr>
<td>Kathryn Pierce</td>
<td>EA</td>
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<td>Raymond Vance – Vice Chair</td>
<td>Present</td>
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<td>Griselda Young</td>
<td>EA</td>
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| **UPTOWN CAMPUS** | | **UPTOWN – PROXY REPRESENTATIVES** | |
| | | | |
| John August | UA | Charlsie Dillon | N/A |
| Daesy Behrhorst | Present | Lee Armand | Present |
| Gloria Decuir | Present | Maria Gaztambide | N/A |
| Miriam Espinosa | EA | Arnetha Torry | |
| Jeanny Keck | EA | | |
| Verna Lee | EA | | |
| Angelica Leonard | Present | | |
| Kathryn Pierce | EA | | |
| Raymond Vance – Vice Chair | Present | | |
| Griselda Young | EA | | |

All Officers are serving the Staff Advisory Council term 2004/2005.
The December 10, 2004 meeting was held in the Tulane University Health Sciences Center Board Room, 24th floor Tidewater Building. The meeting was called to order at 3:15 p.m. by Chairman, Mary Little.

Mary Little welcomed all representatives and invited guests to the meeting.

I. **Review and Approval of the Minutes:** The minutes of the November 11, 2004 meeting were submitted for review. The minutes were approved as written.

II. **Guest Speakers:** Yvette Jones was to have attended, but, due to a last minute conflict, had to cancel. She will re-schedule for a later date.

III. **Invited Guests:** Present were invited guests

   - Joanie Vicknair, guest of Cris Fontenot,
   - Sherry Arseneaux, guest of Miriam Espinosa
   - Deborah Love, guest of Mary Little. Deborah Love will be a regular “Invited Guest” at this meeting.
   - Rhonda Earles, representing Anne Baños.

IV. **Officers’ Reports:**

   A. **University Senate:** Will meet December 13, 2004.

   B. **Board of Administrators:** Raymond Vance reported on this meeting. A copy of this report is attached.

V. **University Senate Committees:**

   A. **Benefits:** The Benefits Committee met November 30, 2004. The report is attached.

   B. **Budget Review:** Cynthia Hayes gave a report; a copy of the report is attached.

   C. **Computing:** This committee did not meet.

   D. **Equal Opportunity:** The Equal Opportunity Committee met on December 2, 2004. The report is attached.

   E. **Physical Facilities:** This committee has not met; however Pat Harrison (SAC Rep) will attend a sub-committee meeting.
VI. **SAC Sub-Committees:**

A. **Election Committee:** Jackie Addison is working on elections.

B. **Electronic Technology and Information:** There are only two SAC members on this committee. They are working toward having a recognition site to post employee anniversaries.

C. **Recognition:** Pat Harrison would like to get the committee together for a January 2005 meeting.

D. **Staff Issues:** This committee has not met.

E. **Constitution:** There are no changes to the Constitution.

F. **Social Issues:** There is nothing to report.

VII. **Human Resources Liaisons:** Frank Currie was the Human Resources representative. HR (the Center for Workforce Effectiveness) is conducting a *needs assessment*. A company has been chosen to handle the FSA debit card, and information will be released in January 2005. Excellence Awards will be announced on December 17, 2004. HR is looking into the feasibility of having a new employee orientation at the Primate Center.

VIII. **Unfinished Business:** Mary Little acknowledged the support that Suzanne Lossi and Dianne Labourdette of Dr. Paul Whelton’s office have provided to the Staff Advisory Council by the contribution of refreshments and use of the TUHSC Board Room.

IX. **New Business:** No new business was discussed.

X. **Next Meeting:** February 17, 2005 at 3:00 p.m. in the T.U. Health Sciences Center Board Room 24th floor, Tidewater Bldg. (Meeting moved due to *Lundi/Mardi Gras holidays 2/7 & 8*)

IX. **Adjournment:** The meeting was adjourned at 4:25 p.m.

*The transcription of the minutes is paraphrased and/or reflects direct quotes from the participants in the meeting.*

Submitted by:
Glenda Folse
Recording Secretary
The Board approved three new Endowed Funds
A new Real Estate Resolution was approved authorizing the Chief Financial Officer to execute certain types of real estate transactions on behalf of the university.
Scott Cowen gave his report to the Board
  o Scott introduced the new Dean of Architecture – Reed Kroloff
  o Associate Senior Vice President for Research – Laura Levy
  o Vice President for Institutional Equity – Deborah Love
Seven Challenges facing Tulane University
  o Completing the Capital Campaign and building a sustainable fund raising capability
  o Building and strengthening selective graduate programs
  o Continuing the growth of Science and engineering externally funded research
  o Sustaining a financially viable Division 1-A intercollegiate athletics program
  o Enhancing diversity
  o Maintaining the infrastructure and marshalling the resources needed to sustain a world class university
  o Strengthening the School of Medicine
Yvette Jones gave a comprehensive campaign review update.
  O The “Promise and Distinction” runs from 1999 to 2008
    • Objectives are:
      • Increase the endowment to $1B
      • Increase total giving and donors during the campaign
      • Sustain increase in gifts and donors after the campaign
  O Campaign goal is $650M and $440 has been reached to date
  O Members of the Board have committed $112.6M or 25.6% of campaign total
  O A proposal was made and passed by the Board to increase the goal of the campaign to $700M
  O The public launch of this campaign is scheduled for March 17 – 18 2005.
Ian Taylor then gave an update on the School of Medicine’s Strategic Plan
  O Needs of the School
    • Increase faculty size
    • Increase space
    • Develop satellite clinics away from the downtown campus
    • Develop a second Tulane campus at Lakeside Hospital
  O Tulane’s Lakeside campus
Would become TUHC’s Women’s Hospital and serve as a site for outpatient care for other departments

Developing a Women’s and Children’s Hospital on this site has many attractions

- Develop three new clinical programs and amplify two others
- All five programs are important to the Hospital and the School
  - Three new clinics are:
    - Digestive disease
    - Hypertension/Stroke
    - Lung Disease

- HCA has given funds to recruit 47 additional clinicians and 10 research faculty
- The School needs more training grants
- Develop critical masses of investigators with overlapping interests in particular fields
- 1555 Poydras will address the space needs

- A more detail review of the School of Medicine’s strategic plan will be given at the next Board meeting
Bob Hill (chr.) opened the meeting.

I. Healthcare enrollment update

Sandy West provided summary information from the recently completed healthcare enrollment. In total, 626 employees made changes to their healthcare coverage. Of that number, 22 employees (4 percent) who had previously waived coverage re-entered the program; 27 employees waived coverage for 2005; and 55 employees either added or dropped a dependent while remaining in the same plan. As expected, the largest percentage of employees making changes were those currently enrolled in Plan 10. It should be noted that there was some movement to Plan 10, ~25

Two healthcare plans—Plan 64 and Global—were explained. Plan 64 provides healthcare coverage to employees who live outside the service area, and Global provides coverage to employees outside the U.S. There are seven employees in these two plans.

Total enrollment is 4,070 with a projected total premium of $22,044,741, of which the university will pay ~61 percent; this is an aggregate average. For employees choosing individual coverage, the premium subsidy approaches 70 percent; for those choosing dependent coverage, the premium subsidy is ~50 percent.

Two vendors for the Flexible Spending Account have been interviewed—Conexis and Medcom—regarding debit cards for FSA accounts and serving as the TPA (third-party administrator) for FSA. While both will accept fax, mail, or debit documentation for processing, employees are advised to maintain their records until the FSA year has been completed and all documentation has been reconciled. After the FSA debit cards are made available, the employee’s responsibility will continue to be submission of legitimate charges to FSA. For example, if an employee frequents a drugstore and buys more than FSA-related items, it is suggested that the debit card be used only for the related expenses and that another form of payment be used for the other items. It will be the employee’s responsibility to pay the TPA for the non-FSA-related items if only one transaction is made.

