

# Tulane Staff Advisory Council

November 16, 2022, 3:00 p.m.

Virtual Meeting via Zoom

**Present:** Julie Henriquez Aldana, Matthew Tombaugh, Ashley Hicks, Kathy Carneiro, Pamela Fatland, Kevin Grant, Korey Lane, Gabriela Garcia, Venicia Stewart, Brittney Yandle, Shawn Potter, Shannon Aicklen, Trina Beck, Kristen Jones, Tyrus Stewart, Stephanie Mackin, Tsetsa Donkova Rosensteel, Chloe Simoneaux, Antoine Young, Nadia Jenkins, Julie D'Antoni, Dale Hall, Elizabeth Tierney, Tawanda Coleman, Marissa Lespinasse

**Excused:**

**Absent:** Natalia Fuentes, Monique Hodges, Jonathan Remkes, Kady Weingart, Constanza Porche, Jamie Dunkle, Carmen McCaffery, Marcel Charbonnet

**Attendance Note:** Please show your full name if you are on Zoom so we may confirm your attendance. If you are unable to make the meeting, please email us in advance at [sac@tulane.edu](mailto:sac@tulane.edu) so we can mark your absence as excused.

*Call to Order 3:02 pm*

Welcome everyone.

- **Review and Approval of Meeting Minutes:** Minutes from the October 2022 meeting prepared by Matthew Tombaugh were reviewed and voted on. Minutes were approved with no changes.
- No Guest Speaker

**HR Announcements** (Chloe Simoneaux):

- Happy Employee Appreciation Week, thank you to those who came out for the Essential Employee event last week at Audubon. <https://tulane.edu/2022-employee-appreciation-raffle>
- Be sure to fill out the employee raffle before Friday. Free tickets to tomorrow's football game are also available. Don't forget to take your wellness break on Friday as well.
- We'll be launching Module 2 of the Managers Series soon, this will be focusing on interpersonal skills. There will be recordings, Zoom sessions, etc with lots of great info. Stay tuned for an upcoming message! <https://hr.tulane.edu/mdp>
- There is a survey out about Benefits, which can be challenging to navigate, so let us know what we can do better for the future! [Take the survey here.](#)
- Tuition waiver is officially open for either you or a dependent, due February 6<sup>th</sup>. If you are in graduate school, there is a tax exempt form that you need to fill out indicating that your schoolwork is related to your job. <https://hr.tulane.edu/benefits/tuition-waiver>
- Don't forget to take the EDI Climate Survey which closes tomorrow. We're close to 50% completion by staff, so encourage everyone you encounter to take the survey. <https://edi.tulane.edu/survey>

**SENATE & SENATE COMMITTEE REPORTS**

- a. Board of Administrators (BOA) – No Report
- b. University Senate – Official minutes here: <https://senate.tulane.edu/meetings-minutes>
  - Met on the 7<sup>th</sup>, President Fitts was sick and so Robin Foreman presented his remarks with updates.

- Football team has been doing well, highest ranking since 1998. Talked about getting your tickets to the SMU game.
- Nov. 28- Dec 2<sup>nd</sup> is Student Appreciation Week
- Please complete the EDI Survey, time is running out. Each email link is unique.
- Matthew Davis is the 3<sup>rd</sup> Presidential Chair, coming in February 2023
- This is International Education Week with great events happening
- There is a plan for President Fitts to do a presentation on Hebert Hall at the next Senate meeting.
- Brian Johnson reported on the textbook program: there is an opt-out option, with 4,000 students staying in and 3,000 opting out. Also discussed packages: 11,000 packages placed in residence halls before classes, have distributed 100,000 packages for students and 11,000 for departments so far. There have been discussions around alleviating slowdowns. Mail lockers for faculty/staff have been discussed, but continuing to explore ideas.
- Patrick Norton updated on Sustainability Project: should be receiving an email about the annual greenhouse gas report based on the 2015 climate action plan. There are plans to install electric vehicle charging stations.
- Changes to Chapter 7 (staff grievances) was postponed until the speaker could attend. A discussion was held on Chapter 3 (absences/time away) and members are reworking the current proposed language.

c. Budget Review–

- Met yesterday
- Received a report on fiscal year 2022, have passed an extremely thorough audit with no findings.
- University hasn't used a credit line for several years and is in good fiscal position, ending the year with a surplus in the range of \$25-30 million.
- Credit rating remains good, expecting announcement soon by Moody's about update to the current rating of A2 Positive.
- The endowment has performed extremely well, currently up 4% this year even with the turbulent market. The 10 year annualized return is 10.5% which ranks the Tulane endowment 18th of 360 endowments by NACUBO's higher education endowment study.
- Reviewed and approved to send to the University Senate the high-level assumptions for next year's budget, including:
  - ○ Considering an undergraduate tuition increase by 4.5-5%; increase in mandatory fees by 1.3%
  - ○ Housing cost increase planned to be 4%, Meal Plan increase planned to be 5% after the university negotiated with Sodexo.
  - ○ Non-salary expenses are targeted to be at the FY23 level.
    - ○ The raise pool is recommended at 3.5%

d. Committee on Committees – Did not Meet

e. Equal Opportunity & Institutional Equity – Did not Meet

f. Benefits – Did not Meet

g. Information Technology – Did not Meet

h. Facilities – No rep yet

## **SAC COMMITTEE REPORTS:**

- i. Community Service –
  - i. Toy Drive: The donation form is online and the 7 boxes are delivered – we're accepting donations now! Advertising went out today through HR. We're ending on the 2<sup>nd</sup> (a bit earlier this year). We're aiming to double last year's donations.
- j. Health & Wellness – No Meeting
- k. Staff Appreciation: -
  - o Encourage everyone to participate in Employee Appreciation Week.
- l. Staff Issues – No Meeting
- m. Electronic Technologies/Information –
  - o Solidifying a student worker for the next semester to get things order.
- n. Elections – See below

### **Old Business:**

- o Physical Facilities Rep to Faculty Senate Committee:
  - o Launched a poll during the meeting. Matthew Tombaugh selected.
- o Special Elections:
  - o We will put info out via newsletters etc. to get information about a special election in the coming month so will collect names and interest through that. Hope to have new reps by the start of the new year. If you have any questions, please connect with Ashley Hicks.

### **New Business:**

- Concerns brought by Liberal Arts & Sciences: are there any plans to open a new faculty/staff dining area now that the 1834 Club has closed? There are concerns about not having a separate space.
  - o We will reach out to Campus Services to ask about this.
- Received questions/concerns about the 'Academic Year in Review' publication, seems to be inefficiently managed- received at work and at home, received by some who don't work here anymore. Can the distribution plan be reconsidered? Seems wasteful to get 2-3 copies of what is a really lovely publication. Perhaps there's a way to opt for digital or physical copies?
  - o Dale Hall will bring this to Will and others to discuss it further.
- As a reminder, uptown campus closes early at 3pm to let out for the football game.
- A reminder about attendance per the constitution and unexcused absences:  
[https://sac.tulane.edu/sites/sac.tulane.edu/files/sac-constitution-approved\\_10-24-18.pdf](https://sac.tulane.edu/sites/sac.tulane.edu/files/sac-constitution-approved_10-24-18.pdf)

### **Next Meeting(s):**

- Will be in January, the spring calendar is still being set, and an invite will be sent out in the near future.

*The meeting was adjourned at 3:43.*