Tulane Staff Advisory Council  
Minutes of February 13, 2003  
http://www.tulane.edu/~tsac/TSAC.htm

Attendees

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<td>1. Raymond Vance</td>
<td>18. Peggy Williams</td>
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<td>19a. Susan Barrera</td>
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<td>3. Patricia Martin</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>23. Barbara Volo</td>
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<td>9. Gloria DeCuir (e)</td>
<td>24. Gilbert Estrada Helene Farve (e)</td>
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<td>33. Kathleen Brumfield</td>
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<td>Eileen DeHaro</td>
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<td>Chair</td>
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<td>HR</td>
<td>Andy Heck</td>
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2002/2003 Officers

Chair: Mary Little  
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Member-At-Large, Patricia Harrison  
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Human Resources Liaisons: Andy Heck and Carol Jouet; Invited Guests: Rhonda Earles, Arthur Nead, Rhonda Corgnet, and Brad Koski

The February 13, 2003 meeting was held at the Uptown Campus, University Center, President’s Room A & B.  
Meeting was called to order at 3:00 p.m. by Chair, Mary Little.

Approval of Minutes: The December 12, 2002 minutes were not approved due to there not being a quorum present.
Guest Speakers:

There was no guest speaker at this meeting.

I. Reports

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

The University Senate met on February 3, 2003 and discussed the following:

The minutes were approved for the December meeting.

Three new senators were introduced, Pierre Beukens (Dean of PHTM), Sherri Longo (Medicine) and Shael Herman (Law).

President’s report

Scott Cowen presented his president’s report that had three major items.

Tulane announced that they will no longer support the oracle data system and will start to look for other alternatives. Approximately 6M were spent so far but the basic structure is intact. Three new vendors have been identified and they could possibly have another system available within the next three years.

The AAUP salary data that was incorrectly reported seven months ago is now accurate. Scott reported on the Research part of the ten-year plan. The goals are to improve the research support services and infrastructure to increase the levels of funding and un-funded high quality research by increasing: services, space and equipment, sound financial planning, administrative support, cross campus collaboration, Wall Funds, cost sharing policies, financial accounting and grant writing workshops, and amount of competitively awarded federal funded research with emphasis in science and engineering. NIH funding has increased from 29M in 1998 to 39M in 2002. The goal for 2007 is 100M. The Primate Center funding has increased from 7.9M in 2001 to 16M in 2002. The total awards were 63M in 1998 and 105M in 2002 and want to be at 150M by 2007.

There were three symposiums, which dealt with Infectious diseases, to invite prominent scholars to review areas of strength, and the Bio-terrorism task force.

The ten-year plan topic for the March senate meeting will be Education.

Budget Review


Undergraduate tuition is projected to rise by $1400, with a $100 increase in the academic support fee for a total increase in tuition and fees of 5.3%. The room rates will increase by $250 but no increase in meals for a total increase in room and board of 3.38%. Salary pools for Allocated Cost and DMC units that do not have a positive net operating margins will be fixed at 2.5% over the amount approved in the FY2003 budget. The total university allocated cost pool will increase by 3%.

Student Affairs

Five meetings have been held since the last report to the Senate. An additional meeting had to be cancelled in the Fall of 2002 due to cancellations related to the Fall hurricanes.

The Committee appointed from its membership people to serve on the new SACS Subcommittee on Academic Freedom and Responsibility of Students and on the Executive Subcommittee of SACS. Each Subcommittee was formed by the changes made by the Senate in late 2002. The Executive Subcommittee has met once to discuss relocation issues related to the upcoming University Center renovation. The report of the SCAFRS is included in this report of the SACS.

Student Health Center - In two meetings over the year, SACS addressed a number of concerns that students have had with respect to the functioning of the Student Health Center, and provided a forum in which Dr. James Farrow and other representatives of the SHC Advisory could respond to student government questions regarding the staffing and services for students at the SHC. While still a subject of concern to some members of the student body, it appears that informal communications are presently capable of resolving student complaints and concerns regarding SHC.
Medical Referrals and Notification - The Committee, acting together with a number of university offices, worked to refine the procedure regarding medical referrals and the process by which a student might be required to leave the university because of medical reasons. Another procedure addressing administrative responsibilities in the case of student hospitalization, the Hospital and Notification Protocol, is presently under discussion.