In response to questions, Sandy stated there are ~900 employees currently enrolled in FSA and estimated the cost for the TPA at $3-$4 per month per employee enrolled (~$47,000 per year). Generally, lower-income employees do not participate unless major expenditures are anticipated or they see a need to reduce their tax liability. The payroll tax savings realized by the university plus any forfeited FSA funds pay for the program; forfeited funds approached $6,000 last year. Employees nearing retirement may not want to continue their FSA enrollment because every dollar in FSA or pre-tax premiums equals a dollar reduction in the social security pay base.
II. Comprehensive Benefits Comparison

Anne Baños reported that the benefits comparison is underway and results should be available Feb. 15. Nine peer institutions and three local universities are included in the survey.

III. Objectives for HRH

Linda Carroll asked if employees as one group could be considered; Bob said this can be an option, it should be a simple matter of setting parameters. Linda moved that the committee recommend to the University Senate that HRH obtain cost estimates for all employees within one healthcare group. Mary Little seconded the motion; the floor was open for discussion.

Asher Rubinstein asked if the committee could see the numbers if all employees were in each of the current three plans. Brian Mitchell asked if the intent of this exercise would be substantial savings. Savings is always an objective. Claims costs for Plan 10 are 221 percent greater than those for Plan 13. The committee had requested and Sandy provided a breakdown by salary increments of $10,000 for benefits eligible employees. Anne asked that those included in two brackets ($10,000 and below, $10,001 to $20,000) be examined to determine how many are part-time with benefits and how many are clinical practice faculty.

The question of a consumer-driven plan (CDP) was raised. Mary Waller asked if such a plan would provide economy of scale. Anne responded that there might be economic advantages in including a CDP as an option. Andy Heck explained that while the trend during the 1980s was to go to consumer-driven plans, it has fallen into disfavor due to the administrative and resource costs. It is the equivalent of designing a benefit plan for each employee, and many of those employers with CDPs have now abandoned them. Sandy informed the committee that United Healthcare had recently acquired Definity, which specializes in consumer-driven plans and has LSU as a client. While savings to the university may be significant under a CDP, the savings to the employees may be less so.

In response to Asher’s question asked how the university’s contribution to the healthcare program is decided, it was explained that these types of decisions are handled through the senate budget committee.

Anne also asked if the motion’s language should be broadened. Linda accepted a friendly amendment to add consumer-driven to those plans being investigated. The committee sees obtaining this information as doing due diligence in an effort to provide justification for the decision it will support next year. In response to a question, Anne confirmed that there will be no additional charge to the university to run these pro forma numbers. The motion passed unanimously.
New Business

Long-term Disability: Brian, at the behest of a faculty member, asked if long-term disability insurance is mandatory and if it might be made optional for those over age 65. It is mandatory; making it optional would increase the cost to the remaining employees. Sandy explained that while those over 65 may not collect for as long as someone younger, there is a schedule of benefits.

Renewal of HRH: Anne explained that the contract with HRH will be renewed in January. HRH’s fees will be less or equal to the previously contracted New Orleans firm, and the results have been better, i.e., 15 percent reduction for three years in long-term disability insurance, the evergreen agreement with HCA. Sandy stated how invaluable HRH has been to human resources.

Upcoming Senate Meeting: Chairman Hill will submit to the Senate at its December 2004 meeting the following memo stating the committee’s recommendations.

To: Tulane University Senate

From: Senate Benefits Committee

Subject: Request

The following motion was unanimously approved by the Senate Benefits at its meeting of November 30, 2004.

In order to assist in its on-going deliberations, the University Senate Benefits Committee recommends the following to the University Senate:

1) That HRH (the health benefits consultant) conduct a retroactive analysis of the potential effects on health care rates and coverage, assuming that all employees were to be enrolled in one plan. The analysis should include potential effects for each of the current plans (all in Plan 9, all in Plan 10, all in Plan 13).

2) That HRH solicit bids along these lines, as well as the current three-plan arrangement, and a consumer-driven plan, as part of its RFP for the coming cycle (2005).

3) That the current objectives for HRH continue as previously stated, to wit:
   a) financial stability/viability for the University and employees
   b) proper utilization to ensure that needed care is provided and preventive care encouraged
   c) plan choice for employees
   d) ensure that employees understand the total cost of health care, not just their share
e) work within the salary-banding system already adopted by the University

Senate Budget Review Committee  
November 29, 2004  
Summary of Meeting

I. FY05 First Quarter Report

The FY05 projection is very positive. As of the end of October, tuition and fees income is up by $5 million and government grants and contracts by $10 million. The end result will reflect a $3.7 million deficit, as opposed to $4.5 million.

The Tulane endowment is the highest in the history of the school. At the end of October, the pooled endowment was at $515 million. Although this is promising, when compared to peer institutions, Tulane’s endowment is still below most, with the exception of Georgetown and Wake Forest.

Undergraduate tuition will be $30,350. The Academic Support Fee will increase by $600 for 1st year undergraduate students and by $200 for all continuing students. The Academic Support Fee increases will be utilized primarily for a new student orientation program, and for University-wide deferred maintenance and capital improvements. The Student Health and Reily Center Fees will increase $66 and $20 per year respectively. The undergraduate discount rate is expected to remain at 34% (i.e., the ratio of financial aid to gross tuition). Tuition for the graduate and professional schools may vary, but will increase no less than $1,450 for tuition annually.

The Development report for FY05 as compared with FY04 at this time reflects gifts and pledges up by 515.9% - a total of $44.3 million and $1.1 million for the annual fund. Total cash received to date is $13,948,484, an increase of 85.3%. Total annual fund cash received is $814,200, a decrease of 20.7%. Total annual fund donors are 3,251, a decrease of 2.8%.

II. Preliminary FY06 Budget Timeline

December 13 – The preliminary budget assumptions and timeline is presented to the Senate.

December 15 – The senior officers meet with Shared Service Units to discuss additional budget requests.

January 12 – Review the changes to the DMC model with the DMC units and distribute their target net operating margin and/or bottom line.

January 20 – Present the budget assumptions, timeline, Shared Service Units’ target budgets and changes to the DMC model to the Executive Committee.

January 31 – Staff employee evaluations due to Human Resources.
March 1 – Areas are notified of approved target budgets.

April – Present the final FY06 Operating Budget to the Senate Budget Review Committee

May – Present the final FY06 Operating Budget to the Finance Committee.

June – Present the final FY06 Operating Budget to the Board of Tulane.
SAC Committee Members present:
Eileen deHaro, George Garrett, Jackie Addison, Gloria DeCuir
Special Guest: Mary Little, SAC Chair

A meeting of the Senate Committee on Equal Opportunity was held Thursday, December 2, 2004. Deborah Love, Vice President for Institutional Equity, presided over the meeting in the absence of the committee chair.

Since the last meeting of this committee, Deborah had searched for and was unable to find an official “charge” for this committee. It was decided that the committee members will be polled and together will draft an official “charge” in order to prioritize the goals of the committee.

The issue of day care accessibility was briefly discussed but was tabled until such time that information is available on the proposed move of the Newcomb daycare and childcare operations to Uptown Square.

Committee members were given copies of the following HR hiring forms:
- Approval Form for Non-Exempt Positions
- Recruitment Procedures for Administrators, Librarians, and Exempt Staff Positions
- Recruitment Procedures Form for Faculty Appointments

The latter two forms appeared to compile data from hires on the basis of race and ethnic origin. Andy Heck, VP of HR, informed the committee that HR is evaluating software that will electronically replace the forms and procedures currently used; software will be purchased this fiscal year. Discussion of the above forms was suspended since they will be obsolete once the software purchase has been made. Tulane’s Electronic Technology Department has created an electronic form that is currently used; Andy will see that Deborah gets a copy of the form to check for EOC compliance. It was discussed that some fields could be made mandatory so that the form will be kicked back as incomplete; thus, data such as race and ethnicity could be more accurately tracked. Barb Brauner is now handling staff hiring and she will be invited to the committee to discuss the forms currently used.

Discussion ensued as to what other universities are doing to ensure diversity in hiring. The question was asked as to whether Tulane’s search processes as broad enough to attract minority interests. Deborah will look into these and will forward diversity outreach profiles and policies used by other universities.

Prior to the start of the committee meeting, Deborah Love authorized the purchased of 10 copies of the American Association of University Women’s research project: Tenure Denied, which discusses discrimination cases supported by AAUW’s Legal Advocacy
Fund. These will begin a resource library for the Institutional Equity Office. Eileen deHaro, an AAUW member, will purchase the books at the member’s discounted price.