

## MONTHLY COMMITTEE and/or LIAISON REPORT

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

DATE & LOCATION

OF MEETING: **Wednesday, October 7th, 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, Melonie Milton

Senator Kevin Owens (A), Senator Brent Corbitt (A)

### SUMMARY:

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

- Event will be held on Thursday, November 12, 2015 at 8am in the Business Education Complex.
- Venue:
  - Senator Godfrey has reserved the space and will request Audio Visual equipment.
- Menu:
  - Melonie has obtained a food quote (attached) and will provide to Exec for approval.
  - Matherne's will cater the event
- Invitations:
  - Email invitations will go out two weeks prior to the event.
  - Additionally paper invitations will be provided for those who may not have access to email.
  - Senator Ortiz has sorted the list of new employees by department. We will ask for help from staff senate to ensure that personal invitations go out.
- Vendor Tables (Senator Godfrey to confirm all participants):
  - Auxiliary Services
  - Campus Federal
  - UREC
  - Non-traditional students (Senator Lopez)
- Door Prizes (to be confirmed or secured):
  - Autographed Football—Senator Godfrey provided to Senator Lowry to request Coach Les Miles' autograph
  - Theater tickets from LSU Student Union Theater
  - Community Coffee Basket
  - Tickets from LSU Athletics—will request through Senator Nunes
- Speakers (to be confirmed):
  - President Alexander is not available per Melanie

- Dr. Rovaris (unavailable)
- President Millican
- Interim Provost Rick Koubek
- Parking
  - Senator Gomez will work with the Office of Parking and Transportation to secure a few parking spots in front of the BEC for the event
- Volunteers
  - The committee seeks staff senators to assist with the event.
  - A sign up sheet will be passed around at the next full senate meeting.
  - Volunteers are needed to assist with set up, welcoming and signing in guests and clean up.

The committee also briefly reviewed upcoming topics for exploration. Committee Chair Godfrey will meet with the University Council on Gender Equity to discuss collaborating on topics of shared interest; including crisis leave, flex time and dependent care. That meeting will be held Thursday, October 15<sup>th</sup> at 1pm in the Women's Center.

**The next meeting of the SBP committee will be Wednesday, November 4<sup>th</sup> at 11am.**

Submitted By: Senator Nikki Godfrey