

Tulane University
Staff Advisory Council
Minutes of Thursday, October 14, 2004

I. Roll Call

Attendees	Oct. 14		Attendees	Oct. 14
DOWNTOWN CAMPUS			PRIMATE CENTER NORTHSHORE	
Jose Alcaine	Present		Chris Fontenot	Present
Susan Bourgoyne Barrera	Present		George Garrett	Present
Kathleen Brumfield	EA		Mary Little – Chair	Present
Maria Bullard	UA		Members-at-Large	
Kim Butler	Present		Gilbert Estrada	EA
Emanuel Cole	UA		Patricia Harrison	Present
Glenda Folse – Recording Secretary	Present		Elise Legrand	EA
			Barbara Volo	Present
Bobby Guntner	Present		Parliamentarian	
Cynthia Hayes	EA		Eileen DeHaro	EA
Manolito Martinez	Present		Invited Guests	
Barbara C. Miller	Present		Anne P. Baños	N/A
			Rhonda Earles	Present
Peggy Lee Williams – Corresponding Secretary	Present		Andy Heck	Present
UPTOWN CAMPUS			UPTOWN – PROXY REPRESENTATIVES	
Jacqueline Addison – Elections Coordinator	Present		Charlsie Dillon	N/A
			Lee Armaund	Present
John August	UA		Maria Gaztambide	N/A
Daesy Behrhorst	Present		Arnetha Torry	N/A
Gloria Decuir	EA		DOWNTOWN – PROXY REPRESENTATIVES	
Miriam Espinosa	EA			
Jenny Keck	Present			
Verna Lee	EA		Willagun Hamilton	N/A
Angelica Leonard	EA		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 October 14, 2004 meeting was held at the Health Sciences Center Board Room, 24th floor, Tidewater Building. The meeting was called to order at 3:03 p.m. by Mary Little, Chairman, and Raymond Vance, Vice-Chairman.

Mary Little, Chairman, and Raymond Vance, Vice-Chairman, welcomed all representatives and invited guests to the meeting.

- I. Review and Approval of the Minutes: The minutes of the September 9, 2004 meeting were submitted for review. The minutes were approved.

- II. Guest Speakers:
 - A. Madeline Vann, Assistant Director for Public Relations of the Health Sciences Center. Ms. Vann spoke on, and presented, the *University Style Guidelines*. When properly used and followed, these Guidelines
 - Ensure consistent communication
 - Provide a manual for writers
 - Contain Tulane-specific recommendations
 - On-line publication at <http://style.tulane.edu> .

 - B. Human Resources.
 1. Andy Heck, Vice President, Human Resources, announced that Deborah Love, Vice President for Equal Opportunity and Assistant to the President for Diversity Initiatives has been hired. She will report to Scott Cowen and Victoria Johnson, and will be housed in Suite 105, Uptown Square, 200 Broadway Avenue.
 2. Cheryl Avera, Director, Compensation and Records, gave a presentation on the Fair Labor Standards Act, and how it affects an employee's exempt/non-exempt status. According to the act, "Professional does not relate to exempt." The conversion of many employees' jobs, mandated by a change in Federal law, from exempt to non-exempt status does not affect their rate of pay or salary. 588 once- "exempt" employees, who are now "non-exempt", are eligible to receive overtime pay for overtime work. If you know someone who wants to appeal this decision, refer them to Anne Baños, Chief of Staff and Vice President, by hard copy or email (apbanos@tulane.edu). Appeals must be submitted to her before November 30, 2004. If any department affected by this change wants Cheryl Avera or Randy Michel, Compensation Analyst, to make a personal presentation in the department, they ask that you contact them in Human Resources. Human Resources staff addressed many questions that were directed toward them following the presentation.

3. Sandy West, Director, Benefits, spoke on Health Insurance and Flexible Spending Accounts, and answered any and all questions from the floor on changes and benefits for the 2005 calendar year.
- III. Invited Guest: Present was invited guest, Rhonda Earles, Deputy Assistant to the Chief of Staff, representing Chief of Staff Anne Baños.
- IV. Officers' Reports:
 - A. University Senate: This report was tabled until the next meeting.
 - B. Board of Administrators: This report was tabled until the next meeting.
- V. University Senate Committees:
 - A. Benefits: This report was tabled until the next meeting.
 - B. Budget Review: This report was tabled until the next meeting.
 - C. Computing: This report was tabled until the next meeting.
 - D. Diversity Task Force: This report was tabled until the next meeting.
 - E. Equal Opportunity: This report was tabled until the next meeting.
 - F. Physical Facilities: This report was tabled until the next meeting.
 - G. Social Issues: This report was tabled until the next meeting.
- VI. SAC Sub-Committees:
 - A. Election Committee: This report was tabled until the next meeting.
 - B. Electronic Technology and Information: This report was tabled until the next meeting.

- C. Recognition: This report was tabled until the next meeting.
- D. Staff Issues: This report was tabled until the next meeting.
- E. Constitution: This report was tabled until the next meeting.

- VII. Human Resources Liaisons: Present were:
 - Andy Heck, Vice President, Human Resources
 - Frank Currie, Director, Staff Development and Training, and
Center for Workforce Effectiveness
 - Barbara Brauner, Director, Employment and Employee Relations
 - Cheryl Avera, Director, Compensation and Records
 - Sandy West, Director, Benefits
 - Randy Michel, Compensation Analyst

- VIII. Unfinished Business: Any unfinished business was tabled until the next meeting.

- IX. New Business: Any unfinished business was tabled until the next meeting.

- X. Next Meeting: The next meeting will be held at the Howard Tilton Memorial Library, 4th floor Staff Lounge, Uptown Campus, on Thursday, November 11, 2004 at 3:00 p.m. Dr. Scott Cowen will be guest speaker.

- IX. Adjournment: The meeting was adjourned at 5:00 p.m. by Vice-Chairman Raymond Vance.

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

Submitted by:
Glenda Folse
Recording Secretary