Tulane Staff Advisory Council
Minutes of May 8, 2003
http://www.tulane.edu/~tsac/TSAC.htm

Attendees

<table>
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<tr>
<th>Representative</th>
<th>Alternate</th>
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<tr>
<td>1. Raymond Vance</td>
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<td>3. John August</td>
<td>Patricia Martin</td>
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<td>Jose Alcaine(e)</td>
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<td>4. Patricia Hinds(e)</td>
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<td>7. Michele Saunders(e)</td>
<td>23. Barbara Volo</td>
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<td>12. Daesy Behrohorst</td>
<td>25. Ronit Weingarden(e)</td>
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<td>15. Miriam Espinosa</td>
<td>Maria Gulden</td>
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<td>16. Cris Fontenot</td>
<td>Elizabeth Henson(e)</td>
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<td>MAL</td>
<td>Eileen DeHaro</td>
<td>Elise Legrand</td>
<td>Patricia Harrison(e)</td>
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<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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<td>HR</td>
<td>Carol Jouet</td>
<td>Andy Heck</td>
<td>IT</td>
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2002/2003 Officers

Chair: Mary Little  mary@tpc.tulane.edu phone: 862-8040 x6485 fax: (985) 893-1352
Vice Chair: Bobby Guntner  rguntner@tulane.edu phone: 588-5531 fax: 588-6667
Recording Secretary: Kathleen Brumfield  kbrumfi@tulane.edu phone: 587-7316 fax: 584-3644
Election Secretary: Gilbert Estrada  implant@tulane.edu phone: 588-5293 fax: 584-1611
Corresponding Secretary: Maria Gulden  mlopez1@tulane.edu phone: 865-5681 fax: 862-8970
Immediate Past Chair: Maury Duplantis  maury@tpc.tulane.edu phone: 862-8040 x6356 fax: (985) 871-6510
Member-At-Large, Eileen deHaro  deharo@tpc.tulane.edu phone: 862-8040 x6287 fax: (985) 871-6248
Member-At-Large, Elise Legrand  elegran@tulane.edu phone: 582-7802 fax: 584-1600
Member-At-Large, Patricia Harrison  pharris@tulane.edu phone: 584-1930

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

The May 8, 2003 meeting was held at the Downtown Campus, 127 Elks Place, 5th Floor Conference Room. Meeting was called to order at 3:00 p.m. by Chair, Mary Little.
Approval of Minutes: The March 13, 2003 minutes were approved electronically. In order to approve April 10, 2003 minutes, several alternates were asked to vote proxy. The April 10, 2003 minutes were approved with no corrections.

Guest Speakers: Sandy West, Director of Benefits

Ms. West greeted the Staff Advisory Council and introduced her staff which consists of 1) Celeste Wertz, who is designated to handle only retirement, 2) Diane Sims was previously with Tulane Preferred Health. Ms. Sims has replaced Celeste at the Downtown Campus and will be responsible for all other benefits excluding retirement, 3) Linda Lambert is responsible for working closely with United Health Plan, 4) Renita Bundy is responsible for flexible spending, 5) Cheryl Lafayette is responsible for the Dental Plan at Uptown Campus, and 6) Dionne Davis assists Diane Sims at the Downtown Campus. The Council was also given Benefits telephone number 865-8650.

Update on Health Benefits - They are presently gathering data from United Health to determine the direction of health benefits for the future. Open enrollment for health will be October and November. Our new United Health Care representative is Laura Roberts.

Dental Plan – Effective 7/1/03, we will be using MetLife for our dental plan. The University has agreed to a 18 month contract in order to align both dental and health on a calendar year. Changes are being made to increase benefits. There will be a small increase in the rates. Annual coverage will be from $1,000 to $1,500. A total of 8 Companies responded. Benefits will be sending out information on the new dental plan late May or early June.

Vision Plan – The vision plan with United Health Care and Coordinated Vision Care Providers were discussed. At present, United Health offers a 24 month benefit exam. However, should you need to see an optometrist before the 24 month period, you can use one of their Coordinated Vision Care Providers who charges up to $40 and will give discounts on frames and lens.

There was also discussion about United Health’s plan services and providers being on-line. The SAC felt that a completely paperless system is not in the best interest of all Tulane employees and that some printed service and provider materials should be made available to employees who are not computer literate or have access to a computer. Ms. West expressed advantages of going paperless and that it is the responsibility of the individual to arrange computer access.

I. Reports

A. University Senate - Mary Little, Miriam Espinosa, and Maury Duplantis, III
   University Senate Meeting was held on April 7, 2003.

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

C. University Senate Committees (individual committee reports)
   1. Benefits – Miriam Espinosa, Barbara Volo
   2. Budget Review – Miriam Espinosa, Jose Alcaine
   4. Committee on Information Technology – John August
      Committee on Information Technology met on April 17, 2003.

   Student Information System
   • With Project Advance cancelled Dr. John Lawson was forced to find another solution to the growing student information system issue.
   • Exeter Matrix appears to be the software that will be used.

Other systems that were looked at and their drawbacks

SCT Banner
• Older system
• Maintenance would be expensive
• Higher cost
Peoplesoft was found to be prohibitively expensive.

**THE SOLUTION**

Matrix
- Cost of the system can be spread across three years (2003, 2004, 2005).
- Each school will pay for the system during this time.
- Staff of eight or nine consultants will be on site for a majority of the implementation time.

Modular implementation

<table>
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<th>Module</th>
<th>Timeline</th>
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<tr>
<td>Student Marketing</td>
<td>June 04</td>
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<tr>
<td>Student Aid</td>
<td>October 04</td>
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<td>Student Billing</td>
<td>May to November 04</td>
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<td>Student Services System</td>
<td>February 05</td>
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Search Engine Update

Hudson Oliver has been charged with the task of looking into and updating the search engine used to find documents on the Tulane website. He is currently looking into several methods that would index the site and give better results than the current method. The process appears to be leaning in the direction of using Google.com as the solution.

5. **Diversity Task Force – Raymond Vance**

Meeting was held on April 24 and final draft of sub committee reports were reviewed for comments and recommendations. Full Task Force reviewed and made additional comments and recommendations for the final report. Committee members are awaiting corrections to Task Force report from committee chairs and copy of consultant’s survey results report.

6. **Equal Opportunity – Michele Saunders, Maria Gulden, Eileen deHaro**

Equal Opportunity Senate Committee Meetings were held on April 17, 2003 and May 1, 2003, Reported by Eileen deHaro as follows:

**April 17, 2003**

No staff members were able to participate at this meeting. It was learned that the proposal to change the University’s Equal Opportunity Statement to include “gender identity” as another protected class was proposed by Christopher Daigle, Office of Lesbian, Gay and Bisexual Life will be held for presentation to the University Senate in the fall.

**May 1, 2003**

Maria Gulden and Eileen deHaro attended as staff committee members; Mary Little was an invited guest for the SAC and the Senate Benefits Committee. Other invited guests were the Chair of the Senate Benefits Committee and the directors of the Newcomb Nursery, Newcomb Day Care and the downtown day care center. A comparison of the programs for day care at the uptown facility and the downtown facility was made. There are major differences between the two campuses.

Downtown Day Care, established in 1989, takes infants as young as 6 weeks. Currently there are 160 students; even though it is licensed for 230 slots, the maximum for the facility if was to increase is 170 in order to conform to national accreditation standards. Children are taken on a first come first served basis. Applicants are given a number; applicants fill vacancies as they arise with no preferential treatment. The waiting list has 400 children, 200 are infants. Only thirty-eight percent of the available slots are reserved for Tulane faculty, staff and students even though this is a Tulane staffed department. Sixty-two percent of available slots are reserved for the CBD according to the contract that Tulane has with area businesses who contribute operating expenses; of these the first twelve openings are reserved for oil companies. There is no “tuition waiver” but Tulane parents get a slight discount (example: $135/week is the charge for a Tulane infant whereas a CBD parent pays $140). The director of this facility reports to Earl Bilmeyer who reports to Tony Lorino.
The uptown campus facility actually consists of two separate entities: Newcomb Day Care and Newcomb Nursery; directors of these facilities report to the Newcomb Dean and ultimately to the Provost.

Newcomb Day Care takes the federal childcare assistance program but not a “tuition waiver”. There are 48 spaces available and usually twice that number on a waiting list. Currently the youngest is 15 months old and the oldest in the program are two year olds; even increasing to 60 spaces, the youngest child would need to be at least a year old. The child must be born before being placed on the waiting list. The director admitted that when a prospective faculty member refused to take the position without access to childcare, the child would be “bumped up” on the waiting list to get them in.

Newcomb Nursery School is 76 years old and is nationally accredited. It is open to the community as well as to Tulane employees and students for children aged 2-5 years old. Special Needs students are given a priority because these children have less options. The cost is $2800/year or $150/day. There are Endowed Scholarship Funds which allow for the so called “tuition waiver” but these funds create only a limited pool of money. Newcomb Nursery School also gets a stipend for mentoring UNO student teachers. Faculty is eligible for a tuition waiver immediately upon hire but staff must wait until they have been employed full time for three years. Forty percent of the children currently enrolled are children of Tulane employees.

7. Physical Facilities – Raymond Vance
   The meeting was held on 4/2/03. It was agreed that senior administration along with School Deans would be allowed two spaces each to assign for parking to staff in faculty areas.

8. Social Issues – Barbara Volo
   No Report.

D. SAC Committees
1. Constitution/Election – Eileen deHaro, Gilbert Estrada
   Reported by Gilbert Estrada as follows:
   The election will be held the 3rd Week in May. The SAC was given a list of all 2003 Nominees for election. Thanks to Patricia Martin for setting up the electronic voting program.
   1st Reading of Revised Constitution by Eileen deHaro
   1st reading of May 2003 Revised Constitution was done, Eileen noted modified sections of Constitution and they are as follows: Article 1A-Purpose, Article 2A-Membership, Article 2B-Meetings, Article 3-Election of Representatives, and Article 4-Duties of Representatives.

2. Electronic Technologies and Information - John August
   The committee will meet next week.

3. Recognition – Patricia Harrison, Bobby Guntner
   The committee is presently in the process of finding a site for the SAC Annual Luncheon and a good price for the catering. The committee is also looking into fund raising activities for the luncheon.

4. Staff Issues – Raymond Vance
   The flooding situation on the uptown campus was brought before the committee and the committee chair contacted Ken Dupaquier to speak at the April SAC meeting to answer these issues. No new issues have been presented to the Staff Issues Committee.

Unfinished Business
Bobby Guntner, Vice Chair of SAC, gave gifts to those who served on the recognition committee and assisted with the Staff Appreciation Luncheon in January.

II. New Business

Meeting adjourned at 5:00 p.m.

Respectfully submitted by:
Kathleen Brumfield
Recording Secretary