

**Tulane University**  
**Staff Advisory Council**  
*Minutes of Thursday, July 12, 2007*

ATTENDEES		ATTENDEES	
		<b>OFFICERS</b>	
<b>DOWNTOWN CAMPUS</b>		Cynthia Hayes, Chair	<b>Present</b>
Glenda Folse	<b>Present</b>	Susan Barrera ,Vice Chair	<b>Present</b>
Tami Jenniskens	<b>Present</b>	Rhonda Earles, Elections Coord.	Excused
Roxanne Johnson	Excused	Kathleen Brumfield, Record Sect.	<b>Present</b>
Paula Lucas	Excused	Cheryl Sterling, Corresp. Sect.	Excused
Linda Miller	<b>Present</b>	Jered Bocage, Parliamentarian	<b>Present</b>
Cindy Stewart	Excused		
Shirley Tubre	Absent	<b>MEMBERS – AT – LARGE</b>	
Karen Hiller (proxy)	Excused	Lisa Britton	<b>Present</b>
Merisa Pasternak (proxy)	Absent	Ann Case	Excused
Yesenia Vasquez (proxy)	Absent	Rob Platner	Excused
<b>UPTOWN CAMPUS</b>		<b>INVITED GUESTS</b>	
Marty Brantley	<b>Present</b>	Stefanie Allweiss	<b>Present</b>
Gwen Peacock Chavez	<b>Present</b>		
Liz Davey	Absent		
Shirley Dymond	Absent		
Miriam Espinosa	Excused		
Paul Forbes	<b>Present</b>	<b>NORTHSHORE</b>	
Lisa O’Dwyer	<b>Present</b>	Eileen deHaro	<b>Present</b>
Judy Vitrano	<b>Present</b>	Mary Little	<b>Present</b>
Linda Wright	Excused	Robert Johnson (proxy)	<b>Present</b>
Argentina Acosta (proxy)	Absent		
Jenny Daigle Benoit (proxy)	Absent	<b>VISITORS</b>	
Christi Longlois (proxy)	Absent		
Aaron Martin (proxy)	<b>Present</b>		
Laurie Orgeron (proxy)	Excused		

*All Officers are serving the Staff Advisory Council term 2007 – 2008*

**Call to Order:** Cynthia Hayes, Chair, called the July 12, 2007 meeting of the Staff Advisory Council to order at 2:15 p.m. The meeting was held at the Tulane National Primate Research Center, 18703 Three Rivers Road, Covington, LA

Cynthia thanked everyone for their attendance and presented flowers to the past and new officers. As an ice breaker, she requested that each representative introduce themselves, their department and number of years employed at Tulane. Cynthia gave special thanks to Eileen deHaro for her service and support as Parliamentarian over the years.

Cynthia explained that we would like to go back to district representation. Each representative would then be responsible for a district and the constituents will be able to communicate directly with their district representative. Cynthia explained that because of Katrina, the Council lost members and had to fill in with proxies and a few additional members. Things are moving along now at great speed and she is optimistic that we will be able to add additional members and have more time. Cynthia further stated that it is going to be a great year for the Staff Advisory Council and there are many things planned.

**I. Review and Approval of the Minutes:** Cynthia called for a motion to approve the June 14, 2007 minutes. Correction: George Garrett should have been excused per Eileen deHaro. The motion was made to approve minutes with necessary correction by Lisa Britton, seconded by Glenda Folse, the minutes were approved.

**a. Guest Speaker: Robert Johnson, *Manager of Communications, Tulane National Primate Research Center***

Mr. Johnson gave an overview of the Tulane National Primate Research Center. Mr. Johnson has been Manager of Communications at the Primate Center for a little over two years. Works in Progress include the following:

- Setting up tours for the public
- Setting up a speakers bureau
- Developing an intranet site

Mr. Johnson gave a history of the Primate Center. The Primate Center is funded by the National Institutes of Health. It has been in existence since 1964 and has had three directors, Arthur Riopell (1964-1971), Pete Gerone (1971-2001), and Andrew Lackner (2001 to present). The primary areas of research at the TNPRC are infectious diseases, including biodefense-related work and gene therapy. There seven divisions at the Primate Center 1) Bacteriology/Parasitology, 2) Collaborative Research, 3) Comparative Pathology, 4) Gene Therapy, 5) Immunology, 6) Microbiology, and 7) Veterinary Medicine. The Primate Center was awarded a grant to build a Regional Bio-safety Laboratory and the construction is underway.

**II. Human Resources Liaison: Stefanie Allweiss, *Executive Director of Employee Relations and Equity*** introduced the newly established Workforce Management Organization (WFMO) which combines Human Resources, Benefits, and Payroll under one umbrella. She also introduced the new WFMO web-site. She explained that under the new system, new hire orientation will be held on the employee's 1<sup>st</sup> day of employment. New employees start date will have to be on a Friday. Stephen Kirsch is responsible for Primate Center Orientation. Faculty orientation is on-line. Ms. Allweiss encouraged everyone to go on-line, review the web-site, and give them feedback via an email at [wfmo@tulane.edu](mailto:wfmo@tulane.edu).

### **III. Officer Reports**

- a. University Senate: The next University Senate Meeting will not be held until September 2007.

As always, the minutes of the University Senate meetings may be found online at <http://www.tulane.edu/~usenate/> once they have been approved.

- b. Board of Administrators: No Report

### **IV. University Senate Committees:**

1. Benefits – No Report
2. Budget Review – No Report
3. Computing – No Report
4. Equal Opportunity – No Report
5. Physical Facilities – No Report
6. Social Issues – No Report

### **V. SAC Sub-Committees:**

Election Committee: No Report

1. Electronic Technology and Information: No Report
2. Recognition: No Report
3. Staff Issues: No Report
4. Constitution: No Report

### **VI. Old Business:** none.

### **VII. New Business:**

- New Representative Orientation will be held on August 16 at the SPHTM in the Dean's Conference Room
- We will have a Staff Advisory Council Meeting the 2<sup>nd</sup> Thursday of every month with the exception of August (New Reps Orientation 8/16/07), December (Pot Luck 12/6/07) and January (Staff Recognition Event 1/24/08)
- The Staff Advisory Council would like to participate in the Adopt-A-Family program again this holiday season. Should anyone know of a family who is in need, please bring it to Cynthia's attention. Unfortunately, the family cannot be an employee of Tulane.
- The meetings will continue to alternate Uptown/Downtown each month with the exception of the July meeting that is scheduled to be held at the National Primate Research Center in Covington, LA on July 10, 2008.

- The Staff Advisory Council would like to also continue with its community outreach efforts.

**VIII. Next Meeting:** The next meeting will be held at the Uptown Campus, September 20, 2007 in the Lavin-Bernick Center (LBC) for University Life, Rechler Conference Room.

**IX. Adjournment:** The meeting was adjourned at 4:30 PM.

Kathleen Brumfield  
Recording Secretary

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