Attendees

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<th>Representative</th>
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<tr>
<td>1. Raymond Vance</td>
<td>18. Peggy Williams</td>
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<td>2.</td>
<td>19a. Susan Barrera(e)</td>
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<td>3. John August</td>
<td>Patricia Martin</td>
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<td>4. Patricia Hinds(e)</td>
<td>Diane Lenz(e)</td>
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<td>5. Jacqueline Addison</td>
<td>21. Jose Alcaine</td>
<td>Gloria Lakatos(e)</td>
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<td>6. Michele Saunders(e)</td>
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<td>7. Evane Charles(e)</td>
<td>23. Barbara Volo(e)</td>
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<td>8. Patricia Hinds(e)</td>
<td>24. Gilbert Estrada</td>
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<td>10.</td>
<td>26. Felicia Camp(e)</td>
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<td>11.</td>
<td>27. Joseph Caruso</td>
<td>Cheryl Spann</td>
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<td>12. Daesy Behrhorst(e)</td>
<td>Ella Taylor(e)</td>
<td>28. Ronit Weingarden(e)</td>
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<td>14. Jeanny Keck(e)</td>
<td>30. Angelica Leonard(e)</td>
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<td>15. Miriam Espinosa(e)</td>
<td>Maria Gulden</td>
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<td>16. Elizabeth Henson</td>
<td>32. Bobby Gunter</td>
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<td>33. Kathleen Brumfield</td>
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<td>MAL Eileen DeHaro</td>
<td>Elise Legrand</td>
<td>Patricia</td>
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<td>Harrison</td>
<td>Maury Duplantis(e)</td>
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<td>Chair</td>
<td>Mary Little</td>
<td>ADM</td>
<td>Rhonda Earles</td>
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<tr>
<td>HR</td>
<td>Andy Heck</td>
<td>IT</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  
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Member-At-Large, Elise Legrand  
Member-At-Large, Patricia Harrison  

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

The March 13, 2003 meeting was held at the Downtown Campus, 127 Elk’s Place, 5th Floor Conference Room. Meeting was called to order at 3:00 p.m. by Chair, Mary Little. Staff Advisory Board Committees met from 3:00 p.m. to 3:30 p.m.
Approval of Minutes: The December 12, 2002 and February 13, 2002 minutes were not approved due to there not being a quorum present. It was decided that we would vote via SAC-Talk. However, a correction to the December 12th minutes was noted. It is as follows: Change item 1 to read: “Changes are being made to constitution to agree with newly revised district proposal.”

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 March 9, 2003 and discussed the following:

The February minutes were approved.

The Committee on Committees elected Leann Meyers (SPHTM), Sara Greistayer (SW), and Martin Davies (LAW) as new members to the Committee on Committees.

Two new amendments to the Committee on Committees were passed:

 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.

President’s Report:

President Cowen reported on the education aspect of the 10-year plan.

Undergraduate:

Tides program – 750 students in the Fall, predict about 375 in the Spring semester, encompassed 8 themed focus areas. The first year reading program with faculty and authors attracted 100 people. The expansion of the honors program will begin in the Fall of 2003. There were 8 teaching in excellence awards.
Office of Science Learning: There were 727 participants in 2002, offering 25 courses, 25 academic internships, and 23,495 hours of community service. The Wall Funds concentrated on Living Learning Communities, freshman writing, and staff development. Other significant areas are a new residence facilities with master’s residence planned, the University Center renovation, the Business School expansion, and a plan to increase the Customer Service in accounts receivable, financial aid, registrar, and career services. The goal is to attract a high quality student body. Applications are up from 8,000 in 1998 to 14,000 in 2003, freshmen enrollment 1476 in 1998 to 1546 in 2002, SAT scores 1278 in 1998 to 1327 in 2002, the freshmen in the top 10% of their high school was 54% in 1998 to 61% in 2002. The freshmen retention rate was 85% in 1998 to 87% in 2000.

Graduate: A new Dean was appointed, the Graduate School assessment and the self studies of the uptown sciences program was completed. The stipend levels will increase 15% over a two year period to 1M. The goal is to continue to build graduate programs. There are 129 students in 22 graduate programs presently.

Professional Education: Expand degree and non degree programs and off-campus schools, include a Masters degree in clinical research programs, increase the interaction between level across schools and colleges, and to continue to increase Wall Funding to attract more money to the university.

Committee reports were postponed:

The Committee on Research had a first reading to amend the copyright law. Presently the faculty has the copyright but Tulane adds that the faculty are the owners. In the late 1980’s, there was a teacher exception that says the institution was never the owner. The new addition will state that even if the faculty is the owner, Tulane relinquishes any ownership anyway in case this rule is overturned in the future. The only exception to the rule is that if a faculty member uses extra ordinary resources of the University. It was discussed that most of the Faculty Handbook is not legally binding.

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

Andy Heck was present and reported the following:

- A couple of new training courses will be offered in May 2003 from 10 a.m. – 2:00 p.m. The sessions will include lunch. They are as follows:
  - Supervisor – 4 or 5 Modules ½ day 1) Legal Compliance, 2) Interviewing, 3) Delegating, and 4) HR Policies & Benefits
  - Management for Success – Subtopics are as follows: 1) Providing Direction, 2) Feedback (Negative and Positive), and 3) Managing Conflict

- On-line application has been developed
- A website by the name of “Flip Dog” has been stealing Tulane’s job listings and charging a fee to the public for their services
- Human Resources is still not certain when they will be moving. Possibly sometime this summer.
- Cyborg system that payroll is currently using is being updated. They are presently working on two (2) modules: 1) Benefits (enable HR to input benefit data) and 2) Training & Development and Federal Information into Payroll (HIPPA, etc.

Mary spoke to Frank Currie on 2/24/03 regarding “Exit Interviews” form. Mary received draft of form to present to SAC members for review and comments on content. There were some discussions about “how exit interviews would be implemented”. It was suggested that they be done on-line.

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

1. **Benefits – Miriam Espinosa, Barbara Volo** No report.
2. **Budget Review – Miriam Espinosa, Jose Alcaine**

The Budget Review Committee held its meeting on March 11, 2003, from 4:00 p.m.-5:30 p.m. in the Hunt-Anderson Room of the UC. Chairman, Dr. Meredith Garcia presided over the meeting. The agenda included Tony Lorino who spoke first about the FY2003 second quarter reports. He spoke about general operations and the endowment. Operational highlights included an actual increase in net assets as of the end of Dec. 02 but a net asset deficit is projected for the end of FY2003. Tony
then spoke about the endowment. Highlights included a negative 7% return in the performance of the endowment for the months ended January 31, 2003. It was noted that this performance was better than a comparable S&P 500 return of negative 12.7%. Next, Yvette Jones talked about development efforts and the progress in the capital campaign. Yvette noted that total new gifts and pledges are almost 4% higher at this point compared with fiscal year 2001-2002. She also spoke about the new campaign counting guidelines approved by the Board Development Committee in December 2002. Among the new guidelines are that only pledges and gifts from private sources will be counted and that the pledge payment period is five years. Yvette also talked about the campaign goal of $650 million which is composed of the endowment, capital, strategic program support and annual fund elements. Chairman Garcia ended the meeting by announcing that the next committee meeting will be held April 28, 2003, at 4:00 p.m.

   • Diversity Task Force – Raymond Vance
     Met on 2/21/03
5. Equal Opportunity – Michele Saunders, Maria Gulden, Eileen deHaro No Report.

D. SAC Committees
2. Electronic Technologies and Information - John August No Report.
3. Recognition – Patricia Harrison, Bobby Guntner
   Bobby Guntner, Mary Little, and Barbara Volo met with Anne Banos regarding President’s luncheon. Administration has committed to contribute $12,000. However, we will have to do some fund raising. It has been proposed that we do a pre-parade party. Patricia Harrison has resumed her position as chair of the Recognition Committee.
4. Staff Issues – Raymond Vance
   • Flooding Uptown
   • Group Discounts

II. Unfinished Business
Reminder of the important need to expedite the corrections of our SAC Constitution and Election proceedings.

III. New Business

Meeting adjourned at 5:00 p.m.

Respectfully submitted by:
Kathleen Brumfield
Recording Secretary