Tulane Staff Advisory Council
Minutes of October 10, 2002
http://www.tulane.edu/~tsac/TSAC.htm

Attendees

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<th>Representative</th>
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<tr>
<td>1. Raymond Vance</td>
<td>Patricia Harrison(e)</td>
<td>18. Peggy Williams</td>
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<td>2. John August</td>
<td>Patricia Martin</td>
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<td>Diane Lenz</td>
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<td>4. Patricia Hinds</td>
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<td>21. Jose Alcaine(e)</td>
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<td>7. Michele Saunders</td>
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<td>23. Barbara Volo</td>
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<td>Gilbert Estrada Helene Farve</td>
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<td>“Ebonee” F. Milton</td>
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<td>10.</td>
<td>Deborah Williams(e)</td>
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<td>Joseph Caruso</td>
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<td>12. Daesy Behrhorst</td>
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<td>28. Ronit Weingarden</td>
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<td>Elizabeth Henson</td>
<td>32. Bobby Guntner</td>
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<td>MAL</td>
<td>Eileen DeHaro Elise Legrand</td>
<td>33. Kathleen Brumfield</td>
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<td>HR</td>
<td>Andy Heck</td>
<td>PA</td>
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<td>HR</td>
<td>Carol Jouet</td>
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2002/2003 Officers

Chair: Mary Little  
Vice Chair: Bobby Guntner  
Recording Secretary: Kathleen Brumfield  
Election Secretary: Gilbert Estrada  
Corresponding Secretary: Maria Gulden  
Immediate Past Chair: Maury Duplantis  
Member-At-Large, Eileen deHaro  
Member-At-Large, Elise Legrand

Human Resources Liaisons: Andy Heck and Carol Jouet; Invited Guests: Arthur Nead, Rhonda Corgnet, and Brad Koski

The October 10, 2002 meeting was held at the Uptown Campus in the President’s Rooms A&B. Meeting was called to order at 3:00 p.m. by Chair, Mary Little.

Approval of Minutes: The September 12, 2002 minutes were reviewed and approved with no corrections. Other Approvals: Mission Statement and Objectives were approved with no discussion.
**Special Presentation:**
Staff Advisory Council President, Mary Little and Former President and Vice President, Patricia Harrison and Barbara Volo presented a beautiful plaque to Ms. Yvette Jones in honor of her service to the Staff Advisory Council.

Ms. Jones thanked and commended the Staff Advisory Council for all their hard work since 1996, when the council really began to take shape. She stressed the importance of the SAC, its strength, and passion.

**Guest Speaker and Honoree: Yvette Jones, Senior Vice President for External Affairs**

**Topic: “Update on Health Benefits”**

For the past seven to eight months, the Senate Benefits Committee has been in the process of reviewing the health plan for the University. The Committee is coming close to making some recommendations. A request for proposals was sent out to look at a variety of plans 1) self funded and 2) fully insured. The proposal was sent to thirty-one (31) vendors and they have received back six (6) proposals for consideration. Three of the six were fully insured options a) United, b) Ochsner, and Blue Cross. They also looked at three self funded options a) New Tulane Health Plan Model, b) Consumer Driven Model, and Third Party Administrator. About two weeks ago, at Senate Benefits Committee meeting, they were recommending the self funded option. Instead of having Tulane Preferred, there would just be a Tulane Plan. The Tulane Plan would accomplish the following 1) provide a much broader network than just the Tulane doctor’s network and 2) in of network and out of network, but no longer the tier system. The plan that they are pricing is similar to what United is presently offering is a 90/10 plan. The price of all the benefits to the University is approximately twenty million dollars ($20,000,000). They are currently looking at one vendor (United) with three plans. They have been trying to get United to agree to a two year fixed rate. The main message without all of the details is that the health benefits that we have known is changing in one of two ways: 1) if we make the decision that we don’t want to pay more on a monthly basis, then we will have less of a benefit and pay more for the service as we use it, or 2) if we choose to have more insurance coverage, we pay more. They are still planning to have open enrollment in November 2002. A few other changes to health benefits are 1) you can now waiver out of the benefit and 2) modification of family premiums, it is based upon number of dependents rather than just one rate.

