

LSU | Staff Senate

MEETING MINUTES October 16, 2019

President Rachel Henry presided over the October 16, 2019, Staff Senate meeting held in the Event Room in Barnes & Noble at LSU Bookstore at 10:30 a.m.

ATTENDANCE

Executive/Administrator/ Manager

P - Millican, Tammy ('20)
Pr – Barbara Reonas ('21)

Professional/Non-Faculty

Pr - Braud, Jennifer ('20)
P - Clemmons, Jill ('20)
P- Hernandez, Kristen ('20)
P - Kimmell, Alyssa ('20)
Pr - Lemoine, Nathan ('20)
Pr - Stone, Megan ('20)
P - Wilson, Derek ('20)
P - Aslin, Jessica ('21)
A - Banks, LaKisha ('21)
P - Bickham, Trey ('21)
P - Bonner, Amber ('21)
P - Dawan, Hope ('21)
P - Henry, Rachel ('21)
P - Lane, Madison ('21)
P - Garner, Karen ('22)
P - Herman, Catherine ('22)
P - Holstein, Lindsey ('22)
P - Lee, Mark ('22)
Pr - Levesque, Jonathan ('22)
P - Nickerson, John ('22)
Pr - Roth, Nicole ('22)

Service/Maintenance

A - Matkovic, Igor ('20)

Skilled Crafts

P - Deshotels, Paul ('21)
P - Corbitt, Brent ('22)

Technical/Paraprofessional

P - Cherry, Aaron ('20)

Clerical/Secretarial

P - Salesneves, Sarah ('22)
P - Salvadras, Amber ('22)

A - Indicates Absent

P - Indicates Present

Pr - Indicates Proxy

Guests:

Kayla Kucharchuk, Human Resource Management
Joyce Whitfield, Human Resource Management
Katti Galatas, Human Resource Management
Liesel Walker, Human Resource Management
Roger Husser, Planning, Design & Construction
Greg Lacour, Planning, Design & Construction

Susannah Knoll, Faculty Senate
Brian Ainsworth, Campus Federal Credit Union

There were numerous guests who attended for the presentation of Jeff Campbell's Commendation to his family.

CALL TO ORDER

The meeting was called to order by President Rachel Henry at 10:30 a.m.

ATTENDANCE

There was a quorum with six proxies noted.

PLEDGE OF ALLEGIANCE

Senator Madison Lane led the Pledge of Allegiance.

LSU STAFF SENATE COMMENDATION 2019-02 RESOLUTION OF HONOR AND APPRECIATION FOR JEFF CAMPBELL (read by Past-President Tammy Millican)

To recognize and honor Jeff Campbell for his unwavering dedication and exemplary leadership at Louisiana State University during his 27 years as a staff member

WHEREAS, Jeff Campbell diligently served the LSU community in various capacities since 1992; and

WHEREAS, in each position he consistently served above and beyond to improve campus operations and enhance the LSU experience for students, faculty, staff and visitors; and

WHEREAS, he demonstrated a dedication to LSU through numerous leadership roles in departments that include Athletics, Auxiliary Services, University Recreation Center, Student Health Center, Union Event Management, Administrative Services & Risk Management, and Parking and Transportation Services; and

WHEREAS, he donated a tremendous amount of his personal time volunteering in his community, with his church, and at LSU, including his service on the LSU Emergency Operations Center as a Logistics Chief and Core Committee member, liaison for ESPN Gameday, as well as membership on multiple campus committees; and

WHEREAS, he is an alumnus of Louisiana State University, graduating with a bachelor's degree in general studies in 1991, and was pursuing a master's degree at LSU,

THEREFORE, BE IT RESOLVED THAT STAFF SENATE HONORS THE DEDICATION AND SERVICE OF JEFF CAMPBELL TO THE STUDENTS, STAFF, AND FACULTY AT LOUISIANA STATE UNIVERSITY, AS WELL AS HIS LOVE AND COMMITMENT TO ALL THINGS LSU.

BE IT FURTHER RESOLVED, a framed copy of this commendation will be presented to his beloved family: Kristi Campbell, Lyndsey Campbell, and Mary Ashton Campbell.

President Rachel Henry announced that Staff Senate along with campus leaders worked together to amend and pass PS-63, Regarding the Protocol Death of a Student or Employee.

Jeff Campbell was the first employee to be honored since PS-63 included employees. An LSU Flag flew over campus this past weekend for ESPN Gameday, the LSU vs. Florida Football Game, Homecoming, and Fall Fest which were events that Jeff would have oversaw had he not passed away. It was incredibly special that we get to present this flag to his family today.

The flag was presented to the family in a case with engraving that read: Flown by LSU to Honor Jeff Campbell, October 11, 2019, may thy spirit live in us forever LSU.

APPROVAL OF THE MINUTES – September 18, 2019, Staff Senate Meeting

A motion to accept the minutes was made by Member-at-Large Hope Dawan. The motion, seconded by Senator Aaron Cherry, carried.

GUEST SPEAKER – PLANNING, DESIGN & CONSTRUCTION

President Rachel Henry introduced Roger Husser and Greg Lacour with Planning, Design and Construction along with Past-President Tammy Millican and thanked them for speaking to the Senate.

They thanked the Staff Senate for the invitation to give an update on the Mobility Implementation Plan.

Past-President Tammy Millican mentioned that the Mobility Implementation Plan is based on recommendations that they received through the Strategic Campus Master Plan that was approved by the Board of Supervisors in 2017. This plan seeks to improve travel to, from, and around campus for faculty, staff, students, and visitors as well as provides some alternative transportation and parking options for the LSU campus community.

With the goal to increase enrollment on campus, which will in turn increase staff and faculty on campus, LSU has to work on this plan. There will also be some new buildings added on campus which will reduce the amount of available parking spaces on campus. They also reviewed the safety aspect, acknowledging that many of parking areas on campus limit safe and appropriate pedestrian accessibility. LSU needs a modern transportation system with better transit, walking, biking and micro-transit options that will provide efficient, cost-effective solutions that reflect our status as a Flagship University. The plan is based on recruitment and retention because it allows us to make the campus more attractive to students, faculty, and staff. It is also based on a comprehensive and strategic campus plan which was already created in the Master Plan wherein the implementation stages were reviewed. There is a sustainability aspect to this plan as less cars will be driving to campus which reduces emissions. There is also a health and well-being aspect which is one of goals in the LSU Strategic Plan 2025 to increase walking and biking.

To make this plan happen, parking will be reduced in some areas and other untapped potential parking areas will be revitalized. The transportation survey received over 3,000 responses and it showed what services the students would like to have campus-wide as well as their frustrations with the current parking and transportation services. They also set-up a working committee that is comprised of internal stake holders and representatives from all over the campus. There were meetings with external stakeholders as well as Town Hall Meetings.

Greg Lacour mentioned that there were nine focuses reviewed during the study which are:

- Park and Geaux
 - 40% of students are interested in park and ride
 - The committee is looking at commuters parking by the levee and finding a very reliable bus route to bring people into campus
 - We have more parking on campus more than any of our peers, although those options are not in the most convenient locations
- Better Parking System
 - Parking location and convenience is #1 concern above price
 - They are working to implement this now with paying for parking on your phone
 - There will be other things to consider when trying to find a parking spot on campus
- More Electric Vehicles, Car share and On-Demand Transport
 - Student, Faculty, and Staff want more EV (electric vehicle) charging stations on campus
- Commuter Benefits Program
 - 50% of students were unaware of Zipcars
 - There are better ways to get around campus without using your own car
- LSU Micro-Transit Service
 - Students, Faculty, and Staff have a strong interest in on-demand services
 - They are looking at small golf cart size cars that can be used on campus by using a phone app
- Better Tiger Trails
 - 60% of students would commute by bus if bus frequency was increased
 - Tiger Trails routes will be reevaluated
- Better, Safer Walking Paths
 - Student, Faculty, and Staff want better lighting and more walking infrastructure
 - They plan on upgrading the streets and intersections to create better safety for people walking on campus
- A Campus Bike Network
 - Student, Faculty, and Staff want bike lanes, protected paths, incentives to ride bicycles
 - The first phase happening this fall is to go from Dalrymple circle into Tower Drive with bike paths
 - They will continue to add bike paths as the plan is implemented
- Transportation Communications
 - Almost 50% of Students, Faculty and Staff do not know Tiger Trails off-campus routes
 - Improved communication will be one of the biggest parts of this implementation plan

LSU is in the process of hiring a new Parking and Transportation Director. A Mobility Hub was mentioned as being a Park and Geaux option in the lots by the levee.

Roger Husser mentioned that one of the concepts from the Master Plan is performance based pricing which most universities have now. It is basically putting a price on parking based on the convenience and location. The most convenient parking will be in the core of campus. The next

most convenient parking will be in the perimeter of campus, while the least convenient will be in the periphery of campus and will utilize the Park and Geaux option. They looked at a lot of different scenarios with regards to cost and how can this be funded. The two primary funding sources mentioned was through student fees and parking permits.

Greg mentioned that they have short, medium, and long term plans. The idea is that as LSU will grow the use of walking and biking transportation options in the core of the campus and push parking toward the periphery. This program, with the funding that is needed to finance it, will enable the University to repave and repair the roads on campus.

Q: Would Gotcha Rides (golf cart vehicles) have automatic access through the gates?

A: They would have access to the core of campus.

Q: What would be changed with the Bus Shelter upgrades?

A: Part of the overall plan has a big focus on transit. The current transit system needs to be completely revamped and enhanced with more buses, new bus routes, and additional bus shelters. They will also work with area apartments to update their bus shelters as well.

Q: With the new tiered parking plan, will it be more expensive to park on campus?

A: Because there will be more revenue from parking, the parking cost will increase for everyone who parks on campus.

Q: Will there be a dedicated bus lane from the levee lot to UREC?

A: There will not be a dedicated bus lane but rather the path of one of the bus routes. As the Master Plan further develops, at certain times of the day, there will be lanes where only buses can travel. They will also offer Flix Bus which can help out of town students get to campus without bringing their vehicles to campus.

Q: Will lighting in the parking lots be improved, especially like the levee lot?

A: The levee lot will be updated with improved lighting and security at certain times.

Q: Are crosswalks being discussed?

A: No, but as the Master Plan develops, they will be looking at safer ways for people to cross the street.

Q: As the new parking zones are introduced, will those be gated lots?

A: They will be replacing the gate system.

Q: Will there be fees associated with Gotcha Rides?

A: There may be a fee associated with using that service but the bus is always free.

Senator Lindsey Holstein suggested combing all fees for one subscription if there will be multiple fees associated with some of the alternative ways to travel on campus.

Q: There have been some complaints about sub-contractors using employee parking, are they allowed to use that parking?

A: They are supposed to park in their staging areas although some sub-contractors may pay for a “B” parking permit to park where “B” parking zones are.

Q: Will there still be “B” parking on Fieldhouse Drive?

A: The intent is not to have any parallel parking along the streets as it is the most unsafe way to park. As they reinvent the core of campus, street parking will be eliminated.

President Henry mentioned that there is a Staff Senate representative who serves on the Mobility Implementation Committee. If you have any other questions or concerns, please send those to the Executive Committee, so they can be shared during the committee meetings. She thanked Roger Husser, Greg Lacour and Past-President Tammy Millican for presenting today.

GUEST SPEAKER – HUMAN RESOURCE MANAGEMENT

President Rachel Henry introduced Kayla Kucharchuk, Katti Galatas, Liesel Walker and Joyce Whitfield with Human Resource Management and thanked them for speaking to the Senate.

Kayla Kucharchuk thanked the Staff Senate for the invitation to speak about open enrollment and training opportunities for LSU employees. Human Resource Management values their partnership with the LSU Staff Senate to improve the employee experience for all LSU employees.

Katti Galatas shared a presentation on Annual Enrollment. Annual Enrollment is open from October 1 – November 15, 2019 which coincides with the Office of Group Benefits (OGB) Annual Enrollment period. The effective date of coverage will begin January 1, 2020. She mentioned some other important dates:

- Benefits Fair will be held on October 17, 2019, from 10:00 a.m. – 2:00 p.m. in the LSU Union, Cotillion Ballroom
- Benefits Presentation will be held on October 21, 2019, at 2:00 p.m. in the LSU Union, Capital Chamber Room
- Benefits Workday Lab will be held on October 22, 2019, from 9:00 a.m. – 11:00 a.m., and on November 6, 2019, from 2:00 p.m. – 4:00 p.m., both times in 205 Coates Hall

During open enrollment, employees who opt for the Health or Dependent Care Flexible Spending Account(s) must re-enroll in those plans each year. For those employees who are one the Pelican HSA 775, they must complete a paper GB-79 form for their 2020 annual contribution. To cancel Long Term Disability, Long Term Care, or OGB Life Insurance, please contact the Human Resource Management office.

Katti mentioned that employees will still have 7 health plan options that include:

- LSU First
- OGB Pelican Plans
 - Pelican HRA 1000
 - Pelican HSA 775
- OGB Magnolia Plans
 - Magnolia Local
 - Magnolia Local Plus
 - Magnolia Open Access
- OGB Vantage Home HMO

There will be no plan design changes but there will be 5% premium increase for all health plans. The 2020 voluntary benefit options will remain the same this year which includes:

- Dental Insurance
 - The basic plan services will be covered at 45% and major services covered at 20%. For the enhanced plan, basic services will be covered 80% and major services covered at 50%. The preventative and diagnostic services for both plans are covered at 100%.
- Vision Insurance
- Flexible Spending Accounts
- Long Term Care
- Long Term Disability
- Voluntary Life Insurance
 - Employees can increase their coverage by \$10,000 not to exceed 5 times their annual salary or \$500,000. Spouses on the plan can increase by \$5,000 not to exceed 50% of the employee amount or \$100,000
- Accident Protection Plan
- Accidental Death and Dismemberment
- Critical Illness
- Identity Protection

For the OGB Life Insurance, there is a premium increase for certain age bands. The Healthcare Flexible Spending Account maximum allowed did increase to \$2,700.

She shared some contact information:

- For LSU First information:
 - Website: lsu.edu/lsufirst
 - Phone: 1-855-346-5781
- For OGB information:
 - Website: info.groupbenefits.org
 - Phone: 225-925-6625
- For BCBS information:
 - Website: bcbsla.com/ogb
 - Phone: 1-800-392-4089

- For Vantage information:
 - Website: employees.vhp-stategroup.com
 - Phone: 1-888-823-1910

Q: For the basic dental plan, did the annual allowed amount change?

A: Yes, from \$1,500 to \$1,000. Most employees on the basic plan were not meeting the \$1,500 annual allowed amount, so that amount decreased to \$1,000. For the enhanced plan, the annual allowable will remain at \$1,500, and orthodontic care is included.

Q: If staff members would like to see some things covered under their health plan, who do they contact?

A: Katti Galatas

Q: If an employee is thinking of changing health plans, what is the best way to find out what prescription drugs are covered?

A: The prescription drug formulary is posted for the OGB plans. They are separated by tiers to where you can get an idea of what the drug may cost. Those prices change, so it may be hard to get an exact price.

Liesel Walker mentioned some upcoming training and development opportunities that Human Resource Management has scheduled. They have the *What Matters Most Series* wrapping up but they will offer it again in the spring 2020. The *Management Foundation Series* for managers and supervisors is also being offered. They are also offering some new training on *Crucial Conversations* which is a 3 hour workshop. Human Resource Management is also partnering with the Olinde Career Center to offer the *Climbing the Career Ladder Series* as well. These classes will also be offered in spring 2020.

Joyce Whitfield mentioned that benchmark job salary ranges have been updated on the HRM website. These are the jobs that are similar in functions and skills required across the University. They are exploring some solutions on establishing some pay grades for other unclassified positions. They do not have those ranges published because there are so many variations in the jobs themselves. Once they have identified a solution to create those pay grades, they will establish a comprehensive compensation plan, philosophy, and communication strategy which will be released to the university.

Joyce explained the Fair Labor Standards Act. The Department of Labor has proposed a new minimum salary threshold of \$35,568, effective January 1, 2020. This threshold determines if an employee is going to be non-exempt and, therefore, eligible for overtime pay. Faculty and other instructional jobs will be exempt. There are some other exemptions such as computer positions and professional jobs that have some additional language in exemptions built into those positions. If an employee is below that salary threshold, the employee's salary will not necessarily be raised to that threshold. The employee's job description must meet the duties test under FLSA to meet an exemption status. Currently, HRM has identified all workers and profiles affected and is reviewing whether the job functions meet the duties test. They will

determine whether or not if the employee will remain exempt or if they will have to move to an hourly non-exempt position eligible for overtime. HRM will be sending out a helpful toolkit as well as some communication next week to Deans, Department Heads, and Supervisors to make them aware of what these changes will look like.

Kayla mentioned the Workday 33 update and one thing they changed is an internal job alert function, so you can sign-up for Workday to notify you if new jobs post that match your interest. There is some confidentiality associated with that. She circulated a handout regarding how to sign up. They are also working on some new resources for recruitment tools. She also mentioned that there will be some changes with the employee recognition program and transitioning that program back to the President's Office. She also mentioned that the search firm is still looking for a Chief Human Resources Officer. The Dean searches are also on going.

Q: What increments are recognized for employee appreciation?

A: They begin at 10 years and every 5 years after that.

Q: Will the employees who have not received their recognitions for the past couple years be caught up?

A: They are working with the President's Office to identify those who need to be recognized.

President Henry suggested that it would be nice for those employees who have been employed their first year to receive an email congratulating them as well.

PRESIDENT'S REPORT

President Henry announced how proud and appreciative she is for all of your hard work for the mission of Staff Senate and creating more of an awareness for staff. Your work on committees may seem small but your impact on committees is noticed. Committee work started Resolution 18-01 which updated PS-63 which allowed us to recognize a staff member today.

President Rachel Henry reviewed relevant meetings in which she was present.

- September 19 – Attended a meeting with Academic Affairs to discuss marketing event opportunities to start educating the larger community on the LSU Pregnancy and Parenting Program (formerly Tiny Tigers)
- October 1 - Attended the Staff Senate Executive Committee meeting
- October 1 – The Staff Senate Executive Committee attended their monthly meeting with Dan Layzell
- October 7 – Attended the Zoom Interview of candidates for the Parking and Transportation Director position. 3 of those candidates will be visiting campus in the coming weeks.
- October 10 – Several Executive Committee Members attended the Provost's Breakfast

- October 10 – Attended a meeting with the President of the LGBTQ+ Caucus. They are interested in having a Staff Senate Liaison attend their meetings
- October 11 – Attended Fall Fest. She thanked everyone who helped at the Staff Senate table.
- October 16 – She shared Resolution 19-06 with campus leadership and a committee has been formed to look at smoking tobacco, inhalants and vaping

President Henry thanked all of the committee chairs/co-chairs for holding meetings this past month.

President Henry mentioned that she will personally thank all of those who volunteered this past month at campus wide events such as Fall Fest, ESPN Gameday, etc.

President Henry circulated 3 greeting cards for everyone to sign. One is for Senator Megan Stone who is out due to complications with foot surgery. The other two are for Past-Presidents Renee Pierce (2003-04) whose husband passed away and Lynn Livingston (2013-14) whose father passed away.

STANDING COMMITTEE REPORTS

Long Review and Planning

The Long Range Review and Planning Committee met on September 24, 2019. The report was included in the meeting packet for review.

Staff Benefits, Policies and Development

The Staff Benefits, Policies and Development Committee met on October 8, 2019. The report was included in the meeting packet for review. There was discussion regarding the staff service awards, the salary ranges, crisis leave, and working with HRM to receive some data in terms of how many employees sign up and utilize health insurance as well as data on turnover rates. Senator Nicole Roth has agreed to Co-Chair with Senator Jessica Aslin this year.

AD HOC COMMITTEE REPORTS

Staff Appreciation

The Staff Appreciation Committee met on October 2, 2019. The report was included in the meeting packet for review. Holiday on Campus will be held on Tuesday, December 3, 2019, from 6:00 p.m. – 8:00 p.m. in the LSU Student Union in conjunction with the Holiday Spectacular. Senator Hope Dawan asked all Senators to donate two bags of candy on sale after Halloween to help stuff 200 goodie bags for the children who attend. Hope mentioned what the committee members have been working on. Staff Senate volunteers will be needed on the day of the event. Some of the donors who are contributing was mentioned. The Black Faculty and

Staff Caucus, the LatinX Caucus, and the LGBTQ+ Caucuses will be participating. Monetary donations will be needed from the President's Office, LSU Alumni Association, and the Tiger Athletic Foundation will be needed as well.

Marketing Committee

The Marketing Committee met on September 20, 2019. The report was included in the meeting packet for review. Treasurer Amber Salvdras thanked the Senate volunteers who helped during Fall Fest. She asked for Senators to help at the Staff Senate table during the Annual Benefits Fair tomorrow. Amber mentioned the new t-shirt design for the fundraising sale to be held soon.

Scholarship Committee

The Scholarship Committee met on September 26, 2019. The report was included in the meeting packet for review. Past-President Tammy Millican announced that the committee has received names of the scholarship recipients who will be recognized during the November general meeting. The committee is working on changing the application and awarding process for next year. As well as increasing the scholarship amount for the Staff Fee Support Scholarship award. The committee is also selling Thanks-a-Grams (candy grams) from October 28 – November 18.

LIAISON COMMITTEE REPORTS

Black Faculty and Staff Caucus

The Black Faculty and Staff Caucus met on October 2, 2019. The report was included in the meeting packet for review. Senator Hope Dawan mentioned some upcoming events:

- November 17, 2019, at 9:00 a.m. – LSU Day at Bethel AME (address forthcoming)
 - Dean Mitchell to give a talk
- December 6, 2019, at 7:00 p.m. – Black Faculty and Staff Caucus Gala will be held at the LSU Business Education Complex Rotunda
 - Still more room on committees if you would like to volunteer
 - Contact Kellie Gates (kelli@lsu.edu)
 - DIY day to help decorate the Rotunda (11/9/19 from 11:00 a.m. – 1:00 p.m.)
 - Purchase your tickets early
- Planning has started for Martin Luther King Week (go to lsu.edu/mlk for more information)
 - Committees being formed now; volunteers needed
 - Keynote speaker for MLK Commemorative Program (Tuesday, January 21, 2020) is Yusef Salaam, one of the Exonerated Five
 - Other events include Performing arts night and candlelight vigil on Wednesday, January 22, 2020, Unity Reception on Thursday, January 23, 2020
 - Day of Service Monday, January 20, 2020

Bahamian Relief Effort

- Contact Rae at Residential Life for more information on how to help/donate

- Donation drive ongoing (monetary and supplies) and Amazon wish list is available

Office of Group Benefits

The Office of Group Benefits Policy and Planning Board met on September 27, 2019. The report was included in the meeting packet. The meeting minutes from last month have not been posted yet.

University Planning Committee

The University Planning Committee met on October 10, 2019. The report was included in the meeting packet. The committee reviewed the pilot study of the system created by the Foundation and Sponsored Research to assist faculty with writing and submitting an increased number of charitable grant proposals which is moving forward. They also discussed the number of students retained was 83% which did not meet the target of 83.7%. They are using a system that indentifies students more at risk of leaving the university. They are also working on an interdisciplinary school to award diplomas across schools. Admissions standards was also discussed.

OLD BUSINESS

Staff Senate Survey

President Henry tabled until the November General Meeting.

Annual Benefits Fair

President Henry announced that Annual benefits Fair will be held tomorrow, October 17, 2019, from 10:00 a.m. – 2:00 p.m. Thank you to those who have signed up to volunteer during the event.

Staff Senate Budget/Gift Fund

The treasurer report was included in the meeting packet for review. Senators were asked to contribute to the Staff Senate Gift Fund

NEW BUSINESS

Future Guest Speakers

Please submit any suggestions for future guest speakers to the Staff Senate Executive Committee.

ANNOUNCEMENTS

Staff Senator Birthday

President Rachel Henry announced the following birthday:

- Senator Karen Garner celebrated her birthday on October 1
- Senator Jennifer Braud celebrated her birthday on October 2
- Senator Paul Deshotels celebrated his birthday on October 10
- Senator LaKisha Banks is celebrating her birthday today, October 16

Happy Birthday!

There will be some campus steam maintenance therefore there will be no food services in the LSU Union beginning tomorrow, October 17, at 2:00 p.m. until Monday, October 21, at 8:00 a.m.

MOTION TO ADJOURN – With there being no more business, Secretary Trey Bickham made a motion to adjourn. The motion, seconded by Senator Kristen Hernandez, carried.

The meeting adjourned at 12:00 p.m.

Trey Bickham, Secretary

TB/mm