

# LSU | Staff Senate

## STAFF SENATE MEETING MINUTES September 20, 2017

President Michelle Lowery presided over the September 20, 2017, Staff Senate meeting held at the Capital Chamber Room (329) in the LSU Student Union at 10:30 a.m.

### ATTENDANCE

#### SENATORS

##### Executive/Administrator/ Manager

P - Kucharchuk, Kayla ('18)  
P - Millican, Tammy ('20)

##### Professional/Non-Faculty

P - Green, Elizabeth ('18)  
Pr - Henry, Jake ('18)  
P - Lowery, Michelle ('18)  
P - Nahmens, Lynn ('18)  
P - Ortiz, Shelly ('18)  
P - Springstead, Jennifer ('18)  
P - Villien, Douglas ('18)  
P - Henry, Rachel ('19)  
P - Levesque, Jonathan ('19)  
P - Reonas, Barbara ('19)  
P - Rios, Hector ('19)  
Pr - Braud, Jennifer ('20)  
P - Calderara, Derek ('20)  
Pr - Clemmons, Jill ('20)  
P - Hernandez, Kristen ('20)  
P - Lemoine, Nathan ('20)  
Pr - Padilla, Osmar ('20)  
P - Stone, Megan ('20)

##### Service/Maintenance

P - Matkovic, Igor ('20)

##### Skilled Crafts

P - Adedeji, Funmilayo ('19)  
P - Corbitt, Brent ('18)

##### Technical/Paraprofessional

P - Cherry, Aaron ('20)

##### Clerical/Secretarial

P - Salvadras, Amber ('18)  
P - Arnold, Nancy ('19)  
P - Thibodeaux, Ashley ('19)

A - Indicates Absent  
P - Indicates Present  
Pr - Indicates Proxy

## **GUESTS:**

Brandon Smith, LSU Community – University Partnership – United Way  
Cierra Burnett, LSU Community – University Partnership – United Way  
Joey Impastato, LSU Student Government  
C. J. Carver, LSU Student Media  
Isabella Allen, LSU Student Media

## **CALL TO ORDER**

The meeting was called to order by President Michelle Lowery at 10:30 a.m.

## **ATTENDANCE**

There was a quorum with four proxies noted.

## **PLEDGE OF ALLEGIANCE**

Senator Kayla Kucharchuk led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – August 9, 2017, Staff Senate Meeting**

A motion to accept the minutes was made by Past-President Douglas Villien. The motion, seconded by Member-at-Large Barbara Reonas, carried.

## **GUEST SPEAKER – BRANDON SMITH, UNITED WAY**

Smith thanked the Staff Senate for the invitation to speak regarding awareness of the United Way Campaign which has launched on campus.

- The United Way Campaign is facilitated through the Office of Community University Partnerships.
- The Capital Area United Way is an organization comprised of 43 member organizations in and around the nine parish capital area.
- The university has a long standing relationship with the Capital Area United Way for about 20 years now.
- The collective goal to raise this year is \$90,000
- The donor designation form is provided in Workday and can be payroll deducted

If you have questions regarding the United Way, please email [unitedway@lsu.edu](mailto:unitedway@lsu.edu),

He opened the floor for questions.

Q: Where do the contributions go?

A: If you don't designate to a specific member organization, the Board of Directors will determine where those contributions go with consideration of the proposals received from the member organizations. Member organizations draw up plans every year and the Board decides

what portions are received from the campaign. A good bit of the funds raised last year went to the local flood relief efforts as a special circumstance.

Q: Does the donated funds help the local community?

A: Yes, the funds are used in the nine parish capital area that neighbor East Baton Rouge and West Baton Rouge Parishes.

Q: How many organizations belong to the United Way?

A: 42-43 member organizations. It does fluctuate from year to year.

Smith mentioned ways to help by:

- Spreading awareness to your colleagues and friends
- Follow-up with the Office of Community University Partnerships on ways to give
- Donation Forms will distributed to the full Senate

President Lowery thanked Brandon and Cierra for attending and sharing this information.

## **PRESIDENT'S REPORT**

Lowery reported on the meetings she attended.