**Academic and Social Issues**

Programming - The SACS readdressed the existing rules that limit the use of amplified sound on the University Center quad. The general rule is that amplified sound is never allowed before 4:00 p.m. and never after 9:00 p.m, although exceptions are sometimes granted. The Committee determined that although exceptions to this rule have been allowed by the office of the VPSA, the present rule was nonetheless satisfactory and required no amendment.

TUCP/Pornography on Campus - The SACS held discussions and provided a forum for debate on the issue of the showing of pornographic films on campus. The LeAnne Knot Violence Project has expressed objections to the TUCP pornography film shown every Spring. After the Project met with TUCP and members of the University Administration, the issue was brought to SACS for further discussion. After extensive discussion on the issue, the Committee deferred action on the question until this present academic year.

Other - The Committee discussed resolutions passed by student government groups regarding (1) the university's hurricane response and (2) Library access hours. An existing regulation that prevents freshmen from using a gate between Calhoun Street and university property (implemented as a result of complaints from local residents) is scheduled to be revisited due to complaints from students.

**Student Organizations**

Recognition - SACS heard from one sorority in the process of seeking formal recognition. It was suggested that the organization seek recognition from the Pan-Hellenic Council as a first step toward gaining recognition at the University.

Hazing Sanctions - The Committee agreed unanimously to revise the Code of Student Conduct regarding its treatment of the offense of hazing. As revised and amended, the Code of Student Conduct will have a mandatory minimum sanction of suspension from the University for at least one full semester for hazing violations. Upon return to the University, two years of disciplinary probation are also required. This amendment tracks Louisiana state law on hazing at universities supported in whole or in part by public funds. Some evidence does suggest that a relation exists between severity of sanction established by the Code of Conduct and frequency of violations -- when mandatory minimum sanctions were established for false fire alarms, for example, the number of fire alarms each semester dropped dramatically. The committee's discussion on this issue also encompassed additional mechanisms that might be employed to reduce instances of hazing, such as educational programs and adequate notice of the university's "no tolerance" policy.

**Subcommittee on Academic Freedom and Responsibility of Students**

During the fall semester of 2003, the Subcommittee on Academic Freedom and Responsibility of Students (AFRS) held hearings on three cases held over from the spring semester, reviewed one other case, and received a fifth petition at the end of the semester. Two of the held over appeals were denied after the hearings and subsequent deliberations. Each petition, a request for reduced Honor Board sanctions and a grade appeal, was denied on procedural grounds. The third petitioner was granted the relief requested for reduction of Honor Board sanctions after research and deliberations by the committee. The fourth petition was denied a hearing after preliminary review by AFRS due to a lack of evidence of bias or impropriety on the part of the instructor. The fifth petition is awaiting committee action in Spring 2003. (Respectfully submitted by Felipe Smith, chair of AFRS, Fall 2002).

**Committee on Committees**

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The Committee on Committees is recommending two amendments to the Senate Constitution. These will require two readings, and Senators are reminded that the second reading, which will occur at the March meeting, must result in a favorable vote of two-thirds of the voting Senate membership for passage. Therefore, Senators are requested to take pains to be at that meeting or to send a proxy for these two items, so that they may be dealt with according to their merits.

Amendment 1:

The Committee on Committees recommends that the Chair of the Summer Grants Subcommittee of the Senate Committee on Research be changed from the Senior Vice President for Academic Affairs and Provost to the Dean of the Graduate School.

This change comes in response to a request by the Provost, and is regarded by the Committee on Committees as non-controversial: the main task of the subcommittee is to award summer research grants, almost all of which are automatically allocated to new faculty in order to guarantee them support in their first year at Tulane.

Amendment 2:

The Committee on Committees recommends that the Academic Freedom and Responsibility of Students Subcommittee of the Senate Student Affairs Committee be returned to the status of an independent Senate committee. More precisely, we recommend deletion of the Subcommittee on Academic Freedom and Responsibility of Students from the Student Affairs Committee, and the following additions to the Senate Constitution, By-Law III:

Committee on Academic Freedom and Responsibility of Students:

Functions:

Executive: to consider appeals of students related to their academic freedom and responsibility and financial aid in accordance with policies and procedures approved by the Senate.

Advisory: to recommend to the Senate policies describing rights and responsibilities of students.

Membership:

Two undergraduate and one graduate student, each from a different academic constituency, selected by the Associated Student Body Senate; three faculty members, each from a different academic constituency, for a term of two years; one representative of the Administration, to be appointed.

(This is the wording concerning SCAFRS from the Constitution before the Senate Committee overhaul.)

This recommendation comes after discussions among the chair of the Senate Student Affairs Committee, the outgoing chair of the AFRS subcommittee, the Vice-Chair of the Senate and the Secretary of the Senate, all of whom agree the change should be made. The rationale for the change is as follows.

In the overhaul of Senate Committees last year, SCAFRS was made a subcommittee of the Senate Student Affairs Committee, but that arrangement has shown itself to be problematical for a number of reasons.

The pragmatic reason is that, as a subcommittee of Student Affairs, AFRS must rely on the Student Affairs Committee for its members. This creates problems in two ways. First, there is the limited number - 12 faculty and 11 students - of members of Student Affairs from which to elect members of AFRS. This already is presenting problems because AFRS is potentially time-consuming, and people do not queue up to serve on it.

This illustrates the other problem with having AFRS a subcommittee of Student Affairs: as a subcommittee of another committee, AFRS members must do "double duty," serving both on Student Affairs and also on AFRS. Because of its time-consuming nature, it is difficult to find faculty willing to serve on AFRS and also
serve on another Senate committee as well, especially another one that's also potentially time-consuming. The issue is further complicated by the process of appointment - someone is first appointed to Student Affairs, which then conducts an election to form AFRS.

Clearly, it would be easier to recruit members if *all* the faculty and *all* the students are potential members, rather than having to elect members from the small number of faculty and students on Student Affairs.

In addition to this pragmatic reason, there is a more abstract reason to return AFRS to its standing as a separate committee, namely, because its concerns are not the same as those of Student Affairs. The latter is concerned with student life issues, in the main, while AFRS's main function is a place of last resort for disputes arising from academics. While these are not incompatible, they are distinct enough to warrant separate constituencies.

**Health Plan Oversight Committee**
Monitors the UHC plan, checks problems, and looks for other possible opportunities.

**B. Human Resources – Andy Heck, Frank Currie, Carol Jouet**
Andy Heck was present and reported the following:

- Staff Handbooks are in the process of being revised. At present the revisions have been sent to the legal department for review. Human Resources’ goal is to have the handbooks completed and out by next fiscal year (7/03). The handbooks will be available on their website.
- The University is also working on a “Policy and Procedures” manual
- Plans are underway to relocate both the Uptown and Downtown Human Resources to Uptown Square

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

1. **Benefits – Miriam Espinosa, Barbara Volo**
The Benefits Committee met and discussed the following:

- Tuition Waivers – Currently there are 440 tuition waivers. It is estimated that Tulane is paying 8 million dollars in tuition waivers each year. Human Resources is not receiving the tuition waiver forms in a timely fashion and will be enforcing deadline to have them to Human Resources.
- Dental Insurance – Approximately 1200 employees have dental insurance. In the process of requesting bids.
- Staff Retirement – An additional quarter percent in retirement contributions by the University will be sent to the Senate for approval; hopefully, it will be implemented by July 1st, bring the University’s contribution to 8%.

2. **Budget Review – Miriam Espinosa, Jose Alcaine**
The Budget Review Committee met on January 14, 2003 and discussed the following:

- FY 2002 Year-end Results – There was an increase in total assets of $55 million. The University finished the year with a positive cash flow [net annual change of $2.87 million], in contrast to the two previous years, and was able to decrease the amount of its outstanding line of credit by $2 million.
- FY 2002 Endowment Performance – For the period July 1, 2002 – June 30, 2002, the value of the pooled Endowment decreased by 4.7%, in contrast to the Balanced Index and S&P 500, which declined 7.9% and 18%, respectively.
- First Quarter Report, FY 2003 – It is projected that there will be a $7 million deficit instead of the $14.9 million originally projected. The major variances seen were 1) net tuition and fees, 2) budget freeze, and 3) operations and maintenance.
- Preliminary Budget Assumptions, FY2004 – 1) on the revenue side, undergraduate tuition is projected to rise by $1400, with $100 increase in the Academic Support Fee, for a net increase in tuition and fees of 5.3%, 2) on the expenditure side, salary pools for allocated cost and DMC units that do not have positive net operating margins and bottom lines will be fixed at 2.5% over the amount approved in the FY2003 budget. Graduate School stipends will increase by no more than $250,000. The total university allocated cost pool will increase by 3%.
3. **Campus Recycling** – Tom Latusa  
   No Report.

4. **Committee on Information Technology** – John August  
   No Report.
   - **Diversity Task Force** – Raymond Vance  
     Preliminary draft report of Task Force sub committee is in review cycle of whole Task Force.  
     - Task Force is awaiting results of survey from consultant

5. **Equal Opportunity** – Michele Saunders, Maria Gulden, Eileen deHaro  
   The Equal Opportunity Committee met on February 13, 2003 and discussed the following:
   - **Diversity Task Force**  
     Data from the survey has been analyzed but it has not gone back to the Diversity Task Force Committee (a subcommittee of the Equal Opportunity Senate Committee). Information has been "leaked" that overall salaries of staff are low. More money will be needed to recruit women and minorities but it is unknown where the money can be obtained. With respect to pay equity for women (faculty?), chairs of the departments have been asked to oversee the corrections, yet they are often the cause of the pay inequity initially. A system must be devised to correct the pay inequities and make sure that there is no retribution 3-5 years later. Perhaps deans should sit on these committees.

   The Center for Excellence in Medicine Leadership Corps is a program for the advancement of women faculty. Plans are being made to bring this program to the uptown campus. No plans are being made to bring the program to the Primate Center.

   - **Downtown and Uptown Daycare Services**  
     Day care access was addressed. There is no consistency in operating procedures between uptown and downtown day care; Earl Billmeyer oversees the downtown facility and the Newcomb Dean oversees the uptown facility. Tuition waivers are accessible for uptown but not downtown because 50% of the monies for operating the downtown facility are provided by LSU and surrounding businesses. Downtown, the staff are Tulane employees but Tulane does not get preference. Uptown, staff and faculty do not have equal access to tuition waivers; staff must ask for the waiver and are sometimes turned down. Availability for limited spaces goes by priority: faculty first, students second and staff third. Uptown, Newcomb Nursery and day care are not large enough. How much expansion is needed? We will need to define the crucial issues and make recommendations on expansion by getting input from parents who have placed their children and especially from staff who have been denied access. There have been instances of students and staff leaving Tulane because the costs of child care and the complications of accessibility were prohibitive. Mary Smith discussed the availability of federal child care dollars through the Office of Health and Human Services whereby 99% of the cost could be paid through the federal government for childcare in an accredited and certified facility, even an individual home. The program is salary/family size dependent; she will bring info about the program for the next meeting. Perhaps this can be added to orientation.

   - **Faculty Tenure Clock Extensions**  
     The discussions turned to the policy of tenure clock extensions of 6 months to 1 year when faculty members adopt or give birth to a child. The program is available but the faculty must ask for it. Downtown, women are discouraged from applying by their department chairs; they believe that there is a stigma against applying. Under normal circumstances, a faculty member is expected to achieve tenure in 7 years with the decision to be made at the end of the 6th year. If the faculty. If a faculty member is on Family Medical Leave, the tenure clock automatically stops. This should be mandatory in the case of adoption and birth of a child as well.

   - **Short-term Disability**  
     Inquiries about short-term disability insurance have been made but Andy Heck said that the Benefits Committee is currently looking into this matter.
• **University Diversity**  
President Cowen has a strategic mandate to increase diversity. In a diverse community, we must remember that people of different cultures may have dietary restrictions. In planning events or luncheons, remember to accommodate the vegetarians and those who do not eat pork, etc.

6. **Physical Facilities – Raymond Vance**  
University Center renovation program is scheduled to start in January 2004

- Meeting space will be at a premium while UC is under renovation. Areas with rooms will be asked to help accommodate the need for meeting space.
- Staff with faculty parking privileges will be sent letters to justify the need for these passes.
- Parking for visitors between the Business School and Law School is being assessed by Public Safety to with the parking issue on campus.
- The Uptown Square shuttle is a big success.

7. **Social Issues – Barbara Volo**  
No Report.

D. **SAC Committees**

1. **Constitution/Election – Eileen deHaro, Gilbert Estrada**  
The SAC Constitution and Election Committees have been revising the SAC Constitution in order to coordinate with the implementation of our new districting system that will become effective July 2003. Gilbert Estrada and I have been systematically looking over the entire Constitution, section by section. The committees will submit a revised Constitution to the entire SAC for discussion and approval when this ongoing procedure is completed. The Constitution revision will become official upon final review with the legal department and signing by President Scott Cowen. The Constitution revision will not become official before July 1, 2003.

The Constitution Committee would like to put forth the following amendment to become effective immediately upon passage by the SAC.

The Constitution Committee moves that:

**The position of Past Chair shall be an ex-officio voting position for a period of one year after the Chair's term has ended.**

Justification for this amendment lies in Robert's Rules of Order, 12th edition, the most current revision. According to Roberts Rules of Order, all ex-officio members, unless specified otherwise, shall be voting members of the assembly or body. Our SAC Constitution states that ex-officio members are non-voting. It is the feeling of the SAC Constitution Committee that the Past Chair, by virtue of his/her past service to the SAC, differs from other ex-officio members and should have a vote on SAC business. The Past Chair position should be an transition position thus it is the belief of the Constitution Committee that the vote should be time-restricted to only the one year immediately after the Chair's term ends. Thus, if the current Chair serves two terms, there should be a Past Chair position only the year of the first term. The February 13th SAC meeting was the first reading of this proposed amendment. If a quorum exists at the next SAC meeting, there will be a second reading, discussion and vote on this amendment that will become effective immediately upon a vote of acceptance.

2. **Electronic Technologies and Information - John August**  
No Report.

3. **Recognition – Patricia Harrison, Bobby Guntner**  
No Reort.

4. **Staff Issues – Raymond Vance**
Staff Issues – Staff incentive awards should the areas for which a person wins, should they share their ideas so the University can implement these ideas as a means of saving.

- The certificate of coverage for United Health Care, some employees would like to receive a copy. As soon as we get it, Andy said he would make it available to those interested in obtaining a copy.
- Andy will discuss with Payroll if there is a way to split insurance deductions for bi-weekly payroll recipients so that the insurance premium will not come out of one pay check only.
- The status of tuition waivers was discussed since some think that it may be eliminated but the University is trying to modify the due dates so that they will have a better grasp of the usage. (Financial impact)
- The 2.5 % pay increase for the next fiscal year was discussed and employees are concerned will all receive or will some Department heads not share with staff. HR is encouraging Department Heads to do a better job than in past to reward staff.

II. Unfinished Business
Reminder of the important need to expedite the corrections of our SAC Constitution and Election proceedings. All SAC members are encouraged to participate in meetings called by these two committees.

III. New Business
Reminder of paint rally – “Rally for Public Schools” visit www.som.tulane.edu/paintrally to volunteer and register for this great cause.

Meeting adjourned at 5:00 p.m.

Respectfully submitted by:
Kathleen Brumfield
Recording Secretary