All Officers are serving the Staff Advisory Council term 2006 – 2007.

**Call to Order:** Cynthia Hayes, Chair, called the May 10th meeting of the Staff Advisory Council, in the Race Room of the Lavin-Bernick Center for University Life, to order at
3:35 p.m. Repeated attempts to connect with the Northshore representatives for a conference call were unsuccessful due to technical difficulties.

I. **Review and Approval of the Minutes:** Cynthia called for a motion to approve the March 8, 2007 and the April 12, 2007 minutes. The motion was made and seconded, and the minutes were approved.

II. **Guest Speaker:** Collette Creppell, University Architect and Director of Campus Planning, was introduced. She gave a PowerPoint presentation divided into five areas concerning past, present, and future projects on campus. This information can also be accessed online at http://oua.tulane.edu/OUA_Current_Projects_May2007.pdf

a. **Recently Completed Projects:** Collette briefly described the completion of the Lavin-Bernick Center for University Life, Monroe Quad landscaping (with grass, trees and benches to improve the amount and quality of greenspace by this dormitory), the replanting of flowerbeds around the Warner Patio at Cudd Hall, the Pierson Patio between Tilton and Norman Mayer Halls, and improvements to Jones Hall Courtyard which are forthcoming.

b. **Landscape Renewal:** Campus Planning is working on a cohesive approach to landscaping the entire campus. They have produced a booklet (also available at the above website) which they can show to prospective donors to encourage funding for specific areas of interest.

c. **Space Strategy for the Renewal Plan:** This is a long-term vision which will re-configure the campus around “centers of gravity” or “campus zones”. The University Architect’s office has inventoried where everyone is physically located on campus, and will realign the campus into logical administrative groupings (e.g., grouping Social Sciences together, Student Services together, Humanities and Fine Arts, Athletics, etc.). Long-range academic visions have been formulated so that, for example, Anthropology will move to Dinwiddie Hall, Social Work will move to Norman Mayer, English will move to Newcomb Hall, and additional small moves will be made. On the corresponding Student-Centered Services plan, they intend to align entities to enable ease of access for students; they intend to create a type of student “Main Street” along McAlister Drive so that all offices that students may need to access regularly will be physically located near each other. Thus, the Navy Building may house student-oriented administrative functions rather than specific Navy functions. In Phase I, Renewal Plan entities were established (the Newcomb Dean’s House became the Newcomb College Institute; Cudd Hall became the Undergraduate College home; Advising moved into the Temporary Building Complex). Phase II, which will run from May 2007-Sept. 2008, will move offices to more logical long-term locations (Advising to Stanley Thomas; Anthropology to Dinwiddie; Ecology and Evolutionary Biology to Boggs, Earth and Environmental Science to Blessey).

**Newcomb-McAlister Unified Green Project:** This is currently at the conceptual phase. The goal is to create a large area where people will feel that they are IN a place rather than just ON THEIR WAY to a place. The centerpiece of this project will be to create one long green view corridor that connects the LBC Quad to the Newcomb Quad by eliminating driving/parking along the middle third of Newcomb Place and Newcomb
Circle. Newcomb Place will be opened to traffic at Freret Street, but traffic will only be able to travel north as far as the Newcomb College Institute before being looped back towards Freret; traffic from Willow will only be allowed as far south as Newcomb Art, and then it will loop back to Willow. Therefore, long-term vehicle parking will be eliminated from the central core, and will instead be relocated to the Rosen House site, which will become a surface parking lot. Shuttle service will move employees from the Rosen lot to their worksites. Parking and access details are still being addressed. Collette says that this is the trend for urban campuses, and that the amount of greenspace will be an asset for events like outdoor commencements.

d. **Active Projects:** Rosen House is currently being taken down; it will be landscaped and there will be a surface parking lot with shuttle service. Ben Weiner Drive will become a two-way street to facilitate the shuttle. Turchin Stadium is nearing completion. Alumni House is being renovated and the Annual Fund House is being rebuilt. The Power Plant expansion continues. Howard-Tilton Memorial Library had to move its mechanical plant out of the basement of the building after being flooded, and it is still on a temporary HVAC system. The library will in all likelihood add an addition onto the fifth and possibly sixth level. McAlister Auditorium also had to have its mechanical system relocated to a small addition on the back. The removal of the Pavilion (The “Bubble”) is planned so that Bruff Quad may be restored. No decision about its future has been made yet; options are to sell it or to move it to the Primate Center. Finally, the University is in early design stages of redeveloping the Central Building into the Yulman Event Center, a multi-use facility which will host different social and academic events as well as continuing to host athletic events such as basketball and volleyball games. A wider range of seating possibilities and an increased number of seats will be available after the renovation. This revisioning of the building ties in with the concept of creating a central core for student activities on campus.

**III. Human Resources Liaison:** Stefanie Allweiss was not present at the meeting.

**IV. Officer Reports**

a. **University Senate:** There were two Senate meetings since the last SAC meeting. The first, April 16, included elections, the President’s Report by Dr. Cowen (which was basically the same report which he gave to the SAC at our meeting of April 12th), and unfinished business:

- Special Committee report regarding faculty handbook procedures for termination due to exigency, which was sent back for a preamble letter to be constructed before the report is disseminated;
- Smoking Policy amendment to the faculty handbook, which was passed;
- Equal Opportunity Committee report regarding guidelines for recruitment of faculty and staff, of which the faculty manual was approved but the staff and administrative versions are not yet complete;
- Physical Facilities report, describing the Unified Green concept and other projects which Collette just presented;
- Library Committee report, which described the economics of library acquisitions and the ongoing recovery efforts post-Katrina.
The second meeting, May 7, included the President’s Report, in which Dr. Cowen relayed the welcome news that the University has received commitments for 1375 incoming freshmen, far exceeding the goal of 1200. He recognized Earl Retif, VP Enrollment Management) for his outstanding efforts. Regarding the ongoing dialog with AAUP, there will be a meeting on June 9th. Finally, Dr. Cowen expressed his thanks for everyone’s hard work to bring Tulane back to where it is. Unfinished business items included:

- Special Committee report regarding faculty handbook procedures for termination due to exigency; the motion was made to postpone dissemination of the preamble letter and report until fall 2007. In the interim, discussions should be held between the administration and designated Senate representatives to create a statement acceptable to all parties and suitable for adoption into the Faculty Handbook;
- Information Technology annual report, describing two main points for the IT strategic plan: project proposals (which were submitted online) have been evaluated and ten were chosen for funding; and the disaster recovery plan (in which a mirror site in Philadelphia has been established) is in place.
- Art Collections annual report, which describes the guardianship of the Tulane University Art Collection, which numbers about 5000 objects, by the Newcomb Art Gallery; and the ongoing development of a Collections Management Policy, which is in initial stages.
- Education Policy annual report, confirming that there are no plans to institute a fall break at this time; athletic scholarship holders are doing well enough to continue to allow us to offer 25 new scholarships for the fall; and the coordinate major in Environmental Studies has been moved from Science and Engineering to Liberal Arts.
- Budget Review annual report, which itemized the increased size of the incoming freshman class which means increased income from tuition; the revenue stream is being rebuilt; catastrophic expenses (e.g. Belfor remediation) are being paid off; debt reduction is ongoing.
- Faculty and Staff Benefits annual report, which described ongoing negotiations with medical insurance carriers; a minimal premium increase which has not yet been set; plans to add a vision care plan; dental plan remains with no rate increase; MetLife is the new life insurance carrier, as of Jan. 1, 2007;

As always, the minutes of the University Senate meetings may be found online at http://www.tulane.edu/~usenate/ once they have been approved.

b. Board of Administrators: Susan Barrera reported that there was no meeting.

V. University Senate Committees:

1. Benefits – a review of the year was just reported.

2. Budget Review – a review of the year was just reported.

3. Computing – Cynthia has no knowledge of a meeting being held.
4. Equal Opportunity – a review of the year was just reported.

5. Physical Facilities – a review of the year was just reported.

6. Social Issues – Suzanne Lossi was not present to report if there had been a meeting.

VI. SAC Sub-Committees:

1. Election Committee: Cynthia took the opportunity to thank Rhonda Earles and Linda Wright for their hard work readying the website for online nominations and the upcoming elections. Cynthia has appointed George Garrett, Miriam Espinosa and Lisa Britton to help Rhonda with the election of representatives, and Shirley Dymond and Cheryl Sterling to help Rhonda with the election of officers. Rhonda then described the procedures she followed to coordinate the election. She obtained staff counts for each of the three districts from Anne Baños to determine the number of representatives needed for the SAC. After putting out the call for nominations, Rhonda received 130 nominations (of which 24 people were multiple nominees): 25 unique Downtown nominees (out of 31 received), 40 unique Uptown nominees (out of 88 received), and 6 unique Northshore nominees (out of 11 received). An e-mail will go out to all nominees to confirm that they accept the nomination before the election is held.

The website will be configured so that each staff member will only be allowed to vote once, and only for representatives for their own district. Rhonda reported that there is a computer in the Northshore break-room at which people can vote in the upcoming election, there are various locales across the Uptown campus at which computers can be accessed for voting (computer labs, Library), and a computer will eventually be put in a break-room at the Downtown campus but probably not in time for this election. Paper ballots will be available in each district for people who are unable to access a computer. The elections will be held from Monday, May 14-Friday, May 18.

As a final comment, Rhonda added that in reviewing the Constitution, she was amazed at how much things have changed since the Constitution was revised in 2004 (e.g., there is no Inside Tulane anymore to notify about SAC changes and events) so she suggested that the Constitution Committee consider reviewing the document to update it to our post-Katrina environment.

2. Electronic Technology and Information: No report; Linda Wright has been working on the SAC nomination and election webpages.

3. Recognition: No meeting.

4. Staff Issues: No meeting.

5. Constitution: No meeting.

VII. Old Business: none.

VIII. New Business: Last month, Cynthia edited the ALLSAC listserv to ensure that it was up-to-date so that every current staff member will receive e-mails sent out on the listserv.
Updates to the list continue to come in daily, so Cynthia is confident that almost every staff member is being sent the information (although some people do not check their e-mail). Rhonda confirmed that the University does issue an e-mail account to every staff member, even if each staff member does not have a personal computer to use. It is hoped that SAC representatives will be able to reach out to those staff members who do not have computer access when items of interest and importance arise.

IX. Next Meeting: The next meeting will be June 14th, in the Dean’s Conference Room of the School of Public Health and Tropical Medicine. Officer elections will be conducted. The following meeting is scheduled to be held on July 12th at the Primate Center. Transportation to the Northshore may be coordinated. A smaller version of “It’s Good to be TU” may be presented as well.

X. Adjournment: The meeting was adjourned at 4:58 PM.

Ann E. Smith Case
Recording Secretary

Approved on June 14, 2007