

Tulane University
Staff Advisory Council
Minutes of Thursday, March 10, 2005

I. Roll Call

Attendees	Mar. 10		Attendees	Mar. 10
DOWNTOWN CAMPUS			PRIMATE CENTER NORTHSHORE	
Jose Alcaine	EA		Cris Fontenot	Present
Susan Bourgoyne Barrera	EA		George Garrett	Present
Kathleen Brumfield	Present		Mary Little – Chair	Present
Kim Butler	EA		Members-at-Large	
Emanuel Cole	UA		Gilbert Estrada	EA
Glenda Folse – Recording Secretary	Present		Patricia Harrison	EA
			Elise Legrand	UA
Bobby Guntner	UA		Barbara Volo	Present
Cynthia Hayes	Present		Parliamentarian	
Manolito Martinez	UA		Eileen deHaro	Present
Barbara C. Miller	Present		Invited Guests	
Peggy Lee Williams – Corresponding Secretary	Present		Anne Baños	N/A
UPTOWN CAMPUS				
Jacqueline Addison – Elections Coordinator	EA		UPTOWN – PROXY REPRESENTATIVES	
John August	UA		Charlsie Dillon	N/A
Daesy Behrhorst	UA		Lee Armand	N/A
Gloria Decuir	EA		Maria Gaztambide	N/A
Miriam Espinosa	Present		Arnetha Torry	N/A
Jeanny Keck	Present		DOWNTOWN – PROXY REPRESENTATIVES	
Verna Lee	EA			
Angelica Leonard	EA			
Kathryn Pierce	Present		Gloria Lakatos	N/A
Raymond Vance – Vice Chair	Present		Danna Teicheira	N/A
Griselda Young	Present			

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

The March 10, 2005 meeting was held in the Howard Tilton Library, Room 308, Uptown Campus of Tulane University. The meeting was called to order at 3:04 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 February 17, 2005 meeting were submitted for review. The minutes were approved as written, with the exception of a change in the attendance record.. Those changes will be made, and the corrected minutes will be sent to all.
- II. Guest Speakers:
 - A. Deborah Love, Vice President for Institutional Equity, did a presentation on Diversity, Equity, the EEOC, and related topics.
- III. Invited Guest: Present was invited guest, Andrea Bacino, the guest of SAC member Miriam Espinosa.
- IV. Officers' Reports:
 - A. University Senate: The University Senate meeting was held on Monday, March 7, 2005. Discussion at the meeting centered around the activities of the "Promise and Distinction" campaign.
 - B. Board of Administrators:
- V. University Senate Committees:
 - A. Benefits: The Benefits Committee is scheduled to meet on April 13, 2005.
 - B. Budget Review: Cynthia Hayes reported that the Budget Review Committee meeting was held on Wednesday, March 9, 2005. She will forward a copy of the minutes to attach to the SAC meeting minutes.
 - C. Computing: The Computing Committee has not met.
 - D. Equal Opportunity: A meeting of the Equal Opportunity Committee has been scheduled.
 - E. Physical Facilities: The Physical Facilities Committee meeting was held on Friday, March 4, 2005. Their minutes are attached.

- F. Social Issues: The Social Issues Committee has met (but their minutes have not yet been forwarded for inclusion in these meeting minutes).

VI. SAC Sub-Committees:

- A. Election Committee: Jacqueline Addison was not present to give her report.
- B. Electronic Technology and Information: The Electronic Technology and Information Committee had nothing to report.
- C. Recognition: The Recognition Committee has stuffed 3700 letters to be sent to all staff employees the week of March 14, 2005.
- D. Staff Issues: The Staff Issues Committee had nothing to report.
- E. Constitution: The Constitution Committee had nothing to report.

- VII. Human Resources Liaisons: Barbara Brauner, Director of Employment, discussed the changes that will take place in Human Resources in July 2005 relating to the employment process. Automation will play a role in these changes.

Some members expressed concern to Human Resources about issues with Conexis (the FSA card).

- VIII. Unfinished Business: A discussion of the activities surrounding the “Promise and Distinction: The Campaign for Tulane kickoff for the week of March 14, 2005 was held.

IX. New Business:

- X. Next Meeting: April 14, 2005 at 3:00 p.m. in Tulane Health Sciences Center Board Room, 24th floor, Tidewater Building.

- IX. Adjournment: The meeting was adjourned at 5:15 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

Report of the Committee on Physical Facilities

March 4, 2005

The Committee met on October 27, 2004. The Subcommittee on Traffic and Safety met on February 18, 2005.

The Committee was briefed by Senior VP for Ops. & CFO, Anthony P. Lorino, on the status of current construction on campus and upcoming maintenance and development projects.

The Committee reviewed several requests for RAH parking from faculty, and requests from staff for faculty class permits.

The Subcommittee on Traffic and Safety reviewed the parking availability and the number of parking permits sold in all categories.

As a result of the change in policy regarding staff purchasing faculty class parking permits, and implementation by the department of safety of a new on-line system of permit purchasing, the number of staff with these permits was significantly reduced. However, it was noted that some staff employees still manage to claim faculty status and bypass the system. The traffic office will request confirmation from these individuals of their status, when they note a discrepancy.

The subcommittee discussed the parking status of postdoctoral fellows. At present, they are listed as faculty and purchase faculty class permits. The subcommittee recommended that postdoctoral fellows be treated as staff for parking purposes. However, because of the new online system, this change must be worked out with the Human Resources Office. The committee debated the possibility of a parking fee increase. However, there was no request for the committee's recommendation on that matter.

Asher A. Rubinstein,
Chair of the Committee on Physical Facilities

Senate Budget Review Committee
March 9, 2005
Summary of Meeting

I. FY05 Second Quarter Report

The FY05 second quarter is pretty stable, as compared to the first quarter. Under income, indirect cost recovery is up due to grants activities at the Health Sciences Center. There is a projection of a \$2.1 million deficit for FY05, which is an improvement of \$1 million as projected during the first quarter.

The Tulane endowment is the highest in the history of the school. At the end of December, the pooled endowment was at \$747,146 million. It is anticipated that \$325 million from the Promise and Distinction campaign will go towards the endowment. At this time, Yvette Jones reported that we are \$4 million away from our goal of \$476 million, a total to date that will be announced on March 17. The goal for the entire campaign, ending in 2008, is \$700 million.

Tony Lorino reported that the Board of Tulane has approved a loan of \$24 million for the School of Medicine. The monies will be used to fulfill the school's strategic plan.

The Development report for FY05 as compared with FY04 at this time reflects gifts and pledges up by 256.6%, from \$16 million to \$58 million. Total cash received to date is up by 34%, from \$26 million to \$35 million. Total annual fund cash received is down by 1.6% - from \$3.6 million to \$3.5 million. Annual fund donors are down by 7.3% - from 9,132 to 8,466.

II. Spring FY06 Budget Timeline

April 4

Joint meeting with the Senate Athletics Committee to review this year's budgetary results, as of the end of the third quarter, and projections for the coming fiscal year. Also included will be a review of athletics fund raising.

April 18 or 22

Final meeting of the academic year. A review of the third-quarter financial development results, and a review and vote on the FY06 budget prior to its presentation to the senate. There will also be a report on the decentralized management and budgeting system as it is being implemented for the coming fiscal year, as this marks the end of the three-year phase in of that model.