I. **Reports**

A. **University Senate** - Mary Little, Miriam Espinosa, and Maury Duplantis, III

B. **Human Resources** – Andy Heck, Frank Currie, Carol Jouet

C. **University Senate Committees (individual committee reports)**

   1. **Benefits** – Miriam Espinosa, Barbara Volo  
      No report, See above
   2. **Budget Review** – Miriam Espinosa, Jose Alcaine  
      No report
   3. **Campus Recycling** – Tom Latusa  
      No report
   4. **Committees on Committees** – Mary Little  
      No report
   5. **Committee on Information Technology** – John August

The following items were discussed:

   a) **Adoption of New Mission Statement** - The name of the Committee was changed to “Committee on Information Technology.” Revised Functions of committee will be as follows:

   **Executive:** to review, evaluate, and recommend strategies, plans, and policies that will lead to optimal use and development of information technology. This will include: reviewing technology infrastructure needs of the University community to support teaching, administration and research; Evaluating strategic directions, current and future capabilities, and objectives for campus IT support, including learning technologies; recommending methods for coordinated implementation of campus IT projects and initiatives, and reviewing the annual budget proposals for centralized IT facilities and services.

   **Advisory:** to make recommendations to the Senate in this area.

   b) **Revision of Committee Membership** - The Committee discussed the membership makeup. It was agreed that a special position for a faculty member in Electrical Engineering and Computer Science was not necessary. Dr. Gaver suggested that the EECS position was no longer relevant given the broader scope of the mission of the Committee. Dr. Sachs moved to delete the EECS position on the committee. Dr. Lester seconds, all approve.

   c) **Report By CIO** - VP for IT and CIO Dr. John Lawson addresses the committee, asking Mary
Walsh and Tim Deeves to comment on their areas of specialization. This discussion reviewed the academic, infrastructure and administrative priorities for FY 03. Dr. Page requests a means for standardization of technology initiatives prior to implementation, citing problems of integrating the Freeman Business School’s early adoption of wireless technology with the ongoing Tulane Wireless Project. Dr. Lester emphasizes need for organizational units to work with IT committee in early stages of developing initiatives. Dr. Lawson will form a University Technology Committee to help him to develop ties with IT leaders on campus. Mary Walsh discussed the status of the TAMS system, and states that her department is aware of problems with the grants portion of TAMS. Dr. Pisano brings up communications/data problems between the Med. Center and Uptown departments, particularly involving the use of SSN as an identifier.

d) Report By ILC - Director of the Innovative Learning Center, Dr. Hugh Lester, addresses the committee (due to time constraints, Dr. Lester presented an abbreviated version of his originally scheduled presentation). The major points Dr. Lester made were: 18 of 55 pool classrooms are technology-enabled, with a Wall Fund grant in progress to enable 18 more. Some of these new classrooms will not be pooled classrooms, but will be rooms that are used only by specific schools. The long-term goal is to enable all classrooms on campus. The ILC would like to set university standards for technology classrooms, providing economies of scale. The Blackboard system has become utilized much faster than originally anticipated. This semester, 75 courses added to Blackboard system with a current total of approximately 450. Several unfortunate delays/problems occurred with downloading students’ names to Blackboard rosters in Fall 2002. This occurred because of issues related to using SSN as identifiers and also using RS6000 accounts as the gateway. These problems should not reoccur. The increased use of the Blackboard system has necessitated a server upgrade because the currently application & data on one un-scalable machine. The upgrade will move to Blackboard 6 (also known as Level 3). This will run on scalable processors. This upgrade is scheduled to occur between F2002 and S2003 semesters

e) Report By Director of Network Services - Director of Networking Services, Tim Deeves, addresses the committee. Semester started with 30Mbps connection, recent upgrade to 45Mbps via monthly contract with NewSouth. Preference is to share bandwidth between 2 ISPs for failover & diversity. University currently pays $600/month/Mbps, efforts are in progress to obtain price approaching $200/month/MBit. Peer-to-Peer services (Morpheus, Kazaa, etc.) have been throttled to 5Mbps; tests indicate that P2P will use all available bandwidth if left unchecked. A proposal is under development for student-funded bandwidth to residence halls; other options follow example of University of Texas, with application of bandwidth quotas.

6. Diversity Task Force – Raymond Vance
   a) SAC Members were asked to remind constituents about completing the “Climate Survey” scheduled to be available in November; b) Raymond also informed the SAC that volunteers were needed to take part in the focus group meetings and the pilot survey for staff. He explained that these groups will establish the threshold that will be used to evaluate the survey results; and c) Work is continuing on review of the staff salaries and diversity within the staff population.

7. Equal Opportunity – Michele Saunders, Maria Gulden No report.

8. Physical Facilities – Raymond Vance No report

9. Social Issues – Barbara Volo No report

10. Senate Governance Committee - Meetings will reconvene in September 2002.

D. SAC Committees
1. Constitution/Election – Eileen deHaro, Gilbert Estrada
   The following proposal to restructure the SAC beginning in July 2003, was presented and approved unanimously: Complete revision of the existing SAC Constitution will now be required.

PROPOSAL

The Tulane University Staff Advisory Council Election and Constitution Committees propose the following changes to the structure of the Staff Advisory Council:
a) Beginning in July 2003, the current thirty-three (33) district format of the Tulane University Staff Advisory Council (hereafter referred to as SAC) will be changed to a three (3) district structure composed of an Uptown District, a Downtown District, and a Primate Center District.
b) The membership of the SAC shall consist of representatives from the three (3) districts, the officers, members-at-large as appointed by the chair, and exofficio members.
c) Representation in the SAC districts shall be based on a percentage of the total staff population within the district with a goal of one (1) representative per every one hundred (100) staff in the district. Currently this would result in fifteen (15) representatives for Uptown, thirteen (13) representatives for Downtown, and two (2) representatives for the Primate Center.
d) The SAC representation will be reevaluated every 6 years, or sooner, depending on perceived need, to guarantee that staff is adequately represented. The composition of the SAC will be adjusted according to major shifts in the total staff population within the district.
e) The Alternate Representative, currently part of the SAC structure, will be eliminated.
f) The term of service shall be three (3) years with an opportunity to "opt out" of membership after one year. There will be a maximum of two consecutive terms per representative. All current representatives and alternates will be eligible to complete two full terms, regardless of the time he/she has served under the prior system.
g) Nominations shall be taken from all staff within the district by April 1, 2003. Thereafter, nominations shall be taken prior to April 1 yearly to fill expired terms and resignations as needed.
h) Election of representatives will take place in May, to be completed no later than May 15th. Election will be by ballot, paper or electronic, containing all nominees. Each staff member can vote only once but can vote for multiple candidates based on the number of available positions in a district.
i) Nominees receiving the most votes will fill the available district representative positions. Any nominees in excess of the available positions will be notified of any vacancies resulting in the district and will be able to fill unexpired terms as needed.

2. **Electronic Technologies and Information** - John August

3. **Recognition** – Patricia Harrison, Bobby Guntner

4. **Staff Issues** – Raymond Vance

The following issues were discussed:

a) The alert line and the Tulane web site are not updated in a timely manner. For Hurricane Lillie, which was forecasted to be a category 4 to 5, the website was updated in the morning and not updated again. Staff were not informed until late afternoon of the decision to close at 4 p.m. Departments with equipment near windows needed time to secure this equipment and then proceed home to secure their families.

b) Those personnel located downtown who are considered emergency personnel were not able to bring their immediate families downtown since there were no provisions afforded them. Medical staff were able to obtain housing for their families in Hawthorne Hall. Staff were left on their own.

c) When facilities are to remain open, while the University is closed they must take vacation time if they do not come in. The Student Health Center was open during Lillie and staff were required to work or be docked a vacation day. Is there a policy violation with this issue? What can be done so that this does not occur in the future?

d) During tropical storm Isidore, the notification concerning the close of the University was sent to Dean, Directors, and Department Heads and not via a general email to faculty, staff, and students. If Department Heads were not available, a Department without communication from another area may not know that the University is closed. There is some discussion if in fact this notification did come out. There was a notification given to departments for a script for the phones to use.

e) There appeared to be anxiety on the part of staff not being able to leave early enough to secure property, family, or have enough time to consider evaluation in case of a shift in the direction of Lillie. By not deciding until late, many people felt that the University put employees in possible harms way as opposed to the previous week when a decision was made sooner.

f) The final issue concerned overtime pay, which I have submitted to you under separate cover.

5. **Governance** – Mary Little (see unfinished business below)
II. **Unfinished Business**
   1. The Governance Committee members met at Bobby Guntner’s home on Monday, August 26 to discuss the SAC Goals and Objectives for 2002-03. Revisions were made to the Mission Statement and Objectives to be presented to the council for approval. During the September meeting, we did not have enough time to review changes. However, President, Mary Little presented changes and they were approved.

III. **New Business**

   Meeting adjourned at 5:15 p.m.

*Respectfully submitted by:*
Kathleen Brumfield
Recording Secretary