

LSU | Staff Senate

MONTHLY COMMITTEE and/or LIAISON REPORT

COMMITTEE OR LIAISON: **Staff, Benefits, Policies & Development**

DATE & LOCATION

OF MEETING: **Wednesday, November 4th, 11am, Barataria Room, LSU Student Union**

ATTENDANCE: Senator Nikki Godfrey and Senator Aaron Cherry, co-chairs, Senator Nancy Arnold, Senator Jennifer Gomez, Senator Shelly Ortiz, Senator Brent Corbitt, Melonie Milton

Senator Kevin Owens (A)

SUMMARY:

The committee spent the majority of the meeting discussing and confirming details for the New Employee Welcome Event:

- Date: Thursday, November 12, 2015
- Time: 8am
- Venue: Business Education Complex Rotunda
 - Senator Godfrey has reserved the space
 - Melonie has confirmed set up and AV equipment.
 - Melonie has submitted slides for the Axis TV system that will include information on current senators
- Menu: Breakfast has been ordered by Matherne's and will be delivered at 7:15am
 - Melonie has submitted an AS499 for the food
- Invitations:
 - Initial email went out last week. There was a 41% open rate (163 people)
 - Paper invitations were distributed by Senator Cherry and Senator Matkovic to facilities services staff members
 - A reminder invite will go out next Tuesday
 - Additionally, Senator Godfrey will send a copy of the invitation to all Senators and ask that they personally invite any new staff members they may know
- Vendor Tables:
 - Auxiliary Services (confirmed)
 - LSU Dining (confirmed)
 - LSU Union Theater (confirmed)
 - Campus Federal (confirmed)
 - Non-traditional students (confirmed)
 - Barnes & Noble (pending)
 - Continuing Education (pending)
 - UREC (will not have a table this year due to construction)
- Registration:

- Melonie will staff a registration table for the event
- Nametags will be provided for senators and guests.
- Door Prizes:
 - Autographed Football
 - Theater tickets from LSU Student Union Theater
 - Two \$25 gift cards from The Backpacker
 - Three “free meal” gift cards for the Magnolia Room
 - Community Coffee Basket (pending response)
 - Tickets from LSU Athletics (pending response)
- Speakers:
 - President Millican
 - Interim Provost Rick Koubek
- Parking
 - Senator Gomez has secured five parking spots in front of the BEC for Senators delivering materials to the event.
 - All other guests are asked to park in the lot across the street from the BEC.
- Volunteers
 - Nineteen staff senators have volunteered to assist with the event.
 - All volunteers are asked to be present as close to 7:30am as possible.
 - Volunteers will assist with set up, welcoming and signing in guests and clean up.
- Timeline
 - Set up: 7:15am-8:00am
 - Registration: 8:00am-8:30am
 - Speakers: 8:30am
 - Breakfast: 8:30am-9:00am
 - Vendors: 9:00am-9:30am
 - Door Prizes: 9:15am-9:30am
 - Clean Up: 9:30am-10am

The committee also briefly reviewed upcoming topics for exploration.

On Thursday, October 15th, Committee Co-Chair Godfrey met with the University Council on Gender Equity to discuss collaborating on topics of shared interest; including crisis leave, flex time and dependent care. There will be a follow up meeting on Monday, November 16th.

Committee-Co Chair Cherry presented his thoughts on PS-12. Senator Cherry is maintaining an on-going dialog with Brad Spring from HRM. Senator Cherry will set up a google doc so that senators can review PS-12 and input thoughts on the policy and potential areas for change or clarification.

The next meeting of the SBP committee will be Wednesday, December 2nd at 11am.

Submitted By: Senator Nikki Godfrey