

Tulane University  
 Staff Advisory Council  
 Minutes of Thursday, November 11, 2004

I. Roll Call

<b>Attendees</b>	<b>Nov. 11</b>		<b>Attendees</b>	<b>Nov. 11</b>
<b>DOWNTOWN CAMPUS</b>			<b>PRIMATE CENTER NORTHSHORE</b>	
Jose Alcaine	Present		Cris Fontenot	Present
Susan Bourgoyne Barrera	Present		George Garrett	Present
Kathleen Brumfield	UA		Mary Little – Chair	Present
Kim Butler	UA		<b>Members-at-Large</b>	
Emanuel Cole	UA		Gilbert Estrada	Present
Glenda Folse – Recording Secretary	Present		Patricia Harrison	EA
Bobby Guntner	Present		Elise Legrand	EA
Cynthia Hayes	Present		Barbara Volo	Present
Manolito Martinez	UA		<b>Parliamentarian</b>	
Barbara C. Miller	UA		Eileen deHaro	Present
Peggy Lee Williams – Corresponding Secretary	Present		<b>Invited Guests</b>	
			Anne Baños	Present
			Rhonda Earles	Present
<b>UPTOWN CAMPUS</b>			Andy Heck	N/A
Jacqueline Addison – Elections Coordinator	EA			
John August	UA		<b>UPTOWN – PROXY REPRESENTATIVES</b>	
Daesy Behrhorst	Present		Charlsie Dillon	N/A
Gloria Decuir	Present		Lee Armand	EA
Miriam Espinosa	Present		Maria Gaztambide	EA
Jeanny Keck	Present		Arnetha Torry	N/A
Verna Lee	Present		<b>DOWNTOWN – PROXY REPRESENTATIVES</b>	
Angelica Leonard	Present		Gloria Lakatos	N/A
Kathryn Pierce	Present		Danna Teicheira	N/A
Raymond Vance – Vice Chair	Present			
Griselda Young	Present			

All Officers are serving the Staff Advisory Council term 2004/2005.

The November 11, 2004 meeting was held in Room 308, Howard-Tilton Library. The meeting was called to order at 3:15 p.m. by Chairman, Mary Little.

Mary Little welcomed all representatives and invited guests to the meeting.

- I. Review and Approval of the Minutes: The minutes of the October 14, 2004 meeting were submitted for review. The minutes were approved as written.
- II. Guest Speaker: Scott S. Cowen, President, Tulane University, addressed the Council on multiple issues:
  - A. Tulane is going to have both a marching band and a concert band next year. The last time Tulane had a band was 1975.
  - B. Enrollment at Tulane University is very strong. There are over 13,000 students; Tulane received 17,600 applications for the 1600 open slots for admission for Fall 2004.
  - C. There has been an increase in the amount of money available for Research and Development.
  - D. There are currently Tulane University campuses in Biloxi, Mississippi (University College), Houston (A.B. Freeman School of Business), and China (Business School).
  - E. Tulane received two huge donations, totaling \$60 million, to be used for Undergraduate education.
  - F. FLSA – the Fair Labor Standards Act – impacts some 564 Tulane Employees, whose status was changed from “Exempt” to “Non-exempt.” To appeal this change, send an email to Anne Baños. Appeals must have a justification, include a current job description, and have the support of the Employee’s manager. If there are any concerns, contact Cheryl Avera, Director of Compensation and Records, Human Resources.
  - G. Health Care Coverage will be reviewed every year. Tulane is currently the largest private employer in the area, and both employer and employee are contributing toward insurance premiums. A national firm assisted in the process of selection of the insurance carrier for this year. Some employees saw their insurance premiums decrease for 2005; some will see an increase of 5% or less.

- H. Hurricane Information: Employees must get information about University closures from the **official website** (<http://emergency.tulane.edu/>) and telephone number (504-862-8080). Television and Radio are not the official sources of Tulane Emergency news.
  - I. Poydras Street Building: The lease has not been signed as of today. Executing the lease could take an additional thirty-to-sixty days.
- III. Invited Guest: Present was invited guest, Anne Baños. Other guests who attended the meeting were:
- Rhonda Earles
  - Elfriede Westbrook
  - Barbara Everett
  - Andrea Bacino
  - Anne Ballam
  - Mirella Augusto
  - Claudia St. Marie
  - Allison Mull
- IV. Officers' Reports:
- A. University Senate: will meet December 2004.
  - B. Board of Administrators: Scott Cowen spoke about all of the issues from this meeting.
- V. University Senate Committees:
- A. Benefits: met October 28, 2004. Dr. Bob Hill is the Chairman.
  - B. Budget Review: will meet November 29, 2004.
  - C. Computing: met November 8, 2004. The Minutes from this meeting are attached.
  - D. Equal Opportunity: Eileen deHaro reported that Richard Gonzalez, Ph.D., is Chairman of the Committee, which met for the first time at 12:30 p.m. on November 11, 2004. Issues that are being reviewed are:
    - i. Daycare – uptown vs. downtown campuses
    - ii. Equal Opportunity hiring process
    - iii. Tenure-track adjustments
    - iv. Redefining the definition of *gender*
  - E. Diversity Task Force:

- VI. SAC Sub-Committees:
- A. Election Committee: An election will be held soon.
  - B. Electronic Technology and Information:
  - C. Recognition: A meeting will take place in the near future, prior to the December SAC meeting.
  - D. Staff Issues: A meeting took place at 2:30 p.m. on November 11, 2004. A letter announcing the names of the representatives on this committee will be forwarded to Human Resources.
  - E. Social Issues:
  - F. Constitution: Eileen deHaro reported that there were no new changes to the SAC Constitution.
- VII. Human Resources Liaisons: Human Resources Vice President Andy Heck was unable to attend the SAC Meeting. Cheryl Avera, Sandy West, and Barbara Brauner, from Human Resources, attended. There will be a Benefits Fair March 7, 8, and 9, 2005. Tulane is conducting a search to fill a newly-created position in Human Resources. The successful candidate will address operations and employment processes. Human Resources will soon be automated in many of its processes.
- VIII. Unfinished Business:
- IX. New Business:
- X. Next Meeting: December 10, 2004 at 3:00 p.m., in the Tulane University Health Sciences Center Board Room, 24<sup>th</sup> floor, Tidewater Building (Downtown). **PLEASE NOTE:** this SAC meeting will be held on **Friday**.
- IX. Adjournment: The meeting was adjourned at 5:10 p.m.

*The transcription of the minutes is paraphrased and/or reflects direct quotes from the participants in the meeting.*

Submitted by:  
Glenda Folse  
Recording Secretary

*Senate Committee on Computing Meeting  
Held in Boggs 600, 8 November, 2004*

- Lawson's office is looking for a new Information Security Officer – might reopen the search soon
- Technology Services Move to Poydras office space (1555 Poydras)
  - Lease hasn't been signed yet, but should be soon
  - 150,000 – 200,000 square feet on 14<sup>th</sup> floor (currently occupied by an Exxon data center)
    - If the lease is signed, renovations should begin in January
    - Plan is to have move finished and be fully operational by 1 July
      - AC is marginal, but acceptable
      - Fire suppression system will be replaced
    - University Center was first choice, but facility is still 5 – 7 years away from completion
      - Lawson mentioned that it's not out of the question that the data center could move again someday
  - Should be a “big improvement” in terms of space, infrastructure and connectivity
  - 60% of Tech Services personnel will move with the data center
  - Richardson will be renovated
  - No major plans for Data Systems (downtown) at this time, but possibly down the road
- Tulane Enterprise Student System (TESS) (formerly Student Information System (SIS))
  - Progress is not where they'd hoped, but is proceeding
  - Financial Aid is falling behind in the transition
    - Possibly because of high turnover of staff of late, need for retraining, etc
  - Also had some trouble with their consultants, but that problem has been cleared up
  - Current schedule for implementation
    - Financial Aid for HSC goes live in January 2005
    - June – July 2005: Student Marketing System (Admissions for undergrads)
    - Late 2005 – early 2006: Student Records and Billing
- Internet Security
  - Network Services is doing a better job of controlling rouge programs (viruses, Trojans, malicious code, etc) from damaging\invading the network
  - They've separated the residential halls from the broader university network
    - Most of the problems they've encounter have originated from the halls

- Currently working on implementing a system that will “quarantine” a computer that tries to access the network if that computer doesn’t have the latest updates\patches available for its operating system
  - Access to sites where those updates\patches are available will be allowed.
  - Once the updates have been applied, that computer can be cleared for access to the broader system
  - Windows XP Service Pack 2 is complicating implementation at this point
- Looking a new “border” firewall system
  - Current system monitors only SMTP (email) traffic
  - System being examined would look at FTP (file transfer), HTTP (web) and other types of traffic as well
    - offers some proactive intrusion protection as well
- new network switches have been installed in Deming Pavilion downtown that further enhance security
  - hope to spread those throughout the network
- LONI (Louisiana Optical Network Initiative)
  - <http://www.cct.lsu.edu/projects/larn/index.php>
  - Tulane is the only private university participating
  - Plan is for Tulane to have 1 connection to Uptown campus
    - That may change with the relocation of the data center Downtown
    - Lawson says he’s going to try to get 2 connections for Tulane, one for each campus
  - At issue right now is over the governance of the project
    - Board of Regents owns it, management council currently advises the Board and runs the day-to-day operations
    - State put \$4 million into the project as an economic development project
      - Several state agencies have been vying in for influence
    - Management council members
      - 1 – Board of Regents
      - 2 – LSU System
      - 2 – University of Louisiana System
      - 2 – Community College System
      - 2 – Tulane (Lawson and Laura Levi)
      - 1 – State Economic Development
      - 1 – Chief Technician for LONI
      - 1 – Chief Scientist for LONI
    - First meeting will be held 16 November
- Other Projects
  - Messaging
    - Tulane is looking at changing its email system to one based on Microsoft Exchange
  - Workflow
    - Payroll Action Form

- Looking to improve business processes
  - Move away from paper form to an electronic PROCESS
  - Cyborg (HR\Payroll) Migration
    - System for online benefits enrollment, access to tax forms, etc
    - Proceeding
- Committee expressed concern that Lawson's staff was working too many big projects, overworked and asked if more staff were needed
  - Lawson wouldn't commit, but also said he had expressed similar concerns in the past
  - Committee chair and deputy chair agreed to work on text of a motion to express committee's concerns, to be circulated amongst the committee members before being submitted to the administration
- ILC Director Search
  - Field narrowed to 3 candidates
  - Search committee is very happy with the remaining candidates
  - Each will be making 2 25-minute presentations to the search committee as the final phase of the evaluation process

*Submitted by R. Shane Hodgson, 10 November, 2004*