- August 17 – Facilities Design & Development Master Plan Working Group
  - Staff Senate is listed as a voting member whereas before this meeting we may not have been included in the voting process.
  - The Architects shared an overview of the 10 year plan where phases were discussed.
  - The members voted at this meeting to move the recommendations forward.
- September 14 - Facilities Design & Development Committee Meeting – Millican reported that:
  - The center of campus will be shifting from where the Union is over the next decade and beyond.
  - There will also be a Strategic Phasing Plan implemented to help with building and renovation costs.
  - The design guidelines will be implemented as standards to use with future Architects and Engineers.
  - There will also be some wayfinding for Greek housing where they will actually have the names and not just the symbols on the buildings.
  - The Nicholson Gateway retail space will also have a grocery store and restaurants with a standard wayfinding and signage package.
  - The center of LSU's campus will become more pedestrian friendly.
  - A link to the presentation can be sent out to the full Senate.
- August 29 – President's Leadership Breakfast

- The current state of the university was discussed including the merit pay increase.
  - \$300 million in research was raised last year.
  - 133 faculty were hired in the last year.
  - Assistant Vice President for Enrollment Management Dr. Jose Aviles was introduced.
  - There was an update on the Strategic Plan.
  - There was also an announcement regarding the enrollment for African American students which went up from 10% in 1980 to 14% in 2017 for the freshman class which is #1 in the flagship schools. Some of our higher peer schools has not changed since 1980.
  - There were considerations for moving forward with the Campus Climate in the budget.
  - The special legislative session and TOPS being fully funded this year.
  - The Texas University Student Relief Fund was activated.
  - LSU's new tiger, Mike VII, was discussed.
- September 8 – APIC Committee Meeting
    - The committee name may be changing.
    - Website suggestions were discussed.
    - Suggestions for items to be included on the website are welcome.
    - The LSU Employee Hub website was discussed. Lowery will send the link to the full Senate.
    - The categories for submitting items on the website have changed. Campus events and Campus Facilities has been included.
- September 8
    - Board of Supervisors Meeting
    - Board of Supervisors Dinner
- September 12 - Executive Committee Meeting
    - Guest Speakers Tom Glenn and M.E. Hart discussed the Workday Student Modernization program. There has been conversations about this module meeting LSU's needs.
    - The Staff Senate will need to assist on getting the message out to staff through posting forums with mainframe users with specific access to participate in end user feedback sessions.
    - There is a website [www.lsu.edu/geauxforward](http://www.lsu.edu/geauxforward) that has information regarding the student modernization project.
    - There will be a vote in December whether to move forward with discussions of possibly implementing this module.
    - Different sub-committees within IT Governance will be formed. Megan Stone will be serving on one of the sub-committees.
    - Senators Ashley Thibodeaux and Jonathan Levesque would like to participate in the sessions that will be scheduled.
- September 13 - Communications Committee Meeting
    - The committee will be meeting quarterly to work on larger topics.

- New Senate Members were discussed.
  - Executive Committee Officer vacant position discussed.
  - Committee/Liaison vacancies discussed.
  - The Staff Senate Strategic Plan was discussed.
  - Staff Senate Initiatives/Resolutions discussed.
  - 25+ Program discussed.
- September 15 – Campus Federal Credit Union Meeting with Brian Ainsworth and Roxane Berthelot
    - The Fall Fest Inflatable Partnership discussed
    - Participation, door prizes and a contribution of \$200 to this year’s Holiday on Campus was discussed.
    - They would like to be included in the Holiday Candy Gram Sale.
    - They are interested in helping us raise funds and to be included in the Kendra Scott Give Back Night scheduled on November 2, 2017.
    - They would like to guest speak at an upcoming Staff Senate Meeting as they did in December 2016 when Ron Moreau spoke to the full Senate.
    - There was also a discussion regarding scheduling the Spring Appreciation Staff Event in March instead of May.
    - The Executive Committee would like to recognize Campus Federal in June for their support throughout the year.

## **STANDING COMMITTEES**

### **Staff Benefits, Policies and Development Committee**

Thibodeaux reported that the committee met on September 6. Discussions included;

- Setting a standing meeting time which will be the first Wednesday of every month at 9:30 a.m.
- The committee agreed to put forth a Resolution and a University –wide Policy for Breastfeeding Mothers.
- To research SEC and Peer institutions on university policies regarding the death of staff members.
- To research other universities with regards to a fitness discount or incentive that may be offered with their insurance to be in line with LSU’s the new strategic plan.
- Tentative Date set for the New Employee Reception on Tuesday, November 14, 2017.
- The committee agrees to continue dialogue on reviving the LSU 25 alternative admissions program.
- Brown Bag Lunches were discussed where topics of interest would be shared.

### **University-wide Policy for Breastfeeding Mothers**

The Resolution Draft recommended is attached as Appendix A. The full Senate will vote during the October General Meeting.

The Policy Draft recommended is attached as Appendix B. The full Senate will vote during the October General Meeting.

Any Suggestions or feedback was encouraged to submit to Senator Rachel Henry by October 1, 2017.

### **Long Range Review and Planning Committee**

Villien announced that Member-at-Large Barbara Reonas has agreed to Co-Chair the committee due to Senator Stephanie Heroman resigning from the Staff Senate. A Doodle Poll will go out soon to committee members to schedule a meeting.

### **SPECIAL AD-HOC COMMITTEES**

#### **Holiday on Campus Committee**

Springstead reported that the committee met on September 7. Discussions included;

- The committee is looking for a Santa Claus and a Mrs. Claus for the event.
- 2 bags of candy will be needed in November from each Senator for the kid's goody bags.
- The committee's standing meetings for the fall are on the first and third Thursday of each month leading up to the event on Tuesday, November 28, 2017.
- The President's Office has contributed \$1000 towards the event. We are still waiting on confirmation from the Alumni Association. The Tiger Athletic Foundation will also be asked to contribute as well.

#### **Marketing Committee**

A written report was included in the meeting packet which includes:

- Discussions of the role of the Marketing Committee.
- The committee discussed creating a newsletter.
- Promotional Items was discussed
- Social Media Accounts were discussed
- The Staff Senate website was discussed.
- The committee's standing meetings will be held on the third Thursday of every month.
- There will be a table drawing for donated Door prizes during the Benefits Fair.

#### **Scholarship Committee**

A written report was included in the meeting packet which includes:

- Creating parameters for selecting scholarship recipients.
- Discussed the Kendra Scott Give Back Night Fundraiser as well as hosting at other venues.
- The Holiday Decorating Contest is scheduled the first week in December.
- The Holiday Candy Gram sales will be delivered by December 1 with a cutoff date to order by November 29.
- The Executive Committee also received an inquiry from a staff member regarding deadlines to apply for the Staff Senate Scholarship that they will be replying to.

### **LIAISON COMMITTEES**

#### **Civil Service Commission**

Thibodeaux reported that the commission met on September 6. Discussions included;

- Commission voted to approve changes to Chapters 10, 15, and 17 (Details in General Circular 2017-029)
- Chapter 10 – removed salary increase eligibility prohibition on supervisors that fail to rate employees timely and also removed employee’s right to appeal a rating of “Unrated” since it’s viewed as “positive”
- Chapter 15 – removes performance adjustment language and establishes market adjustment language to July 15
- Chapter 17.6 – repeal of section on Performance Adjustments under Layoff Avoidance Measures

### **Faculty Senate**

A written report was included in the meeting packet which includes:

- There was an update from President Alexander.
- PETA’s Thank you letter to LSU for not purchasing a Tiger was mentioned.
- The transfer of Faculty Senate Presidential duties discussed. Past-President Kevin Cope will still be publishing their newsletter.
- The Office of Diversity gave a presentation similar to the one Staff Senate received last month.
- Information Technology Services discussed the Student Modernization Project as well.
- Membership is low with Faculty Senate right now, so they will not be voting until they have a full Senate.

Lowery mentioned that Staff Senate and Faculty Senate will be holding discussions regarding other charity organizations that LSU could support besides just the United Way.

### **Facilities Design and Development**

Villien reported that the committee met on September 14. Discussion also included;

- The Hilltop Arboretum has a Master Plan where they will be changing some things at that location.

### **LASERS/TRSL**

A written report was included in the meeting packet which includes:

- Links to agendas and meeting minutes for review was provided.

### **OLD BUSINESS:**

#### **Constitution/Bylaw Changes**

The changes recommended were attached to the August 9, 2017 Meeting Minutes as Appendix A.

A motion to adopt the changes to the Constitution and Bylaws was made by Senator Aaron Cherry. The motion, seconded by Senator Rachel Henry, carried. The changes were approved by

unanimous consent. The draft of the Bylaws will be sent to President Alexander for review and approval. The Constitution will go to the staff for a vote in the spring.

### **Staff Senate Budget**

Staff Senate Administrative Coordinator Melonie Milton reported on Staff Senate Budget for September 2017:

A copy of the written report was included in the September Meeting Packet.

### **Staff Senate Gift Fund**

The guidelines were announced. Senators were encouraged to contribute \$10 to the LSU Staff Senate Gift Fund this year. There was a suggestion for electronic payments instead of paying by cash or check. Melonie will research with the Bursar's Office about paying electronically and report next month.

### **NEW BUSINESS:**

#### **Treasurer Special Election**

Lowery announced that the Treasurer Office position is vacant due to Senator Jennifer Gomez's resignation. She opened the floor for nominations.

- Senator Ashley Thibodeaux was nominated. She accepted.
- Senator Shelly Ortiz was nominated. She accepted.
- Senator Jennifer Springstead was nominated. She declined.

Senators Thibodeaux and Ortiz gave a speech. Ballots were distributed and counted.

Senator Ashley Thibodeaux was elected as Treasurer and will be added as the Call Center Manager for the Staff Senate.

#### **Senator Resignations/Appointments**

Lowery announced that Senator Jade Ethridge resigned from the Staff Senate as she retired from LSU. Jonathan Levesque was the next runner-up from the last general election and has agreed to fill the vacancy in the Professional/Non-Faculty Category until 2019.

Lowery announced that Senator Jennifer Gomez resigned from the Staff Senate as she left LSU. Lynn Nahmens was the next runner-up from the last general election and has agreed to fill the vacancy in the Professional/Non-Faculty Category until 2018.

Lowery announced that Senator Stephanie Heroman resigned from the Staff Senate as she accepted a new position at LSU and is unable to continue on the Staff Senate. There is a vacancy in the Professional/Non-Faculty Category until 2019.

#### **Vacant Committee/Liaison Assignments – Scholarship/Volunteer/OGB**



Staff Senate Representatives are needed for:

- Co-Chair for the Scholarship Committee – Senator Elizabeth Green has expressed an interest in serving.
- Volunteer Liaison Role.
- Office of Group Benefits.

### **Fall Fest/Annual Benefits Fair/Kendra Scott Give Back Night Volunteers Sign-ups**

Senator Volunteers are needed for:

Fall Fest is scheduled on Friday, September 29, 2017, from 10:30 a.m. – 2:30 p.m.

Annual Benefits Fair is scheduled on Thursday, October 19, 2017, from 9:30 a.m. – 3:30 p.m.

Kendra Scott Give Back Night is scheduled on Thursday, November 2, 2017, from 4:30 p.m. – 8:30 p.m.

Sign-up sheets were circulated for participation.

### **Future Guest Speakers**

Suggestions for future meetings are:

- Provost Rick Koubek - LSU Strategic Plan– October 2017
- Roger Husser - Campus Master Plan – Construction Projects on Campus – November 2017
- UREC – Tour – Holiday Potluck – December 2017
- LSU Police Department suggested

### **ANNOUNCEMENTS:**

#### **Staff Senator Birthdays**

President Michelle Lowery announced that Senator Derek Calderara will celebrate his birthday on September 25<sup>th</sup>. Happy Birthday!

Today and tomorrow, the Grad Fair is being held in Barnes & Noble at LSU.

LSU Auxiliary Services is in the process of updating their policies and reservation forms online. If you reserve space in Free Speech Alley or the Union Plaza, you are no longer required to use LSU Catering, you just have to use an approved licensed caterer.

She Geaux the Women's Leadership Conference will be held on Wednesday, November 1. Registration is filling up. Volunteer opportunities will be available for those who may not be able to afford the conference fees.

LSU Cares – Working with Students of Concern (red folder) was circulated.

Student Government is hosting a Rally Against Hazing scheduled tomorrow, September 21, 2017, at 4:30 p.m. on the steps of Memorial Tower.

**MOTION TO ADJOURN** – With there being no more business, Past-President Douglas Villien moved to adjourn. The motion, seconded by Member-at-Large Barbara Reonas carried. The meeting adjourned at 12:10 p.m.

Nancy Arnold, Secretary

NA/mm