

STAFF SENATE MEETING MINUTES November 28, 2018

President Tammy Millican presided over the November 28, 2018, Staff Senate meeting held in the House Chambers of the State Capital at 10:30 a.m.

ATTENDANCE

SENATORS

Executive/Administrator/ Manager

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

Professional/Non-Faculty

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

Service/Maintenance

P - Matkovic, Igor ('20)

Skilled Crafts

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

Technical/Paraprofessional

P - Cherry, Aaron ('20)

Clerical/Secretarial

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

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

GUESTS:

Dr. Matt Lee, Office of Academic Affairs
Anna Bartel, Office of Academic Affairs
Kenneth Miles, Cox Communications Academic Center for Student-Athletes
Dr. Dereck Rovaris, Office of Diversity
Aly Mousaad Aly, Faculty Senate Liaison
Casey Coughlin, Campus Federal Credit Union
Brian Ainsworth, 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 five proxies noted.

PLEDGE OF ALLEGIANCE

Senator Hope Dawan led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – October 17, 2018, Staff Senate Meeting

A motion to accept the minutes was made by Past-President Michelle Lowery. The motion, seconded by Senator Trey Bickham, carried.

GUEST SPEAKER – DR. MATT LEE, OFFICE OF ACADEMIC AFFAIRS

President Tammy Millican introduced Dr. Matt Lee, as he addressed the full Senate.

Dr. Matt Lee thanked the Staff Senate for the opportunity to speak today about LSU Web and Technology Accessibility.

LSU entered into an agreement with the United States Department of Education's Office of Civil Rights to make all online and digital content accessible and compliant with Federal regulations by August 2019. Material that must be complaint include websites, software and applications, i.e. Moodle, Workday, etc., digital course materials that constitute communication such as PDFs, Word, PPT, videos, eBooks, and any other digital content.

LSU has established campus-wide working groups, worked with UsableNet to conduct website audits and establish accessibility links on all websites, established an intensive communication and awareness campaign, established new content and remediation plans to conform with the Office of Civil Rights agreement and our revised policy statement (PS 36), approved September 6, 2018.

LSU has started remediation of all Omni Update (OU) Campus and most of the WordPress websites with the @lsu.edu domain, created and rolled out campus-wide training for website

remediation and new content development for units whose websites are built in LSU's implementation of OU Campus or WordPress. The University also created both a blended and online course for faculty and staff training, "Designing and Teaching Accessible Courses" that is being offered as of November 5, as well as created an online hub, full of how-to's, video tutorials, GROK articles and FAQ's for quick reference that can be found at www.lsu.edu/accessibility.

Faculty Technology Center will be available to provide consultations for faculty needing assistance and will offer workshops starting in January, as well as provide access to captioning services. A pilot program has been working with faculty members to develop or update course materials in Moodle. Moodle itself is compliant but the course materials housed within may not meet new regulations. The campus-wide working groups continue to meet weekly and make progress on this project.

If you are providing information online, got to the hub, take a little time to review the resources, and see if there is something there that you might need. Sign up for training, depending on your role. Ask questions so we can continue to update the FAQ's and share information with colleagues and friends.

Dr. Lee opened the floor for questions.

Q: How do you make graphics accessible?

A: Alt Text needs to be filled out to describe the graphic or image that is posted as well as making the image responsive.

Overall, LSU is a public institution receiving public money. Therefore, all digital information is made available on behalf of a public institution and must be accessible. Being proactively accessible to everyone is the right thing to do.

GUEST SPEAKER – KENNETH MILES, COX COMMUNICATIONS ACADEMIC CENTER FOR STUDENT-ATHLETES

President Tammy Millican introduced Kenneth Miles, as he addressed the full Senate.

Kenneth Miles thanked the Staff Senate for the opportunity to speak today about Success Happens By Design, It Is Not Accidental!

Kenneth mentioned that the Cox Communications Academic Center for Student-Athletes's vision is to be the premier provider of transformative student-athlete support services. His team is committed to challenging student-athletes to achieve their highest level of intellectual and personal development. Their total team commitment values include accountability, commitment, success, integrity, diversity, teamwork, service and education.

Their goals include graduating Student-Athletes, preparing Student-Athletes for life after LSU, developing a culture of responsibility and integrity through education and example, and to nurture the personal well-being and professional aspirations of their team.

He mentioned that the NCAA Graduation Success Rates (GSR) adds to the first-time freshman, those students who entered mid-year as well as student-athletes who transferred into an institution and received athletics aid.

LSU's overall graduation success rates for 2018 was 89%. The 2018 LSU Graduation Success Rates by Teams are:

- Women's Basketball – 94%
- Softball – 100%
- Women's Cross Country Track – 88%
- Women's Golf – 100%
- Women's Gymnastics – 92%
- Women's Soccer – 95%
- Women's Swimming & Diving – 95%
- Women's Tennis – 100%
- Women's Volleyball – 100%
- Baseball – 90%
- Football – 73%
- Men's Basketball – 89%
- Men's Cross Country Track – 80%
- Men's Golf – 88%
- Men's Swimming & Diving – 100%
- Men's Tennis – 100%

The Federal Graduation Rate indicates the percentage of freshmen who entered and received athletics aid during a given academic year, and who graduated within six years.

PRESIDENT'S REPORT

President Millican reported on the meetings she attended.

- October 18 - Attended an Online Accessibility Working Group Meeting. Also, attended the Finance and Governmental Relations Committee Meeting.
- October 22 - Attended the Lactation Room Meeting with President-Elect Rachel Henry. Also, held a Staff Senate Communications Committee Meeting.
- October 29-30 - Attended the Presidential Symposium – Behind the Ballot. They planned and executed 24 events in 10 different buildings across campus over a 48-hour period, involving +70 panelists (at least 6 of whom flew in for the event) and welcomed more than 800 participants, who were supported by more than 40 volunteers. More importantly, our students, faculty and staff had the opportunity to come together and celebrate the importance of civic engagement while learning about the value every vote holds.
- November 2 – Attended a Skype interview with a Provost Candidate 1
- November 5 - Attended the Staff Senate Executive Committee Meeting

- November 7 – Attended Skype interview with Provost Candidate 2
- November 8 – Attended Skype interview with Provost Candidate 3
- November 9 - Attended a Brand Working Group Meeting with Strategic Communications to review new branding.
- November 12 – Millican sent out a joint email with Faculty Senate Ken McMillian to all faculty and staff veterans, thanking them for their service. They sent out over 225 emails and they received multiple thank you's in response.
- November 13 – Attended the Auxiliary Services Showcase with Past-President Michelle Lowery. Also attended a Staff Appreciation Committee Meeting regarding Holiday on Campus.
- November 16 – Attended an Administrative Process Improvement Committee (APIC) Meeting with Treasurer Megan Stone. Also, attended a Supplier Diversity Manager Search Committee Meeting.

President Millican announced that in today's edition of the Reveille, there is an article about the Tiny Tigers initiative that began with the Staff Senate's Resolution in support of Lactation Rooms.

- November 26 – The Provost Search Committee met with Candidate Dr. David Brennan.
- November 27 – The Staff Senate Executive Committee met with Dr. David Brennan. We also held the 29th Annual Holiday on Campus event. President Millican thanked everyone who helped make this year's event a success.
- November 28 - The Provost Search Committee met with Candidate Dr. Stacia Haynie.

STANDING COMMITTEE REPORTS

Finance & Governmental Relations

The Finance & Governmental Relations Committee met on October 18, 2018. The written report was included in the meeting packet for review.

SPECIAL AD-HOC COMMITTEE REPORTS

Scholarship

The Scholarship Committee met on October 23, 2018. The written report was included in the meeting packet for review.

- We have sold close to 800 Candy Grams and will need Senator help with assembly this week and delivery on December 3.

- The 2018 Holiday Decorating Contest's theme, Once upon a time in LSUville. Entry deadline is December 7, and judging will be held on December 12
- Senator Jill Clemmons has agreed to Co-Chair the Scholarship Committee as Senator Jennifer Braud had to step back due to her job duties.

LIAISON REPORTS

APIC

The Administrative Process Improvement Committee met on November 16, 2018. The written report was included in the meeting packet for review.

- There was an update on issues that carried over from last year
- The single Events Calendar will launch in January 2019
- Feedback received from the travel survey will be used for the Request for Quotation (RFQ) when it is put out to bid in early 2019
- Some new issues outlined in the report are being worked on

Mobility Implementation

The Mobility Implementation Committee met on October 16, 2018. The written report was included in the meeting packet for review.

IT Governance

The IT Governance Committee met on November 20, 2018.

- They reviewed the 42 projects that are in process with Information Technology Services (ITS) and how they should be put into the queue of importance
- The first 5 are from Executive Leadership then organized by ITS and determined by metric of time needed, available resources needed and level of importance, and lastly by impending due dates
- 39 were organized with 3 more included
- These may fluctuate as some become resolved
- The 39th project was the decommissioning of Mainframe

University Planning Council

The University Planning Council met on November 28, 2018.

- There was a presentation from Faculty Senate President Ken McMillian regarding the new faculty adjudication and the formal grievance process. They have thrown out the old process and they are requiring feedback. There are similar situations with staff where Ken is happy to discuss with Staff Senate
- They also discussed the sabbatical process. There will be a subcommittee formed to create some guidelines to put into place. A form has been created online.

OLD BUSINESS

Staff Senate Budget

A copy of Treasurer Megan Stone's report as of November 28, 2018 was included the meeting packet for review.

NEW BUSINESS

December Meeting and Potluck

The December Meeting date may be rescheduled due to the third Wednesday falling on the week before the Holiday Break. The Potluck Luncheon sign-up will be sent out electronically to the full Senate for participation.

Future Guest Speakers

The Executive Committee has received suggestions and is reviewing them to schedule during the spring semester.

ANNOUNCEMENTS

Staff Senator Birthdays

President Tammy Millican announced that Member-at-Large Aaron Cherry celebrated his birthday on November 7 and Treasurer Megan Stone celebrated her birthday on November 17. Happy Birthday!

Campus Federal Credit Union's Christmas Open House will be held on Wednesday, December 12, 2018, from 11am – 1pm at the Perkins Road Financial Center. All Senators are invited to attend.

MOTION TO ADJOURN – With there being no more business, Member-at-Large Aaron Cherry made a motion to adjourn. The motion, seconded by Secretary Barbara Reonas, carried.

The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm