

LSU | Staff Senate

STAFF SENATE MEETING MINUTES

August 15, 2018

President Tammy Millican presided over the August 15, 2018, Staff Senate meeting held in the Frank Walk Design Presentation Room in the Engineering Laboratory Annex at 10:30 a.m.

ATTENDANCE

SENATORS

Executive/Administrator/ Manager

P - Millican, Tammy ('20)

Professional/Non-Faculty

P - Lowery, Michelle ('19)
P - Henry, Rachel ('19)
P - Levesque, Jonathan ('19)
P - Ramachandran, Anand ('19)
P - Reonas, Barbara ('19)
P - Braud, Jennifer ('20)
P - Clemmons, Jill ('20)
Pr - Hernandez, Kristen ('20)
A - Lemoine, Nathan ('20)
P - 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)
Pr - Dawan, Hope ('21)

Service/Maintenance

P - Matkovic, Igor ('20)

Skilled Crafts

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

Technical/Paraprofessional

P - Cherry, Aaron ('20)

Clerical/Secretarial

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

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

GUESTS:

Mimi Singer Lee, Human Resource Management
Gaston Reinoso, Human Resource Management
Vice Provost Dereck Rovaris, Office of Diversity
President Stewart Lockett, Student Government
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 three proxies noted.

PLEDGE OF ALLEGIANCE

Senator Jill Clemmons led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – July 18, 2018, Staff Senate Meeting

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

GUEST SPEAKER – STEWART LOCKETT, STUDENT GOVERNMENT

President Tammy Millican introduced Stewart Lockett addressed the full Senate.

Stewart thanked the Staff Senate for the opportunity to speak. Bengal Bound 2018 has been successful. With the living requirement on campus, it has been a positive for engagement and retention; not to mention, the energy and excitement on campus. Stewart expressed interest in collaboration with the Staff Senate this year and welcomed initiatives.

Q: Last year, Student Government held a campaign to recognize staff members. Could that happen again this year?

A: Yes, Courtney Reeder is the Staff and Faculty Senate Liaison and she will be attending the general meetings once classes begin. She plans on implementing something similar to last year in the spring. Courtney has past experience organizing programs, as co-founder of last year's "We're Committed", which helps to fight sexual assault.

Student Government worked with Staff Senate to create Staff Appreciation Week last year, and another collaboration this year is expected.

Stewart also thanked everyone who helped with Student Move In Day, which was a success.

GUEST SPEAKER – MIMI SINGER LEE AND GASTON REINOSO, HUMAN RESOURCE MANAGEMENT

President Tammy Millican introduced Dr. Mimi Singer Lee and Gaston Reinoso and thanked them for speaking to the Senate.

The Executive Committee submitted some topics in advance to discuss during the meeting today.

Mimi and Gaston thanked the Staff Senate for the invitation to speak and expressed an interest in having a better connection with Staff Senate and meet with the full Senate on a regular basis, as some of the issues that the Senate addresses may be related to Human Resources. Senator Brian Vermeire, who works with Human Resource Management, is also serving on Senate and can help with any ideas or feedback as well.

Lactation Room Policy Status

- Several HRM Representatives along with Jane Cassidy went around campus to various buildings to identify space opportunities for lactation rooms
- Each college was asked what they are using for lactation rooms – some are defined as lactation rooms, while others are just using any available rooms
- 16 rooms were assessed and found to be a mix of what an acceptable lactation room should be
- An acceptable lactation room located in the Union was viewed as well
- Facility Services is currently assessing the cost for improvements to those rooms identified as acceptable lactation space

Q: In the Cox Communication Building, there is extra space in one of the women's restrooms. This was discussed as possible lactation space. Could this be one of the spaces identified?

A: A bathroom does not fit the needs for lactation. In this particular location, however, the addition of a door could potentially make the space acceptable.

Parental Leave Status

- This is an issue that has been discussed in the past, where there is a need for parents to take leave when they have a newborn without exhausting their annual leave
- A committee including faculty and staff representatives is discussing the logistics
- The first draft proposal has been completed
- The proposal includes allowing one parent to take up to 2 months of leave and the other parent to take up to two weeks of leave
- The committee will be talking with various groups as this will require a presentation to the State Legislature for a law change
- HRM will keep the Staff Senate updated as the changes evolve

Q: For the 6-8 weeks and 2 weeks, does that include bonding time?

A: Yes, the other parent can take 2 weeks for bonding time. It's important to look at more than simply the recovery piece of this. It would include adoption as well.

Q: Would FMLA kick in after the first month?

A: FMLA works a little different as it does not insure a paid leave period. Even though FMLA gives you up to 12 weeks, this parental leave would give employees a paid status.

Q: Do you have a timeline?

A: Yes, they are looking to present this at the next legislative session in the spring 2019. They envision parental leave to be separate from annual/sick leave, so that it is not exhausted. A few years back, LSU looked at having just "Paid Time Off", PTO, but the legislature did not approve of this proposal.

Q: Can the other parent take the 2 weeks at any time or does it have to be taken consecutively?

A: The 2 weeks can be taken at any time up to one year after birth or adoption.

Q: Could we revisit when a staff member can donate time to another staff member, who may not have enough leave, rather than only donating to crisis leave, as is the current case?

A: No, unfortunately crisis leave was designed to be a pool for everyone eligible in which to take part.

Q: Have any expectant mothers been permitted to use crisis leave, under the current policy?

A: Possibly, as there are some medical circumstances where it would be allowed.

Q: Will the University revisit using sick time for a sick child?

A: That is one reason why the PTO time issue was brought before the legislature. Having a cap was discussed since it would be a pool of undifferentiated leave time, but some employees on campus have a lot of time saved. Since employees can potentially be paid for unused leave time, PTO was viewed as a potential monetary concern.

Staff Mentoring Program

- This is an initiative which arose repeatedly during the Strategic Planning process
- Suggested by a sub-committee of the University Council on Gender Equity Proposals were put together prior to the departure of Provost Koubek
- Mimi has met with Interim Provost Haynie, who also supports the program, and is reviewing funding sources before making a decision.
- Mimi foresees that it may be handled at the college level for faculty, but staff requires other opportunities
- HRM is hoping to have a proposal to implement in the spring or next fall, if approved
- HRM may need assistance from the Staff Senate, in matters relating to staff retention issues
- There is a draft outlined in three tiers that she will share with the Staff Senate

Millican mentioned that the Staff Senate has assigned liaisons to work on these initiatives with HRM.

Mimi and Gaston recognized the New Staff Reception and mentioned that it is a great event for new staff members.

Gaston announced some important changes with the 403(b) Supplemental Retirement Optional Plan at LSU. A comparison between LSU and other institutions relating to the cost and performance of investment funds in the 403(b) was conducted. LSU's plan included approximately 300 funds from which to choose, which is unnecessary. We need a good core of funds (around 30) that are strong performers in terms of cost and investing. You will begin to see a line of more simplistic funds with a cost that is much lower than previously. Informational sessions have been scheduled to meet with the vendors and help answer employees' questions. Information will also be available on campus during open enrollment in October. LSU has eliminated Voya and MetLife as participating vendors, due to their cost and service. The vendors who will remain are Valic, Fidelity and TIAA. This is a good change for LSU. Please review the HRM Website for more information.

Q: Will employees be charged a penalty from moving out of Voya or MetLife into one of the other plans?

A: No, there is no penalty or fee to move to funds from a 403(b) into another 403(b).

Q: Is there a need to go to one of the Information Sessions if an employee is in one of the three vendors who will remain?

A: There is a variety of target date funds depending on the employee's age. There will be a line of funds from which to select. So, the information being provided may be helpful when choosing your investment funds.

Millican inquired about the search for a new Associate Vice President for Human Resource Management. The search will begin this fall.

President-Elect Rachel Henry mentioned the concept of a 360 evaluation, and inquires as to whether this has been considered for non-academic units?

The surveys that are done for a Dean's performance result from Policy Statement 111, regarding academic administrators. The policy at this moment does not apply to staff. She has not heard any discussion of that happening. She has heard that some informally do it as part of their process but does not know how widespread that it.

Senator Megan Stone mentioned that she has heard of employees who are frustrated either with the arduous process of hiring an employee, or difficulties with appropriate compensation when hiring an internal candidate. How should we advise them? Mimi mentioned that there may be several pieces being reviewed but she would be happy to talk with them to understand better what may be happening. President Millican mentioned there being issues related to the consistency of flex time as well. She would like to put that together and submit to HRM for their review and will meet to discuss further, so we can inform our constituents.

Mimi and Gaston thanked everyone again for the opportunity to speak today.

PRESIDENT'S REPORT

President Millican reported on the meetings she attended.

- Meeting with Michelle Carter, Director in the Office of Multicultural Affairs
 - Tammy asked how Staff Senate could get involved with their upcoming events or initiatives
 - They discussed a staff weight loss challenge as a strategic goal

July 26 – Celebrated Senator Kristen Hernandez and former Senator Lynn Nahmens from the Faculty Technology Center, for moving to new positions as learning experience designers with LSU Online
- Attended the Online Accessibility Working Group
 - They have a deadline
 - They have prepared a flier to distribute to faculty
 - This is going to be a huge, since it will relate to everything online
 - Any videos which currently are not closed caption must be revised
 - We have to consider people who need screen readers and who may be hearing impaired to be able to access all LSU websites
 - There was a complaint and we are working with the Justice Department to get all of this done
 - There will be some software that will tell you where the errors are
 - For videos, LSU Strat Comm is directing all videos to go on the LSU YouTube channel, with a way to quick caption and streamline the process
- August 1 – Staff Senate Executive Committee Meeting and Retreat
- Attended the University Budget Meeting
 - There will be a 3% merit raise
 - In addition to that, if a department has funding and there is an issue with an employee, such as market rate or equity issue, the department can piggy back that on the 3% raise to do something for those type of issues for professional staff members
 - Classified pay raises have happened
 - Recruitment and Retention of students is very important
 - Last year, we started off with an \$8.4 million deficit because we did not meet the enrollment goal which is just a loss of 700 students
 - If we would have had those 700 students, we could have done some type of pay raise again
 - She has some other information and notes that she will share with the full senate electronically
 - There is a possible increase being discussed for health insurance
- Attended Commencement as part of the platform party
 - She thanked the Senator's and Campus Federal Credit Union employees who volunteered
 - There is a Commencement Committee being formed and there will be discussions on how to plan for commencement volunteers

Millican has sent a letter of congratulations to our staff graduates, Dreyfus Milstead with Athletics, and Stacia Moses with the Office of Disability Services to express our pride in their accomplishments.

Millican also announced that she has mailed LSU Staff Senate Resolution No. 18-01 Implementation of University Protocol following the Death of an LSU Employee to the LSU Administration, requesting that the University with adequate staff representation, establish an appropriate protocol and resources following the death of an LSU employee. She will also share this information with the Board of Supervisors.

- Attended Move In Day
 - Although it ran very smoothly with some glitches to work out
 - Fantastic group of volunteers
 - We will make some recommendations regarding the length of time to volunteer as it was a long day and it was very hot
 - She also returned to campus later that evening for convocation

- Attended Behind the Ballot Symposium and Steering Committee
 - There will be something planned similar to the symposium held several in 2016, “A Moment or Movement”, called Behind the Ballot
 - It is a nonpartisan look at the state of elections today with an emphasis on faculty and staff expertise
 - Voter fraud and cyber security discussed
 - Elections of the future
 - Elections and pop culture
 - Gerrymandering
 - Money and Elections
 - Includes a conversation with Commissioner of Administration, Jay Dardenne
 - As part of this, there will be a debate with the Secretary of State candidates
 - Looking at media and fake news
 - How we identify with different parties and vote
 - They will be asking for help from Staff Senate
 - If you have any ideas for panelists or speakers, please let President Millican know

- President Millican also met with some first generation college students and discussed experiences and shared encouragements. She also attended “Pick Up with the Presidents”, a “pick-up” basketball game with LSU President King Alexander, President-Elect Rachel Henry and Senator Jonathan Levesque. Some of the photos from the event were shared by PowerPoint during the meeting. She encouraged everyone to get involved with Bengal Bound next year. The student team won 22-19 but the President’s team held them until the end.

OLD BUSINESS

Committee Assignments

President Millican announced that the committee/liaison assignments were included in the meeting packet. The Executive Committee reviewed everyone's choices and made assignments based upon individual interests, as well as where positions were needed. If there are any issues with anyone's assignments, please reach out to us to let us know. President Millican is going to attempt a meeting with Chairs and Co-Chairs. If that doesn't happen, she will plan on attending the first meeting of each standing and ad hoc committee to provide history and direction. She asked for all Chairs and Co-Chairs to schedule their first meeting and please make her and Melonie Milton, Staff Senate Administrative Coordinator, aware.

LSU Staff T-Shirts

President Millican announced that the t-shirt sale was very successful. There is already another department who would like to order, once another sale is announced. We would like to hold another sale and offer additional options, such as a polo style or V-neck shirt. Deliveries shown via our Live Facebook Feed to the Department of Physics & Astronomy, the Provost, and the College of Coast and Environment, have occurred or are scheduled to happen.

Staff Senate Budget

Treasurer Megan Stone reported on Staff Senate Budget as of August 15, 2018. A copy of the report will be sent out electronically.

She announced that the T-Shirt sale raised just under \$3,000.

Senators were encouraged to donate \$20 to the Staff Senate Gift Fund this year.

Fall Fest

President Tammy Millican announced that Staff Senate has partnered with Student Government and Campus Federal Credit Union to host an activity for Fall Fest which may happen again this year.

Millican mentioned some ideas for activities. If anyone has any suggestions for something different this year, please submit those to the Staff Senate Office.

NEW BUSINESS

SENATOR APPOINTMENT

Senator Sally McKechnie, Assistant Vice President for Procurement and Property Management, was approved by the full Senate to fill a vacancy in the Executive/Administrative/Managerial Category through June 2021.

Senator Name Badge/Apparel

President Tammy Millican announced that the name badges for all Senators are ready to pick up after the meeting.

Millican also announced that the Staff Senate has opened orders for Staff Senate apparel. A sign-up sheet was circulated again as a last call for orders.

Charles E. Dunbar Jr. Career Civil Service Award

Nominations are open for the Charles E. Dunbar, Jr. Career Civil Service Award, an annual state-wide award for civil service employees. The Dunbar Award is the highest honor a classified state employee can receive for their service to the citizens of Louisiana. Nominations are open until September 14, 2018, at:

<http://www.civilservice.louisiana.gov/StateEmployees/Dunbar/Default.aspx>

Tammy asked everyone to consider nominating someone at LSU and to share with your colleagues if they would like to nominate someone at LSU as well.

Future Guest Speakers

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

ANNOUNCEMENTS

President-Elect Senator Rachel Henry announced that Bengal Bound 2018 is happening this week with plenty of events in which to get involved, if anyone is interested.

Staff Senator Birthdays

President Tammy Millican announced that Senator Trey Bickham celebrated his birthday on August 2 and Senator Nathan Lemoine celebrated his birthday on August 4. Millican also announced that Vice Provost Dereck Rovaris will celebrate his birthday on August 27. Happy Birthday!

MOTION TO ADJOURN – With there being no more business, Member-at-Large Aaron Cherry made a motion to adjourn. The motion, seconded by Past-President Michelle Lowery, carried.

The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm