

Tulane Staff Advisory Council

March 16, 2022

Present: Gale Marie Abbass, Shannon Aicklen, Trina Beck, Kathleen Carneiro, Tawanda Coleman, Steve Coy, Will Ferbos, Janel Fielding, Natalia Fuentes, Kevin Grant, Lindsay Hellwig, Julie Henriquez Aldana, Ashley Hicks, Anita Jobson-Wolfe, Kristen Jones, Korey Lane, Jean Paul Lefort, Marissa Lespinasse, J. Malbrough, Robert Morton, Shawn Potter, Tsetsa Dankova Rosensteel, Barb Ryan, Chloe Simoneaux, Matthew Tombaugh, Sharon Valle, Taryn Vinet, Antoine Young

Excused:

Guests: Jonathan Small, KT Leech, Jeremy Pelegrin, Nadia Jenkins, Kristy Roger, Brandy Perry

Absent: Julie D'Antoni, Laura Doré Wiley, Brittney Hamer, Monique Hodges, Marie Maywalt, Carmen McCaffery, Evan Nicoll, Phillip Odom, Jonathan Remkes, Andrew Squitiro, Kady Weingart, Brittney Yandle

Call to Order 3:20 pm

Welcome everyone. Sorry for the technical delays.

Please email us at sac@tulane.edu to confirm your attendance if you are on Zoom on your phone. In the future if you are unable to make the meeting, please email us at sac@tulane.edu so we can mark you as excused.

1. **Review and Approval of Meeting Minutes:** Minutes from the February 2022 meeting prepared by Anita Jobson-Wolfe were reviewed and voted on. Minutes are approved.
2. **Guest Speaker** today is Jeremy Pelegrin who is Tulane's Chief Information Security Officer with a cybersecurity update. Tulane has changed how they react to cyber issues and have three (3) parallel approaches to cyber security: foundational, tactical, and strategic; along with a plan to address them. Tulane's cloud vendor solutions – Box, Microsoft, Lab Archives, and Canvas – are approved, vetted, compliant, and have agreements with us. Tulane does not have agreements with Google or DropBox so employees are discouraged from using these services for Tulane business. IT would like to improve user education by training Tulane's users in cybersecurity, phishing training, improving firewalls, etc. Initiatives right now include the MFA (multi factor authentication) with Duo which has been rolled out with faculty and staff and will now be rolled out to students. Cybersecurity takes the entire village. Tech Day- Data beyond the Digital Age will be 4/13/2022 in person at LBC and via zoom.

- **Question** – What are we doing to educate the students on cybersecurity? They are working on a campaign including students. Tech day will be a roll out on this educational plan.
- **Question** – Where do we send software requests in order to integrate with Tulane systems? IT projects / resources – <https://it.tulane.edu/project-proposal-requests>
- **Question** – Can we minimize the phishing attempts who mine the emails from Tulane’s website? On the Tulane IT Knowledge Database site there should be an article about how to manage your quarantine. They will look into how to keep Tulane emails from being mined for phishing.
- **Good practice is to use a password manager** – last pass is what he uses
- **One Drive vs Box** – Tulane was using Box before Microsoft created One Drive – both are compliant – staff can choose either.
- **From IT** - Below are lists of Tulane IT resources for your reference and to share with your colleagues, staff, students, and faculty:
 - [Ten Tips for Securing Your Data & Technology](#)
 - **Consult with IT for any tech needs or solutions**
 - [IT Project Proposal Requests](#)
 - **Managing Outlook spam quarantine features**
 - [Managing Outlook email quarantine/spam settings](#)
 - [Block or allow \(junk email settings\)](#)
 - [Focused Inbox for Outlook](#)
 - [Configuring Outlook junk e-mail features](#)
 - [Using the Report Message Add-In in Outlook](#)
 - [Participate in Tech Day on April 13!](#)

3. **Announcements by Human Resources:** Sharon Valle asks us to encourage everyone to participate in the March 25th Professional Development Day. Staff can register online at <https://hr.tulane.edu/pdd22/agenda-registration>. Volunteers are needed to assist with the day.

- Performance Reviews due March 7th but if more time is needed, please coordinate with your HR business partner.
- There is a Calendar on Tulane’s website at <https://events.tulane.edu/calendar>

Kristy Roger, Tulane’s new benefits manager, talked about the Tulane Company-Provided Life and Death Benefits following questions that were raised about these benefits at the last

SAC meeting. Tulane University is self-insured for medical benefits. She encourages staff to take advantage of the wellness programs and recommends everyone use the Employee Assistance Program (EAP) and Retirement plans. Tulane contributes up to 8% after two (2) years of employment to the employee's retirement plans. As the retirement deductions are a pre-tax, if you contribute 2% of your salary, you will not notice the difference.

- Company-provided Life Benefits includes
 - 1.5X employee's annual salary up to \$50,000;
 - \$2,000 legally married spouse;
 - \$2,000 eligible dependent children up to age 26.
 - Make sure a beneficiary is named for all of these if applicable.
- Tulane Employee Death Benefits – separate from other policies – contributes one month's salary for the employee to beneficiary. Salary is based on the salary at the date of the death.
- More information on your benefits can be found at hr.tulane.edu under benefits.
- Kristy can be reached at kroger@tulane.edu

4. **COMMITTEE REPORTS**

- a. Board of Administrators (BOA) – no meeting
- b. University Senate – Shannon Aicklen reported the Senate met on March 7, 2022. The Provost reported that there is a new Vice President of University Marketing, Ian Morrison who started in March. The Provost also reported about the SACS site visit during which everything went well. There was only one action item required to complete which is already underway. Everyone was reminded to complete the Tulane Values Survey and the library survey. Faculty handbook revisions were discussed. Lengthy discussion on the revisions to the university research policies.
- c. Budget – no meeting
- d. Committee on Committees – no meeting
- e. Equal Opportunity – no meeting
- f. Benefits – no meeting
- g. Information Technology – first meeting will be on April 11th.
- h. Facilities – no meeting

5. **SAC COMMITTEE REPORTS:**

- i. Community Service – no meeting

- j. Health & Wellness – there will be a meeting on March 21st
 - k. Staff Appreciation: there will meet on March 24th
 - l. Staff Issues – no meeting
 - m. Electronic Technologies/Information – Antoine has guidance on Twitter and Facebook have a new resource account. Next meeting is in early April.
6. Old Business
- The SAC info session was on March 10th via zoom at noon and the recording can be accessed on the SAC website.
 - The Professional Development Day will be on Friday, March 25th and will be virtual. The organizers will need volunteers to help with speakers and in other ways. Details coming. There will be a SAC resource booth with the info session video.
7. New Business –
- Elections –J said SAC will begin taking nominations April 13 – 22. An email is going out soon. Election will be May 4-13 with an electronic ballot. Kathy Carneiro is working on an online nomination form. There are open spots:
 - Two at primate
 - 10 uptown
 - 7 downtown
 - Janel Fielding asked about the Tulane HR Buddy program where staff can volunteer to be buddies to new employees – HR noted that this program has been dormant for some time but they hope to revive it.
 - Janel also mentioned that the Communications page has a standardized email signature and that maybe they should add years of service to acknowledge the service of the staff. <https://communications.tulane.edu/brand/digital-guidelines/email-signatures/generator>
 - Gale Marie Abbass asked if there was any update on the revised Hurricane Plan for the university especially after Hurricane Ida. Will Ferbos says to contact Meredith Beers.

The meeting was adjourned at 4:10 pm.