

Tulane University  
Staff Advisory Council  
Minutes of Thursday, Dec. 14, 2006

ATTENDEES		ATTENDEES	
		<b>OFFICERS</b>	
<b>DOWNTOWN CAMPUS</b>		Cynthia Hayes, Chair	<b>Present</b>
José Alcaine	absent	Cris Fontenot, Vice Chair	<b>Present</b>
Lee Armand	absent	Mary Little, Elections Coord.	<b>Present</b>
Susan Burgoyne Barrera	<b>Present</b>	Ann Case, Recording Sect.	<b>Present</b>
Bronis Bell	absent	Nita Randolph, Corresp. Sect.	excused
Lisa M. Britton	<b>Present</b>	Eileen deHaro, Parliamentarian	<b>Present</b>
Kathleen Brumfield	absent		
Bobby Guntner (on leave)	excused	<b>MEMBERS – AT – LARGE</b>	
Suzanne V. Lossi	<b>Present</b>	Miriam Espinosa	<b>Present</b>
Germaine Nash	<b>Present</b>	Patricia Harrison	<b>Present</b>
Cheryl Sterling	<b>Present</b>	Barbara Volo	excused
Ivy Tanvishut	absent		
Shirley Tubre	<b>Present</b>	<b>EX-OFFICIO MEMBERS</b>	
Griselda Young	absent	Mary Little, Immediate Past Chair	<b>Present</b>
<b>UPTOWN CAMPUS</b>		<b>INVITED GUESTS</b>	
Shelley Boles	absent	Stefanie Allweiss	<b>Present</b>
Kathlyn Broussard	absent		
Robert Carrier	absent		
Ann Case	<b>Present</b>		
Shirley Dymond	<b>Present</b>	<b>NORTHSHORE</b>	
Rhonda Earles	<b>Present</b>	Cris Fontenot	<b>Present</b>
Debra Jordan	absent	George Garrett	<b>Present</b>
Jeanny A. Keck	<b>Present</b>		
Verna Lee	<b>Present</b>		
Angelica Leonard	absent	<b>VISITORS</b>	
Rita Levy	<b>Present</b>	Mirella Augusto	<b>Present</b>
Kathryn Pierce	absent		
Rob Platner	excused		
Nita J. Randolph	excused		
Linda Orth Wright	excused		

All Officers are serving the Staff Advisory Council term 2006 – 2007.

**Call to Order:** Cynthia Hayes, Chair, called the December 14th meeting of the Staff Advisory Council, in the Dean’s Office of the Tidewater Building, to order at 3:50 p.m. The meeting was preceded by a wonderful Potluck dinner and by a photographic session with University photographer Paula Burch-Celentano, who took our photographs for the website. Many thanks to Paula for her efforts.

**I. Review and Approval of the Minutes:** A quorum was present and the minutes of the November 16, 2006, meeting were reviewed and approved as written.

**II. Report of the Chair:** Cynthia related the success of our Familia Figueroa project. With the donations that were given by University staff, we were able to buy everything on their Wish List, as well as several gift certificates, and there are still more donations coming in. Stefanie Allweiss also offered unclaimed recognition gifts to the donations, and Cynthia has wrapped everything for delivery. She hopes that once all the donations have been received, she and some of the other SAC representatives as well as Stefanie Allweiss will transport all of the items to the family on Monday, December 18<sup>th</sup>. Cynthia has talked with the mother and she is very appreciative of our efforts. We will also have photographs taken to commemorate the event.

In other news, Cynthia said that the SAC was able to provide 200 tickets to the Better Than Ezra concert held on campus in conjunction with the dedication of the Lavin-Bernick Center to 100 people, and that they were very happily received.

Cynthia then said that much of the SAC business of the past month concerned Staff Recognition, so she introduced Stefanie Allweiss to discuss that.

**III. Human Resources Liaison:** Stefanie Allweiss started her report by announcing the news that Ray Lieber had accepted another job, and that he had been a fantastic mentor who did wonderful things for the Human Resources department in the time that he was here. Human Resources will continue where he left off, under the leadership of Aileen Nethery as the Interim Director, who has the same kind of experience that Ray had, and Barb Brauner. Stefanie will continue to attend the SAC meetings, and hopefully things will transition smoothly.

The **Staff Recognition** committee met with the provider (vendor), who will do just about everything for us. All we have to do is to provide him with the names and he will take care of everything. We will have two events a year; the first one will be a catch-up event on March 22<sup>nd</sup>, which we may tie into a raffle connected with the United Way campaign. The event is for an estimated 400 people who had anniversaries between July 2005 and December 2006. Starting next June, pins will be given out for first year anniversaries and also for every five years afterwards, along with their choice of a gift. The gift will be sent to the recipient's home, and a pin and certificate will be presented at the semi-annual recognition event. Rocking chairs will be continued for 25-year recipients, as well as the dinner with the President.

The **Staff Excellence** committee, ten members representing a cross-section of people across the University, met to review the 60 nominations of extraordinary people. Each committee member came to an afternoon meeting with their top recommendations to choose the 10 recipients. The chosen staff members will receive a visit from the President and their award on December 21<sup>st</sup>. Proper publicity has been arranged so that the *New Wave* will carry the story on the following day. Only the supervisors will be notified in advance. Comments from the committee members have been summarized so that the recipient would know some of the comments made about their wonderful service.

The **Staff Appreciation** Event on January 18<sup>th</sup>, 2007, will not be a Wellness or Benefits Fair, but it will be an Appreciation Fair. We still need to come up with a catchy name, something along the lines of “We Care About You.” We hope to highlight all of the things that Tulane staff members receive for free or for a discount, divided into categories like Museums, Nursery School, on-campus offerings like healthcare (e.g., the Wave Well Check for \$5.00, flu shots for \$20, smoking cessation help), Alumni Affairs, the Reily Center, and Athletics. Once we figure out who is interested in participating, we will invite them to be present and to bring information, give-aways, and raffles.

Pat Harrison passed around a menu of items which will be served at the event in the Lavin-Bernick Center (LBC) on January 18<sup>th</sup>. The SAC will pay for some of the food; oliveBlue Catering is donating \$2500 in food as well, which we will acknowledge with signage. Cynthia has come up with a six-piece Jazz band named the “Last Straws” to play at the event. She has also been working with Joe Cummins on gifts to be given away in a bag, possibly including a water bottle, post-its, and a pin with SAC engraved. Suzanne Lossi is working on door prizes to be given away, and on a PowerPoint presentation to be shown on a wall showing different things that Staff Advisory Council has done over the years. We also hope to send out an electronic flyer promoting the event, and we will have name tags available for everyone when they arrive at the event, which will run from 3-6 that afternoon. SAC Recognition committee members will staff the event.

One detail that still needs to be worked out is how to transport people from the Primate Center to the LBC. Bus transportation from downtown to the LBC is also being worked on.

#### **IV. Officer Reports**

- a. University Senate: Lisa Britton reported on the meeting of December 4<sup>th</sup>. President Cowen discussed the dismissal of the football coach and stated that a search was underway for a new head coach. He mentioned the upcoming dedication of the LBC, which was to be tied with the re-commencement of the Promise and Distinction campaign. With 18 months left to reach the goal of \$700M, by the end of December 2006 it appears that we will have achieved \$600M, which is an incredible achievement given what we’ve been through in the past year. In Admissions, the applications numbers are running parallel to 2004, and the quality of applicants is as good. Old business included reviewing the status of communications with AAUP which includes making all of the written communications being made available to the University via a link from the University Senate website.

Lisa also attended the Budget Review committee meeting, and she reported that for FY2006, the net assets decreased \$43M, we’re operating at a loss of \$103M. We’re on track for FY2007, expecting a deficit of \$31M by the end of FY2007. We hope to level off by FY2009. Regarding Hurricane Katrina, losses are staggering. It’s difficult to get insurance coverage; we have coverage for \$85M, but the cost of the premium is \$4M. We hope that this will drop back into a more realistic rate in several years, if there are no further catastrophes. The Promise and Distinction Campaign is doing really well and is on target to reach its goal and perhaps to exceed its goal. They’re trying to hold the increased cost for students at 5% for 2007-2008, although graduate students have voted to increase their student fees.

- b. Board of Administrators: Cris Fontenot reported that there was a very short open session of the Board meeting on December 7<sup>th</sup> because the closed session preceding the meeting was very long. They approved the minutes, they breezed through the establishments and amendments of the Endowed Funds and the Emeritus appointments and then they discussed Real Estate matters. There are several pieces of property that the Board wants to sell (two pieces in Slidell, several in Houma, several acres in Ohio and several acres in Baton Rouge). All were approved for sale. Then Yvette Jones and Darryl Berger discussed the Promise and Distinction campaign, saying that we have exceeded \$609M as of that day. They urged the Board members to be active in this campaign by contacting people to raise additional funds. The meeting was very positive and they were very optimistic.

**V. University Senate Committees:**

1. Benefits – there was no meeting, but Mary Little reports that a survey for vision care needs should be available by mid-January.
2. Budget Review – see above.
3. Computing – no report
4. Equal Opportunity – a meeting had been scheduled but was cancelled.
5. Physical Facilities – Shirley Dymond reported that there was a meeting on Nov. 29<sup>th</sup>. Almost all construction on campus has been suspended except for Turchin Stadium and the LBC. The LBC is expected to be finished by January 2<sup>nd</sup>. There is no exact date for Turchin Stadium’s completion, although they expect to be able to play some games there this spring. These two projects will be completed because they were funded mostly by private gifts. Two other mitigation projects underway are the Howard-Tilton Library and McAlister Auditorium (raising electrical units outside). The Power Plant has had to increase their chilling capacity because of the LBC and for the second residential college that will be built. The second residential college and the Law School renovations have been put on hold indefinitely. Rosen House is being demolished from the inside out and the site will be used for ground-level parking for now. Eventually there may be a building with upper level parking, and another athletic facility there.

The main part of the meeting involved Collette Creppell’s discussion of the proposal to make campus more of a walking campus to beautify it. The proposal is to restrict parking from McAlister Drive; there will be a right of way for cars and trucks, but no place to park except at Bruff Commons. This is to become a pedestrian area for everyone. Also, the area between McAlister Auditorium and Newcomb Hall is to become mostly pedestrian. Therefore, parking along Drill Road, McAlister Drive, and partly on Newcomb will be eliminated. Staff members will have to park back by Rosen House. There will be some parking on Newcomb Drive. The area by the Library at Freret Street will be opened up so that will become the main thoroughfare, with mostly just delivery trucks going up McAlister Drive. There will be a shuttle from the Rosen House parking area to the rest of campus. They won’t do this until it is funded, but they hope to start the work next semester. The cost will be between \$6M -

\$10M, depending on the model, with the objective to be pedestrian-friendly. This plan has emerged because visiting parents have commented that they really like the part of campus between St. Charles and Freret, but they don't like seeing all of the parking spaces between Freret and Willow.

6. Social Issues – no meeting.

**VI. SAC Sub-Committees:**

1. Election Committee: Mary Little has given Linda Wright, chair of the ET&I Committee, old information for the Elections website. Right now, Linda is getting settled in after her maternity leave, but she wants to use the SAC for an Innovative Learning focus group; they'll provide us with individual help, e.g. for the new mail program, and we'll give them feedback. She'll also provide us with the opportunity to conduct more e-surveys through the SAC website.
2. Electronic Technology and Information: No report
3. Recognition: see above.
4. Staff Issues: no meeting.
5. Constitution: no report.

**VII. Old Business:** none.

**VIII. New Business:** Cynthia mentioned that Miriam Espinosa and Susan Barrera provided raffle gifts for this Pot Luck meeting. Numbers were drawn and the gifts were given out. Thanks to both of them for providing these gifts.

**IX. Next Meeting:** The next time we gather will be on January 18<sup>th</sup>, at the Staff Appreciation event in the Lavin-Bernick Center. There will undoubtedly be committee meetings to finalize plans for the event before then.

**X. Adjournment:** The meeting was adjourned at 4:50 PM.

Ann E. Smith Case  
Recording Secretary

Approved \_\_\_\_\_ on \_\_\_\_\_, 2007