

## STAFF SENATE MEETING MINUTES

January 16, 2019

President Tammy Millican presided over the January 16, 2019, Staff Senate meeting held in 225 Peabody Hall at 10:30 a.m.

### ATTENDANCE

#### SENATORS

##### Executive/Administrator/ Manager

P - Millican, Tammy ('20)  
P - McKechnie, Sally ('21)

##### Service/Maintenance

A - Matkovic, Igor ('20)

##### Professional/Non-Faculty

P - Lowery, Michelle ('19)  
P - Henry, Rachel ('19)  
Pr - Levesque, Jonathan ('19)  
P - Ramachandran, Anand ('19)  
A - Reonas, Barbara ('19)  
A - Braud, Jennifer ('20)  
P - Clemmons, Jill ('20)  
Pr - Hernandez, Kristen ('20)  
Pr - Lemoine, Nathan ('20)  
A - Morrow, Laura ('20)  
P - Stone, Megan ('20)  
A - Vermeire, Brian ('20)  
P - Aslin, Jessica ('21)  
P - Banks, LaKisha ('21)  
P - Bickham, Trey ('21)  
P - Bonner, Amber ('21)  
P - Dawan, Hope ('21)

##### Skilled Crafts

P - Adedeji, Funmilayo ('19)  
A - Deshotels, Paul ('21)

##### Technical/Paraprofessional

P - Cherry, Aaron ('20)

##### Clerical/Secretarial

P - Arnold, Nancy ('19)  
P - Salvadras, Amber ('19)

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

## **GUESTS:**

Shavon Gage, Human Resource Management  
Jennifer Normand, Human Resource Management  
Anissa Chenevert, Human Resource Management  
Lindsay Madatic, Human Resource Management  
Linda Shaw, School of Social Work  
Aly Mousaad Aly, Faculty Senate Liaison  
Dr. Dereck Rovaris, Office of Diversity  
Roxane Berthelot, Campus Federal Credit Union

## **CALL TO ORDER**

The meeting was called to order by President Tammy Millican at 10:30 a.m.

## **ATTENDANCE**

There was a quorum with three proxies noted.

## **PLEDGE OF ALLEGIANCE**

Senator LaKisha Banks led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – December 17, 2018, Staff Senate Meeting**

A motion to accept the minutes was made by Past-President Michelle Lowery. The motion, seconded by President-Elect Rachel Henry, carried.

## **GUEST SPEAKER – JENNIFER NORMAND, SHAVON GAGE, LINDSAY MADATIC AND ANISSA CHENEVERT, HUMAN RESOURCE MANAGEMENT**

President Tammy Millican introduced Human Resource Management representatives, as they addressed the full Senate.

Anissa Chenevert thanked the Staff Senate for the opportunity to speak about Crisis Leave at LSU. The four main topics that will be discussed are:

- What is Crisis Leave
- Eligibility Requirements
- Requests and Approvals
- Donation Procedures

The Crisis Leave Program is a means of providing paid leave to an eligible employee who has experienced a catastrophic illness or injury to themselves or eligible family member. She mentioned that sometimes this program is mistaken for FMLA (Family and Medical Leave Act) and is completely different leave program.

An eligible employee is an employee of Louisiana State University who is eligible to earn annual leave. Classified employees must have attained permanent status to donate or use crisis leave. In addition, an eligible employee must experience a catastrophic injury or illness in order to be granted crisis leave.

Crisis leave will be paid at 75% of the receiving employee's rate of pay or 6 hours a day. An employee in crisis leave status will be considered in partial paid leave status and will continue to receive benefits as appropriate. Employees on crisis leave will not accrue paid leave.

Some of the requirements reviewed when an employee applies for Crisis leave is that the employee or eligible family member suffers from a catastrophic illness or injury, the employee has exhausted all appropriate leave in accordance with the policy, the employee has exhibited satisfactory attendance (with no history of leave abuse) and is not absent from work due to disciplinary reasons and has been absent for 10 consecutive days, the catastrophic illness or injury is not occupationally related (therefore making that employee eligible for workers' compensation) or was not attained in the commission of an assault or felony and the appropriate documentation from a licensed medical service provider is submitted to the Leave Pool Manager.

The Crisis Leave Request form must be submitted to the Leave Pool Manager with a copy of the employee's Certification of Physician or Practitioner (FMLA-1) form. A maximum of 240 hours may be granted to an eligible employee during one calendar year. Crisis leave may not be granted to any individual to extend paid leave status beyond 12 weeks. The total amount of leave granted will not exceed the balance of hours in the leave pool at the time of the employee's request. Crisis leave pay may not exceed 75% of the employee's pay received in a regular work week and the employee will not accrue leave while using crisis leave.

Donating to Crisis Leave is completely voluntary. An employee donating to the pool may not designate a particular employee to receive donated time. The donor must complete a Donation to Crisis Leave form. Donations can be a minimum of 4 hours up to 240 hours of annual leave. The donor must have at least 120 hours of annual leave remaining after contribution.

The floor was opened for questions.

Q: Is the pool at a dollar amount or an hour amount?

A: Both. There is a system used to factor different rates of pay.

Q: Would pregnancy or maternity leave qualify for crisis leave?

A: It depends, if everything was normal, no, but if something went wrong and it is not a normal pregnancy or something may be wrong with the baby, then yes.

Q: When leave is donated at 100% rate, why is it paid at a 75% rate?

A: Civil Service Rules were considered when implementing Crisis Leave and this rate encourages employees to return to work as soon as they are able to, so 75% is what LSU is allowed to do.

Q: What qualifies as a catastrophic illness or injury?

A: A stroke, heart attack, cancer, or things that are unexpected.

Q: How flexible is the 10 consecutive days of being out?

A: If someone used the rest of their leave during the 10 consecutive days of being out, they will be considered for crisis leave. If they return on day 11, the employee will still be considered for crisis leave.

Q: Has there been a situation where an employee was out way past the 10 consecutive days on unpaid leave and did not know they could apply?

A: Yes, Crisis Leave can be granted retroactively, as well.

Q: Who reviews for approval?

A: According to LSU and Civil Service policy, there is a committee that reviews the application forms. That committee is made up of Human Resource Management staff, as well as the Leave Pool Manager-the Executive Director of Human Resource Management. The committee is structured this way due to the review of employee's private information.

Q: What is the typical application response time?

A: It depends on how soon all information needed is received, but forms are reviewed as quickly as possible.

Q: Can you donate to a specific person?

A: Crisis Leave is available for any employee who needs it. There are enough hours in the pool for those who qualify. There is concern that someone may have a lot of friends who want to contribute to them, but there may be others who do not have a lot of friends donating specifically to them. There are adequate hours in the pool for those who need it.

Q: Can Staff Senate promote the program by asking employees to donate their leave to crisis leave?

A: Yes.

Q: How many hours are in the leave pool?

A: They don't have the exact number but it is a large number (in the 100's).

Q: Would it be appropriate to share the presentation with the employees in our departments?

A: Yes, the presentation will be sent to the Staff Senate Office to share.

Q: Is there any update to the Parental Leave Policy?

A: Mimi Lee is partnering with Jane Cassidy on drafting this policy for legislation.

Q: How many employees have benefited from crisis leave?

A: In 2018, about 20 or so employees.

Q: Is there any further thought with moving from the separate annual and sick time to a paid time off (PTO) leave system?

A: It was proposed to the State Legislature (as required) years ago, but unfortunately was not approved.

Tammy thanked them for speaking to the full Senate today.

## **PRESIDENT'S REPORT**

President Millican reported on the meetings she attended.

- January 7, 8 & 10 – Attended on-campus interviews with the Diversity Supplier Manager candidates. The committee will make their recommendations within the week.
- January 9 - Attended the Staff Senate Executive Committee Meeting
- January 9 – Attended a meeting with Senior Vice Provost Jane Cassidy to discuss Staff Senate Initiatives.
  - Discussed the possibility of having a health club benefit included with the health insurance which she will discuss with HRM.
  - Discussed the issue with being able to award Staff Senate scholarships in a timely manner. Dr. Cassidy was supportive of Staff Senate meeting with representatives from Financial Aid to get the awarding process responsibilities moved back to Staff Senate, so an application process for selecting recipients can be established.
  - Discussed LSU's acknowledgments for staff years of service awards.
  - Discussed campus-wide volunteering efforts, including the Commencement experience on campus.
  - Discussed the death of an employee protocol, which is moving forward. Jane will be researching some resources for this initiative as well. She would like to include an honor for employees who have been at LSU for 10 years or more in the death protocol policy that is being put in place.
  - Discussed some health and wellness initiatives with consideration for some grant funding.
  - Discussed the Crisis Leave Program. The full Senate provided feedback for the Executive Committee to discuss during the next meeting that is held with Jane Cassidy.

Overall, the Staff Senate will be working with Jane Cassidy to build a better workplace.

- January 11 – Attended the ribbon cutting for the LSU Student Union Lactation Rooms. This initiative grew from a Staff Senate resolution developed by President-Elect Henry into a committee with campus-wide representation that developed the Tiny Tigers

program. LSU has recently been designated as a Breastfeeding-Friendly Workplace Champion by the Louisiana Breastfeeding Coalition. We appreciate Human Resource Management for submitting the application.

## **LIAISON COMMITTEE REPORTS**

### **IT Governance**

The IT Governance Committee met on January 11, 2019.

- Reports were heard from the IT Director.
- The committee is waiting to hear back from upper administration on the Workday Student Module feedback and whether we will be moving forward or looking at some other software.
- They discussed the additional language for charter and proxying.
- The phone service with Avaya will end in June. Options discussed were to stay with Avaya with an update or use a different solution, such as Skype Business or other cloud solutions. The committee voted to do some research.
- Forming an Information Governance Committee was discussed, but did not pass.
- Software requests was discussed.
- There is a new contract management software that went live in Procurement, with the ability for electronic signatures. It is also a repository for contracts. There is a Permanent Memorandum (PM) for electronic signatures that has been sent to the President for signature.

## **OLD BUSINESS**

### **Staff Senate Budget**

Treasurer Megan Stone provided a report during the January meeting. The written report will be sent out to the full Senate as part of the meeting packet.

## **NEW BUSINESS**

### **Temperature of the Staff Senate Survey**

President Millican announced that Brian Vermeire has resigned his seat on the Staff Senate, but is open to returning to Staff Senate when he has enough time to contribute.

The Executive Committee has discussed membership and the amount of effort from Staff Senators, and would like to have a conversation on how Staff Senate is functioning. The Executive Committee will submit a survey in which Senators may provide feedback on topics such as what we are doing or what we can do better, and what would help us to recruit more members who want to stay and be a part of this organization. The Staff Senate make-up was discussed with regards to the EEO Categories. There may need to be a review of the Bylaws on how the membership is formed. The make-up of Student Government was mentioned. Incentives for Staff Senators, such as tracking service hours to be recognized with years of service, was discussed.

President Millican mentioned that Staff Senate is the strongest that she has seen it with regards to being included when critical hires are being made, content of resolutions, and partnership growth with Student Government and Faculty Senate. To continue to grow as an organization, membership vacancies must be filled.

President Millican encouraged committees to continue meeting monthly and pushing forward with our initiatives.

### **Future Guest Speakers**

Tyler Kearney and Jane Cassidy have been invited as guest speakers for the February General meeting. They will speak about the Administrative Process Improvement Committee (APIC) and the status of the Service Excellence training program.

### **ANNOUNCEMENTS**

#### **Staff Senator Birthdays**

Past-President Michelle Lowery announced that President Tammy Millican celebrated her birthday on January 5. Happy Birthday!

President Tammy Millican announced that Senator Amber Salvadras celebrated her birthday on January 8, President-Elect Rachel Henry and Senator Hope Dawan celebrated their birthdays on January 15, and Secretary Barbara Reonas will celebrate her birthday on January 27. Happy Birthday!

#### **Announcements**

President Millican announced that as LSU's campus evolves with the new academic infrastructure, the university is reimagining how students, faculty and staff travel to, from and around campus. There will be two town hall meetings for the campus community to express their opinions and concerns on January 22, at 5:30 p.m. in the Atchafalaya Room and on January 23, at 12:00 p.m. in the Magnolia Room in the LSU Student Union. She encouraged everyone to attend. There will also be a transportation survey for students, faculty, and staff. Students who complete the survey have a chance to win a bicycle.

President-Elect Henry announced that the former Billiard's Room in the Union was recently renovated and they are excited to officially open it tomorrow. Everyone is invited to attend the ribbon cutting at 12:30 p.m. There will also be a Name the Space campaign. If you have any ideas of what they can name the former Billiard's Room, please email those to [uas@lsu.edu](mailto:uas@lsu.edu). They will accept suggestions throughout January and then go to a student vote in February. They will announce the name in March.

President-Elect Henry announced that the Graduation Fair will be held February 6-7 at Barnes & Noble at LSU. If you have interaction with any students graduating in May, please share this information.

President-Elect Henry announced that Event Management and Union Theater Priority Scheduling will be open on February 1. They will begin accepting reservation requests for events taking place June 1, 2019 – May 31, 2020. Those requests will be accepted throughout February, reviewed in March, and they will begin communicating confirmations/conflicts in April. If you have any questions or issues, please let her know.

President-Elect Henry announced that the university recently released the new free speech policy which she read and then contacted LSU's general counsel's office for clarification. It states that students and faculty cannot be punished for electing to exercise their right to free speech, but staff was not mentioned in the policy. Staff Senate needs to take a look at this issue.

Dr. Dereck Rovaris announced some of the Martin L. King, Jr. events planned on campus next week.

Senator Sally McKechnie announced that Procurement has an event scheduled this Friday, from 9:00 a.m. – 11:00 a.m. in the Union for diverse suppliers to network with facilities employees to increase a better connection and create relationships.

Past-President Michelle Lowery announced that Office of the Dean of Students is accepting applications for the Tiger Twelve Class of 2019. This is an award for 12 seniors and is based on LSU's Commitment to Community. The nominations are on Tiger Link, and the deadline to submit is January 25, 2019.

Past-President Michelle Lowery announced that this week is Ring Week. If you have graduated from LSU or are an undergraduate student with 75 hours or graduate student with 18 hours completed, you are eligible for a class ring.

**MOTION TO ADJOURN** – With there being no more business, Senator Anand Ramachandran made a motion to adjourn. The motion, seconded by Treasurer Megan Stone, carried.

The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm