Call to Order: Cynthia Hayes, Chair, called the Sept. 21st meeting of the Staff Advisory Council, in the Staff Lounge of Howard-Tilton Memorial Library, to order at 3:35 p.m.

Because this was the first meeting for so many new SAC representatives, everyone was asked to introduce themselves and give a brief description of where they work and how
long they’ve been associated with the University. Cynthia was the last to introduce herself, and she launched directly into her Report. Following her report, we jumped back to address the review and approval of the previous meeting’s Minutes.

I. Review and Approval of the Minutes: A quorum was present and the minutes of the July 20, 2006, meeting were reviewed and approved as written.

II. Report of the Chair: Cynthia Hayes gave a brief review of the progress of the SAC since its rebirth after Hurricane Katrina. Committees have been meeting and have already accomplished good things which will be presented later during this meeting.

One of our first projects was helping to renovate Lusher School. It was a huge success, with many different constituents assisting: the Women’s Volleyball team, the Football Team, the Basketball team, St. Charles Avenue Presbyterian church, parents, students, and faculty. We will have another opportunity to help out in October with landscaping.

The football ticket giveaway (courtesy of President Cowen) was very successful, with demand far exceeding supply. Cynthia received over 200 requests which she has kept in chronological order in a folder. In hopes of being able to accommodate everyone, she has contacted Rick Dickson to ask if he can provide additional tickets. It would be a nice way to bring a little happiness to staff members. We need to make sure that staff members who don’t have access to e-mail will receive notice of the next giveaway, perhaps through flyers being sent around campus.

We received great news from Carnegie Mellon. On the one-year anniversary of Katrina, they had another fundraiser which netted another $2000 to give to us. Gift cards are on their way along with the list of recipients and when they arrive, Cynthia will disperse them on behalf of Staff Advisory Council and Carnegie Mellon.

President Cowen will be a guest speaker at the April SAC meeting. Missie McGuire, Assistant Vice President of Campus Recreation, has also been invited to tell us what is happening within her realm that might be advantageous to share with our colleagues. Cynthia encourages anyone who has ideas about any guest speakers to pass them along to her.

III. Human Resources Liaison: Ray Lieber and Stefanie Allweiss were unable to attend due to another meeting, so instead we were pleased to welcome Christine Mark, Dir. of Institutional Equity, who had a few remarks to share with us. The Dept. of Institutional Equity is finally fully staffed as a four-person office located across from HR at University Square. They are working on an Affirmative Action plan as their first order of business. They will be rolling out online sexual harassment training, which will be required for certain people. They are also developing guidelines for search committees to help guide advertising, recruiting and committee processes. Right now there is not one document that people can refer to, so a published guideline will be very helpful. The Department is also starting some diversity projects involving faculty and staff associations, perhaps a women’s association as well.
Ms. Mark was asked about the Equal Opportunity Committee of the University Senate, if it was still meeting. She said that her office was not familiar with it, but Kathlyn Broussard said that she had received a letter about it recently, but that the committee had many members which have moved on from the University so it needs to be repopulated.

IV. Officer Reports

a. University Senate: Barbara Volo reported that the meeting of September 11th opened with faculty elections to replace members who were no longer with the University. President Cowen then gave us a PowerPoint presentation that he had presented to the Board of Administrators. Its theme was to discuss the progress and challenges facing the University. On the positive side, we showed progress with strong external research funding and we surpassed private funding. We experienced significant endowment growth (to $890M for ’06); our national visibility is high; we forged partnerships with other universities, and our relationship with the City of New Orleans has improved.

Challenges that we face include negative national media (e.g., the necessity of calling in National Guardsmen to patrol some streets in the city), which drastically impacted the number of incoming students. Our freshman class size was much smaller than our target (900 instead of 1400). We will try to offset this by accepting larger numbers of transfer students than had been previously accepted. Although we have met the budget numbers for the coming year, financial damages from Katrina are now up to about $400M. We have been successful in recovering only about $150M from insurance companies so far, thus we are in litigation to try to force them to pay.

Critical to the long-term future of the University are the timely and effective implementation of the Renewal Plan, successful recruitment of students, retention and acquisition of high-quality faculty, and permanently downsizing the student population from 6400 to 5600.

In addition, we are experiencing a decrease in income due to the fact that our Health Care clinics are not producing the amount of capital that they had in the past. However, the School of Medicine is proud to report a 98% retention of medical students, increased enrollment for the 2010 class as well as for some graduate students, and NIH grant money has almost returned to its pre-Katrina amount.

Finally, President Cowen outlined his plans for the future, which include continuing with the Renewal Plan, revising enrollment management and financial aid strategies, investing in the future of faculty and staff by reviewing compensations, continuing the Promise and Distinction campaign (which has $118M to go out of the original $700M goal), rebuilding athletics, revising emergency preparedness, and continuing to aid in the recovery of New Orleans.

The University Senate meeting then moved onto a discussion of AAUP communication regarding the process which led to some involuntary faculty separations during the critical first months after Katrina. Dr. Cowen has exchanged numerous letters with AAUP but has not yet met with them in person. He will continue to respond openly and transparently with them. He reminded the University Senate that the University is still in a “financial exigency” state. If something comes
up again, he will come to the Senate for discussion if it is at all possible; it just wasn’t possible last fall at the time when critical decisions had to be made.

Committee Reports were given: The Benefits Committee stated that they recommend staying with United HealthCare for health coverage, as they are willing to cover us with minimal increases in premiums. The Budget Committee reported that the anticipated fiscal deficit for FY07 will be $31M due to the decline in clinical revenue downtown. Their previous estimate had been a $28M deficit.

Barbara Volo’s summary of the meeting is presented here as Appendix 1. Once the complete minutes of the meeting have been approved and posted to the University Senate website, they may be viewed online at http://www.tulane.edu/~usenate/

b. Board of Administrators: Cris Fontenot (see Appendix 2) reported that President Cowen gave a PowerPoint presentation (see description above), which was followed by Dr. Paul Whelton’s report on the status of the School of Medicine. Enrollment is up to 632 in the MD Program. Graduate Medical Education has 327 residents and fellows being trained in 40 programs. Graduate Program in Biomedical Sciences has 228 trainees (152 PhD; 51 Masters; 25 post-docs) with 12 new Ph.D candidates recruited in 2006. On the research side, key competitive faculty have been retained and the total federally funded research transferred to other institutions was only $3.25 M. Students really want to be here in an effort to make a difference for the future of the city.

Paul Barron, Interim Provost, then spoke about the Renewal Plan and focused on four areas: Undergraduate Focus, Academic Realignment, New Partnerships and Graduate Programs. Tulane will enhance the undergraduate experience by making it more campus and student centric. This point will be achieved by having undergraduate classes taught by full time faculty, have a more extensive residential college system and by creating one single college.

V. University Senate Committees: most of the committees have not met yet for this academic year. The committees are being reviewed by Tom Langston to ascertain which have vacancies which need to be filled. The Benefits committee will meet soon to discuss vision care.

VI. SAC Sub-Committees:

a. Election Committee: Mary Little reported that Linda O. Wright, new SAC member and chair of the ET&I Committee, will be assisting in the development of the online elections process. The old webpages must be floating out there somewhere and may be able to be renovated to meet our current needs. Linda is currently out on maternity leave until November 1, (congratulations on your baby boy, Linda!) and will be available after that. Then flyers will be sent out in the spring to alert everyone to the upcoming election.

b. Electronic Technology and Information: No report (see above).
c. **Recognition:** The committee met on August 30th to discuss our participation in the grand reopening of the UC (formally named the Lavin-Bernick Center for University Life) on January 18th. They are waiting on a theme to be announced. They want to do something with Olive and Blue Catering, perhaps a health and benefits fair to promote the SAC and to make staff aware of their benefits. They hope to arrange for some kind of giveaways like small pewter fleur de lis lapel pins. For visuals, maybe a PowerPoint presentation listing staff anniversaries, showing photos of SAC representatives, or the like, can be running in the background. Future meetings will help determine what will be done for the reopening.

d. **Staff Issues:** Susan Barrera related that the committee met on September 11th and she subsequently met with Stefanie Allweiss to answer questions from staff members. We now have a system whereby we can pose questions monthly and HR will investigate the issues and report back to us.

1. With regard to the recognition program, Stefanie Allweiss is putting it back on track, with several new staff members in employee relations. There will be a gathering for all staff who had anniversaries between July 2005 through Dec. 2006, which ought to be approximately 500 employees. Thereafter, they may do quarterly meetings, starting in January 2007. They may have a new gift structure that will be simpler. The question arose whether staff members will get to take a day off on their anniversary date; Susan will try to find out whether that will be reinstated.

2. The Staff Excellence Awards will be awarded again this year. A mailing will go out shortly about it.

3. The issue of how to include all campuses (e.g., Biloxi, Houston, Elmwood, the Primate Center) in SAC meetings is being addressed by instituting Conference Calls. This is a worthwhile expense that we have money to cover. There are several rooms across campus which can handle this; all we might need is the actual telephone and jack. Mirella Augusto says that there will be a Conference Room in 101 Stanley Thomas opening next spring that ought to be able to offer conference calling. The Business School also has the technology.

4. The concern about identity theft has been expressed. Forms with social security numbers as Employee ID numbers circulate all the time. The University is planning on moving away from SSN as Employee ID numbers in the future, but there is no roll-out date at this time.

5. The issue of vacation and sick hours being used during the Katrina hiatus was raised. As it stands, the negative time will stay on the books. Staff members were paid for that time, so it won’t be given back to them or erased. Someone asked whether there was any way for people to contribute to a vacation pool to help people out with negative time, but Stefanie says that the pool is strictly for health related issues.

6. Handbook changes were made in July without notifying staff members. Susan expressed our concern that no communication was made about something that directly concerns staff. Having a liaison with HR ought to mean that SAC members have a more direct line of communication about handbook changes, yet we were not notified about the changes either.
before or after it was done. Stefanie said that she would take our concern about the lack of communication to her meeting today.

7. There are staffing issues with people being overwhelmed with more responsibilities while offices are being downsized. HR will start reviewing departments to see if they’re understaffed.

8. Transportation issues were discussed. With the opening of the new parking garage downtown, parking will no longer be free. Carpooling is a suggestion but it will be difficult to arrange since stickers are non-transferable downtown. Uptown issues include limited parking spots and the scale of fees. Tony Lorino may be able to discuss that.

9. Suggestions from the Committee: Student workers for clerical aid? Make use of student community service requirement? Staff retreats to boost morale? Can an updated list of central offices be compiled?

10. Questions to be asked of HR: A) Now that there is no Internal Audit office, where do we go if we have something to report? Maybe we can get a guest speaker to address that. B) Why does it take a month between application time and acknowledgement of application? Automated system is flawed. Perhaps new hires will help with that situation. C) It would be helpful if answers to these and other questions would be posted on the website so that everyone may refer to them. This is in the works, according to HR.

To help communicate information to the staff, we might consider sending out a monthly e-mail newsletter containing links to the SAC website (once the website is functioning). This would be an easy way to let people know what we’re doing and to remind them that we exist.

Liz Davey is investigating the possibility of creating a van pool. Costs vary but would be around $130/month. One problem may be where the vehicle would park. A survey has been circulated and there seems to be interest, so there may be an informational meeting in October.

Stefanie Allweiss had a question for SAC: would SAC be interested in some kind of “adopt a family” program for the holidays? It would entail meeting the families, feeding them, and providing them gifts. Can SAC as a group adopt a family? Catholic Charities may be able to help locate families.

e. **Constitution:** see below.

### VII. Old Business:

The topic of altering the monthly meeting schedule to include some committee meeting days was readdressed. Parliamentarian Eileen DeHaro informed us that if we are to go about changing the schedule, a constitutional change is necessary, but if it’s for this year only, then the change can be put into effect with a Standing Rule. The motion was made to discuss the matter, and seconded.

Cynthia Hayes explained that the ultimate goal of substituting a “regular” meeting with a “committee” meeting three times a year is to facilitate representatives’ attendance at
meetings. Attendance at SAC meetings has been low because it is hard for representatives to spend a lot of time away from their offices during this post-Katrina period. Having to take additional time out of the office or after work to attend committee meetings would present an even greater hardship. If we offered committees the opportunity to meet occasionally in lieu of a “regular” SAC meeting, perhaps we would achieve higher attendance at meetings. Some representatives concurred that they would appreciate this schedule; others felt that the SAC really ought to continue to meet monthly, and that representatives ought to be willing to sacrifice some of their extra time to committee meetings.

After ten minutes of discussion, the motion was made to accept the modified schedule as it was presented in the July 20, 2006 Minutes, and it passed.

It was suggested that since we will be “skipping” a regular monthly meeting several times during the year, it is vitally important to maintain communication electronically via e-mail and Blackboard.

VIII. **New Business:** Cris Fontenot is interested in resuming the Brown Bag Lunch series and she is soliciting ideas for speakers and topics. Sally Ann Roberts, Dan Gill, a football coach, Danny Abramowicz were suggested as speakers, and possible topics raised were cooking, elderly parent care and estate planning. Ideas can be e-mailed to Cris.

IX. **Next Meeting:** With the acceptance of the modified schedule, the next meeting date of Oct. 12th will be reserved for committee meetings which will be held at the time and place determined by each committee’s chairman. The next regular meeting of the SAC will be held November 16 in the Dean’s Conference Room of the School of Public Health and Tropical Medicine.

X. **Adjournment:** The meeting was adjourned at 5:25 PM.

Ann E. Smith Case
Recording Secretary                        Approved ________ on ____________, 2006
Elections were held for several open faculty positions on the Senate, Senate committees, and one faculty senator to PFAC (President’s Faculty Advisory Committee).

**President’s Report**

The President gave his PowerPoint presentation to Senate on the progress and challenges facing the university. Here are some of the positive highlights:

- Strong external research funding $134M
- Surpassed private funding $76.2M
- Significant endowment growth to $890M for ‘06
- Proactive national visibility
- Partnership with other Universities
- Relationship with New Orleans improved (we have a much bigger role in the city)

**Challenges**

- Negative national media
- Class size smaller (just shy of 900)
- We must promote Tulane in a different way to parents and school counselors
- Tulane accepted a large number of students but parents and students chose not to come to New Orleans because of the negative image of the city.
  (However 66% of students and parents who visited Tulane chose Tulane)
  *To increase the overall enrollment Tulane accepted 157 transfer students for the fall and will accept another large group in January and the summer

Tulane has met the budget numbers for the upcoming year but we are facing a huge financial challenge from Katrina damage and the costs keep rising ($400M)
Tulane recovered $150M from insurance
FEMA has only given Tulane $145,000

Critical to the long term future of the University include:

- Timely and effective Renewal Plan
- Recruitment of students
- Retention and acquisition of high quality faculty
- Permanently downsize the student population from 6400 to 5600

- The most complex challenge is the Health Care Environment-SOM (clinical side)
  However, some positive SOM notes:
  - 98% retention of students
  - increased enrollment for 2010 class
  - increased enrollment of SOM graduate students
  - NIH grant funding is doing great- near pre-Katrina
  - LCME accreditation was good
Appendix 1 – University Senate Meeting, 9/11/06

- Grad Medical Ed.’s accreditation was good

Plans for the Future
- Continue with the Renewal Plan
- Revise enrollment management and financial aid strategies
- Support investments in the future of faculty and staff
- Review faculty and staff compensations (Pres. Cowen does not see faculty or staff reduction in the future)
- University Center dedication Dec. 6, 2006
- Kickoff the Promise and Distinction campaign again on Dec. 6, 2006 ($700M goal; already raised $582M, $118M to go)
- Rebuild athletics
- Revise emergency preparedness
- Continue with the city recovery

Many of the items discussed pertained to the faculty handbook and the committee on research.

The Benefit’s committee report was submitted to the Senate. The University will continue with United Healthcare for next year with a minimal increase of 3.2% and no change to the policy.

-- submitted by Barbara Volo
Report for the Tulane University’s Board of Administrators meeting held on September 14, 2006

The Tulane University’s Board of Administrators meeting began with the general session promptly starting at 10:00 AM. Dr. Tom Langston, who is the Vice Chair of the Senate Committee, opened the meeting. There were a total of three presentations. The first presentation was by President Cowen as a University progress report. The second presentation was given by Dr. Paul Whelton on the status of the Medical School. The third presentation was given by Paul Barron as an overview of Academic Reorganization.

President Cowen began his presentation with the highlights of the past year including the survival of hurricane Katrina, student return rate (88%), strong external research awards (~$134M), surpassed private fundraising goal ($76.2M), significant endowment growth ($888M in FY06 vs. $810M in FY05), proactive national visibility, partnership with other universities and the University’s relationship with New Orleans. A special point by Dr. Cowen to the fact that it is expected that the student body will continue to decrease as larger classes graduate and smaller classes begin. This is not necessary a bad outcome due to the fact that our faculty and staff has also decreased. In fact, he thinks that as our future admissions drop slightly, our faculty, staff and student ratio will then be well matched.

Dr. Whelton focused his presentation on the enrollment of the medical students. Enrollment was up from 627 students to 632 in the MD Program. Graduate Medical Education has 327 residents and fellows being trained in 40 programs. Graduate Program in Biomedical Sciences has 228 trainees (152 PhD; 51 Masters; 25 post-docs) with 12 new PhD candidates recruited in 2006. On the research side, key competitive faculty has been retained and the total federally funded research transferred to other institutions was only $3.25 M. One faculty member asked if there was one key factor in the success of the medical student enrollment by Tulane. Dr. Whelton didn’t specify one particular factor except to stipulate that those students really want to be here in an effort to make a difference for the future of the city.

Paul Barron spoke as interim Provost on the Tulane Renewal Plan and focused on four areas; Undergraduate Focus, Academic Realignment, New Partnerships and Graduate Programs. Tulane will enhance the undergraduate experience by making it more campus and student centric. This point will be achieved by having undergraduate classes taught by full time faculty, have a more extensive residential college system and by creating one single college.

Respectfully submitted by Cris Fontenot