

STAFF SENATE MEETING MINUTES

April 18, 2018

President Michelle Lowery presided over the April 18, 2018, Staff Senate meeting held in the Capital Chamber Room 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)
P - Henry, Jake ('18)
P - Lowery, Michelle ('18)
P - Nahmens, Lynn ('18)
P - Springstead, Jennifer ('18)
A - Villien, Douglas ('18)
P - Henry, Rachel ('19)
P - Levesque, Jonathan ('19)
P - Ramachandran, Anand ('19)
P - Reonas, Barbara ('19)
A - Rios, Hector ('19)
P - Braud, Jennifer ('20)
Pr - Clemmons, Jill ('20)
P - Hernandez, Kristen ('20)
P - Lemoine, Nathan ('20)
A - Padilla, Osmar ('20)
P - Stone, Megan ('20)
A - Vermeire, Brian ('20)

Service/Maintenance

Pr - 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:

Provost Rick Koubek, LSU Office of Academic Affairs
President F. King Alexander, LSU Office of the President
Vice Provost Dereck Rovaris, LSU Office of Diversity
Casey Coughlin, Campus Federal Credit Union
Trey Bickham, College of Engineering

CALL TO ORDER

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

ATTENDANCE

There was a quorum with two proxies noted.

PLEDGE OF ALLEGIANCE

Senator Jake Henry led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – March 21, 2018, Staff Senate Meeting

A motion to accept the minutes was made by Treasurer Ashley Thibodeaux. The motion, seconded by Senator Jake Henry, carried.

GUEST SPEAKER – PROVOST RICK KOUBEK, ACADEMIC AFFAIRS

Provost Koubek would like to share some LSU updates with the full Senate. LSU 25+ which is a special non-degree classification of admission for adult students has relaunched thanks to Senator Aaron Cherry who worked with Academic Affairs to move this initiative forward.

As we are nearing the end-of-the-year, he mentioned some things that LSU wanted to stabilize that we can build on:

- President Alexander has been successful in stopping the budget cuts through the State Legislature
- A policy has been implemented where salary increases are considered before any budget cuts
- The Strategic Plan has a strong mission regarding the vision of the institution.
- Each college has given their initiatives towards making the Strategic Plan successful and how they intend to make a difference to the community.
- The Capital Fundraising Campaign is the basis of the funds for the initiatives.
- The 7-year budget model will include increasing staff and faculty as well as student enrollment.
- Koubek mentioned that Dean Stacia Haynie from H & SS will be transitioning to interim provost effective May 1. He will be leaving the university in June in an effort to minimize the effects of this change in leadership.

On behalf of Staff Senate, President Michelle Lowery thanked him for his service to LSU.

GUEST SPEAKER – PRESIDENT F. KING ALEXANDER, OFFICE OF THE PRESIDENT

President Alexander would like to share some information on a report that he received yesterday which is credit to the work that staff do at LSU every day. It's from Forbes on America's Best Valued Colleges.

- Of the list of the top 300 public/private schools, LSU is ranked 45th in the country based on positions held by graduates of LSU.
- Among SEC Schools, LSU is fourth for best value
- Where we rank among public and private schools, we are just one notch below Northwestern, two notches above the University of Minnesota Twin Cities in value and three notches above Arizona State University
- Other universities where LSU is more than well above is Notre Dame, Clemson, University of Colorado Boulder, Ohio State, University of Southern California, University of Iowa, University Oregon and Michigan State

Despite the public battles that we've had for funding most of our per student funding is less than the vast majority of those institutions. That is a real credit to the work that everybody does each and every day. LSU is among the best in the country. We are also looking at a potential record enrollment for the fall. Our numbers are 40% for out of state and 10% increase in state despite the TOPS controversy that has temporarily received funding but he has no doubt that it will definitely be funded.

Alexander mentioned that it is a real tribute that even though we have less resources in tuition and fees and state appropriations we're still ranking well above many of these schools that have a lot more money than we do.

President Alexander thanked everyone for all of the work that you do. At the end of the year, we will celebrate another record breaking graduation. The Diversity of the campus is growing with every enrollment and graduating class and that's a tribute on how welcoming you make the campus for everybody.

Lowery thanked President Alexander for all of his work and leadership as well. She also mentioned that the Staff Senate would like LSU to make Staff Appreciation Week an official week within the LSU System. Alexander would be very supportive of this effort. He mentioned that every single one of us is responsible for the students who will be graduating.

Q: Are there any discussions regarding staff raises?

A: It is LSU's top priority. The raises that happened last year were long overdue. We will know more once the legislative session has concluded.

PRESIDENT'S REPORT

President Lowery reported on the meetings she attended.

- April 6 – Staff Benefits, Policies & Development Committee Meeting
- April 9 – Staff Senate Executive Committee Meeting
- April 10 – Staff Appreciation Tailgate at Alex Box
 - Campus Federal Credit Union served over 190 bowls of jambalaya which is doubled from last year
 - The extra tables and chairs that were ordered were definitely needed
 - Thanks to the Staff Appreciate Committee for coordinating this event.
- April 12 – New Staff Receptions
 - There were over 160 reservations for the breakfast
 - There were about 45 reservations for the dinner
 - Both events were an increase in participation from the past
 - There were 5 vendors who attended during the breakfast and 3 vendors who attended during the dinner
 - UREC also offers a one-week pass for staff interested in joining but who would like to try it out first – UREC is also offering a Kickball League for staff and faculty during the summer. Let us know if you are interested in forming a Staff Senate Team

This was the first year that the Staff Senate held the Staff Appreciation Week where several events were planned within one week. Senator Kucharchuk mentioned that her department expanded on this concept where appreciation was shown to staff throughout the week. Lowery mentioned that the Dean of Students Mari Fuentes-Martin baked cookies for each of the departments that report her. Lowery asked if there are any other acts of appreciation that you are aware of, please thank them for participating during that week. Student Government would like to help coordinate this initiative again next year. The staff members who were recognized by their departments will receive acknowledgement as well. There were over 62 people who attended the Football Stadium Tour as well.

Q: Is the Staff Appreciation Week an official week at LSU? If not, can we request that the second week of April be dedicated to this effort?

A: It is not an official week but that is something that we can ask the President's Office to consider.

- There is no Board of Supervisors Meeting in May

Lowery mentioned that the Staff Senate received a Post Card from former Senator Jade Ethridge from Old Route 66.

Lowery announced that she will be attending Service Excellence Leadership Training next week which will be an 8-hour training session. The Provost and a team of staff selected employees to attend. The Staff Senate received an email regarding some concerns with professional communications in an email given some of the recent events in the news. Lowery will share this

information with the trainers before she attends. If anyone has any other information to share, please send to her, so she can pass along as well.

STANDING COMMITTEES

The Finance & Governmental Relations Committee met on March 27, 2018.

- Bryan Benchoff, LSU Foundation CEO, spoke about the fundraising needs of the university and his experience as a fundraiser
- They plan to launch a campaign in February 2019 with a goal of \$1.5B
- The Foundation is looking to hire a Vice President to help with the campaign
- The Foundation will be calling on faculty and staff to make donations

Senator Megan Stone suggested that the Staff Senate consider inviting Bryan to be a guest speaker in the future.

The Staff Benefits, Policies and Development Committee met on April 6, 2018.

- The meeting focused primarily on planning the logistics of the New Staff Receptions
- The committee would like to draft the death protocol policy and resolution before the end of the year
- The committee is also reviewing a tuition exemption for dependents of active staff members who pass away. There is a tuition exemption for dependents of active faculty members who pass away.
- The committee will review members availability for the May meeting

SPECIAL AD-HOC COMMITTEES

Senator Jake Henry announced that on behalf of the Scholarship Committee, he scheduled a give back lunch at Newk's on Monday, April 23, 2018, from 11 a.m. -4 p.m. A portion of the proceeds will be donated to the LSU Staff Senate for those who mention the organization during check out. He received a flyer which he will pass along to the Staff Senate office to share with everyone and post on social media. President Lowery suggested that the Staff Senate hold their monthly social during lunch that day at 11:30 a.m.

Secretary Nancy Arnold mentioned that Administrative Professionals Day is scheduled on Wednesday, April 25, for those who may want to treat their Administrative Professionals.

Senator Jennifer Springstead thanked everyone who finished planning and attending the staff appreciation tailgate as she was out of town attending a conference and could not attend. She drafted a to-do list along with a timeline that she is happy to pass along to the committee for next year.

LIAISON COMMITTEES

Administrative Process Improvement Committee

The Administrative Process Improvement Committee (APIC) met on April 13, 2018.

- Students have reached out to the committee regarding some student fees. Being reviewed are the performing arts fee, student media fee and the campus life fee
- Two members were added to APIC: Heather Slagell and Samantha Hartman
- There was a discussion regarding the creation of a single Campus Events Calendar which is critical
- Strategic Communications is investigating a new platform, but this will take approximately one year to implement – Senator Rachel Henry mentioned that UREC and LSU Auxiliary Services is using an enterprise platform that she would be happy to share
- Until this is implemented, APIC will move forward with creation of one calendar for all academic, auxiliary, athletic, etc. events; training may also reside on this calendar with links to class registration
- Departments will be required to enter all events on this calendar

Office of Group Benefits

The Office of Group Benefits Policy and Planning Board Meeting was held on April 6, 2018.

- There will not be an insurance rate increase in January but there may be one in July 2019
- They are looking at a \$75 million increase in their cost, so instead of placing that along to the members, they are looking at some cost saving initiatives which are outlined in the report and would start January 2019

IT Governance Council

The IT Governance Council met on April 18, 2018. The report was included in the meeting packet.

OLD BUSINESS

Staff Senate Budget

Treasurer Ashley Thibodeaux reported on Staff Senate Budget as of March 31, 2018.

Constitutional Amendments

President Michelle Lowery announced that the Constitutional Amendments were sent out to the LSU Staff population for a vote on April 2, 2018 which concluded on April 13, 2018. There were 643 staff members who voted. There was 97.36% in favor of the amendments and 2.64% against.

NEW BUSINESS

Staff Senate General Election Results

Lowery announced the Senators who were elected to serve on the LSU Staff Senate through June 2021.

In the Professional/Non-Faculty Category:

Jessica Aslin, Counselor with University College

LaKisha Banks, Lead Teacher with College of Human Science and Education

Trey Bickham, Coordinator with College of Engineering

Amber Bonner, Manager with Civil & Environmental Engineering

Hope Dawan, Manager with Department of Psychology

In the Skilled Crafts Category:

Paul Deshotels, Plumber Master with Facility & Property Oversight

The Staff Senate will have the following vacancies:

Executive/Administrative/Managerial:

1 Vacancy through 2021

There is some interest in this category, so there may be an appointment in July 2018.

Professional/Non-Faculty:

1 Vacancy through 2021

Technical/Paraprofessional:

1 Vacancy through 2019

Service/Maintenance:

2 Vacancies through 2019 and 2 Vacancies through 2020

Executive Officer Call for Nominations

The Staff Senate Executive Officer Call for Nominations is now open. The nomination forms were circulated to all Senators in attendance. For those who were unable to attend the meeting today, a form will be delivered to them. April 27, 2018 is the deadline for the nomination forms to be returned to the Staff Senate Office

Each Officer currently serving shared some of what they did during their roles this past year.

Senators Vote by Proxy – May 2018

On May 9, 2018, we will send notification of the list of officer nominees to the full Senate and mention to secure a proxy vote for the May meeting elections, if you are unable to attend the May 16, 2018 General Meeting where the votes will be tabulated after the candidates speeches.

Future Guest Speakers

There will be no guest speaker for the May Meeting to allow for Officer Election speeches. The Ombudsperson Retha Niedecken will attend during the June 20, 2018 General Meeting.

ANNOUNCEMENTS

Commencement Volunteers

President Lowery announced that the Staff Senate has been approached by the President's Office to help with volunteers again during spring Commencement. Senator Jonathan Levesque announced that Commencement will take place on Friday, May 11, 2018 and Saturday, May 12, 2018. A sign-up online link will be circulated soon. President Lowery will suggest that broadcast message be sent from the President's Office to all faculty and staff to request volunteers.

President Lowery personally asked everyone to sign-up for at least one 3-hour shift on either day.

Past-President Tammy Millican announced that Spring Greening Day will be held tomorrow, April 19, 2018, from 10 a.m. – 2 p.m. Volunteers are still needed. Please sign-up for a one 1 hour shift and receive a t-shirt and free lunch.

Member-at-Large Barbara Reonas announced that the College of Engineering's official ribbon cutting ceremony is scheduled this Friday, April 20, 2018, from 10:30 a.m. – 11:30 a.m. There will be student demonstrations on what the students are working on until 3:00 p.m.

President Lowery announced that Member-at-Large Barbara Reonas has accepted the position of Assistant Dean of the College of Engineering. She was interim in November but officially started in March.

Senator Jennifer Springstead announced that she will be leaving LSU in July 2018. She has been employed at LSU for 14 years and completed her undergraduate and graduate degrees at LSU as well.

Senator Rachel Henry announced that the LSU Student Union Art Gallery will be highlighting faculty and staff art during the summer. She encouraged everyone who would like to showcase their art to submit their interest.

Senator Rachel Henry announced that after this semester the Magnolia Room Buffet will move over to the Club. The Magnolia will be transferred to available space for reservations. The LSU Catering Office has also moved over to the Club and that space will also be renovated for a collaborative study room for students to use.

Senator Rachel Henry announced that she personally hosts two different opportunities monthly and would like to invite everyone who may be interested in attending. The first is a positive lunch hour that is held on the second Tuesday of every month which is mainly women. The second is a student outreach project on the fourth Saturday of every month where she helps students with service projects.

Staff Senator Birthdays

President Michelle Lowery announced that Senator Jill Clemmons celebrated her birthday on April 7th. Happy Birthday!

MOTION TO ADJOURN – With there being no more business, Senator Anand Ramachandran moved to adjourn. The motion, seconded by Senator Jennifer Springstead carried. The meeting adjourned at 12:00 p.m.

Nancy Arnold, Secretary

NA/mm