Tulane University  
Staff Advisory Council  
Minutes of Thursday, November 11, 2004

I. Roll Call

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Nov. 11</th>
<th>Attendees</th>
<th>Nov. 11</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>Present</td>
<td>George Garrett</td>
<td>Present</td>
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<tr>
<td>Kathleen Brumfield</td>
<td>UA</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>Present</td>
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<tr>
<td>Glenda Folse – Recording Secretary</td>
<td>Present</td>
<td>Patricia Harrison</td>
<td>EA</td>
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<tr>
<td>Bobby Gunter</td>
<td>Present</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>Present</td>
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<tr>
<td>Manolito Martinez</td>
<td>UA</td>
<td>Eileen deHaro</td>
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<tr>
<td>Barbara C. Miller</td>
<td>UA</td>
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<tr>
<td>Peggy Lee Williams – Corresponding Secretary</td>
<td>Present</td>
<td>Anne Baños</td>
<td>Present</td>
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<td></td>
<td></td>
<td>Rhonda Earles</td>
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<td></td>
<td></td>
<td>Andy Heck</td>
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<tr>
<td><strong>UPTOWN CAMPUS</strong></td>
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<td>Jacqueline Addison – Elections Coordinator</td>
<td>EA</td>
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<td>John August</td>
<td>UA</td>
<td>Charlsie Dillon</td>
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<tr>
<td>Daesy Behrhorst</td>
<td>Present</td>
<td>Lee Armand</td>
<td>EA</td>
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<tr>
<td>Gloria Decuir</td>
<td>Present</td>
<td>Maria Gaztambide</td>
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<tr>
<td>Miriam Espinosa</td>
<td>Present</td>
<td>Arnetha Torry</td>
<td>N/A</td>
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<tr>
<td>Jeanny Keck</td>
<td>Present</td>
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<td>Verna Lee</td>
<td>Present</td>
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<tr>
<td>Angelica Leonard</td>
<td>Present</td>
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<td>Kathryn Pierce</td>
<td>Present</td>
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<tr>
<td>Raymond Vance – Vice Chair</td>
<td>Present</td>
<td>Gloria Lakatos</td>
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<tr>
<td>Griselda Young</td>
<td>Present</td>
<td>Danna Teicheira</td>
<td>N/A</td>
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</tbody>
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All Officers are serving the Staff Advisory Council term 2004/2005.

The November 11, 2004 meeting was held in Room 308, Howard-Tilton Library. 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 October 14, 2004 meeting were submitted for review. The minutes were approved as written.

II. **Guest Speaker: Scott S. Cowen, President, Tulane University,** addressed the Council on multiple issues:

   A. Tulane is going to have both a marching band and a concert band next year. The last time Tulane had a band was 1975.

   B. Enrollment at Tulane University is very strong. There are over 13,000 students; Tulane received 17,600 applications for the 1600 open slots for admission for Fall 2004.

   C. There has been an increase in the amount of money available for Research and Development.

   D. There are currently Tulane University campuses in Biloxi, Mississippi (University College), Houston (A.B. Freeman School of Business), and China (Business School).

   E. Tulane received two huge donations, totaling $60 million, to be used for Undergraduate education.

   F. FLSA – the Fair Labor Standards Act – impacts some 564 Tulane Employees, whose status was changed from “Exempt” to “Non-exempt.” To appeal this change, send an email to Anne Baños. Appeals must have a justification, include a current job description, and have the support of the Employee’s manager. If there are any concerns, contact Cheryl Avera, Director of Compensation and Records, Human Resources.

   G. Health Care Coverage will be reviewed every year. Tulane is currently the largest private employer in the area, and both employer and employee are contributing toward insurance premiums. A national firm assisted in the process of selection of the insurance carrier for this year. Some employees saw their insurance premiums decrease for 2005; some will see an increase of 5% or less.
H. Hurricane Information: Employees must get information about University closures from the official website (http://emergency.tulane.edu/) and telephone number (504-862-8080). Television and Radio are not the official sources of Tulane Emergency news.

I. Poydras Street Building: The lease has not been signed as of today. Executing the lease could take an additional thirty-to-sixty days.

III. Invited Guest: Present was invited guest, Anne Baños. Other guests who attended the meeting were:
Rhonda Earles
Elfriede Westbrook
Barbara Everett
Andrea Bacino
Anne Ballam
Mirella Augusto
Claudia St. Marie
Allison Mull

IV. Officers’ Reports:
A. University Senate: will meet December 2004.
B. Board of Administrators: Scott Cowen spoke about all of the issues from this meeting.

V. University Senate Committees:
C. Computing: met November 8, 2004. The Minutes from this meeting are attached.
D. Equal Opportunity: Eileen deHaro reported that Richard Gonzalez, Ph.D., is Chairman of the Committee, which met for the first time at 12:30 p.m. on November 11, 2004. Issues that are being reviewed are:
   i. Daycare – uptown vs. downtown campuses
   ii. Equal Opportunity hiring process
   iii. Tenure-track adjustments
   iv. Redefining the definition of gender
E. Diversity Task Force:
VI. SAC Sub-Committees:

A. Election Committee: An election will be held soon.

B. Electronic Technology and Information:

C. Recognition: A meeting will take place in the near future, prior to the December SAC meeting.

D. Staff Issues: A meeting took place at 2:30 p.m. on November 11, 2004. A letter announcing the names of the representatives on this committee will be forwarded to Human Resources.

E. Social Issues:

F. Constitution: Eileen deHaro reported that there were no new changes to the SAC Constitution.

VII. Human Resources Liaisons: Human Resources Vice President Andy Heck was unable to attend the SAC Meeting. Cheryl Avera, Sandy West, and Barbara Brauner, from Human Resources, attended. There will be a Benefits Fair March 7, 8, and 9, 2005. Tulane is conducting a search to fill a newly-created position in Human Resources. The successful candidate will address operations and employment processes. Human Resources will soon be automated in many of its processes.

VIII. Unfinished Business:

IX. New Business:

X. Next Meeting: December 10, 2004 at 3:00 p.m., in the Tulane University Health Sciences Center Board Room, 24th floor, Tidewater Building (Downtown). PLEASE NOTE: this SAC meeting will be held on Friday.

IX. Adjournment: The meeting was adjourned at 5:10 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
Senate Committee on Computing Meeting  
Held in Boggs 600, 8 November, 2004

- Lawson’s office is looking for a new Information Security Officer – might reopen the search soon
- Technology Services Move to Poydras office space (1555 Poydras)
  - Lease hasn’t been signed yet, but should be soon
  - 150,000 – 200,000 square feet on 14th floor (currently occupied by an Exxon data center)
    - If the lease is signed, renovations should begin in January
    - Plan is to have move finished and be fully operational by 1 July
      - AC is marginal, but acceptable
      - Fire suppression system will be replaced
    - University Center was first choice, but facility is still 5 – 7 years away from completion
      - Lawson mentioned that it’s not out of the question that the data center could move again someday
  - Should be a “big improvement” in terms of space, infrastructure and connectivity
  - 60% of Tech Services personnel will move with the data center
  - Richardson will be renovated
  - No major plans for Data Systems (downtown) at this time, but possibly down the road
- Tulane Enterprise Student System (TESS) (formerly Student Information System (SIS))
  - Progress is not where they’d hoped, but is proceeding
  - Financial Aid is falling behind in the transition
    - Possibly because of high turnover of staff of late, need for retraining, etc
  - Also had some trouble with their consultants, but that problem has been cleared up
  - Current schedule for implementation
    - Financial Aid for HSC goes live in January 2005
    - June – July 2005: Student Marketing System (Admissions for undergrads)
    - Late 2005 – early 2006: Student Records and Billing
- Internet Security
  - Network Services is doing a better job of controlling rouge programs (viruses, Trojans, malicious code, etc) from damaging/invading the network
  - They’ve separated the residential halls from the broader university network
    - Most of the problems they’ve encounter have originated from the halls
- Currently working on implementing a system that will “quarantine” a computer that tries to access the network if that computer doesn’t have the latest updates/patches available for its operating system
  - Access to sites where those updates/patches are available will be allowed.
  - Once the updates have been applied, that computer can be cleared for access to the broader system
  - Windows XP Service Pack 2 is complicating implementation at this point
- Looking a new “border” firewall system
  - Current system monitors only SMTP (email) traffic
  - System being examined would look at FTP (file transfer), HTTP (web) and other types of traffic as well
    - offers some proactive intrusion protection as well
- New network switches have been installed in Deming Pavilion downtown that further enhance security
  - hope to spread those throughout the network
- LONI (Louisiana Optical Network Initiative)
  - Tulane is the only private university participating
  - Plan is for Tulane to have 1 connection to Uptown campus
    - That may change with the relocation of the data center Downtown
    - Lawson says he’s going to try to get 2 connections for Tulane, one for each campus
  - At issue right now is over the governance of the project
    - Board of Regents owns it, management council currently advises the Board and runs the day-to-day operations
    - State put $4 million into the project as an economic development project
      - Several state agencies have been vying in for influence
    - Management council members
      - 1 – Board of Regents
      - 2 – LSU System
      - 2 – University of Louisiana System
      - 2 – Community College System
      - 2 – Tulane (Lawson and Laura Levi)
      - 1 – State Economic Development
      - 1 – Chief Technician for LONI
      - 1 – Chief Scientist for LONI
    - First meeting will be held 16 November
- Other Projects
  - Messaging
    - Tulane is looking at changing its email system to one based on Microsoft Exchange
  - Workflow
    - Payroll Action Form
• Looking to improve business processes
  • Move away from paper form to an electronic PROCESS
    • Cyborg (HR\Payroll) Migration
      ▪ System for online benefits enrollment, access to tax forms, etc
      ▪ Proceeding
  • Committee expressed concern that Lawson’s staff was working too many big projects, overworked and asked if more staff were needed
    • Lawson wouldn’t commit, but also said he had expressed similar concerns in the past
    • Committee chair and deputy chair agreed to work on text of a motion to express committee’s concerns, to be circulated amongst the committee members before being submitted to the administration
• ILC Director Search
  • Field narrowed to 3 candidates
  • Search committee is very happy with the remaining candidates
  • Each will be making 2 25-minute presentations to the search committee as the final phase of the evaluation process

Submitted by R. Shane Hodgson, 10 November, 2004