

## STAFF SENATE MEETING MINUTES February 21, 2018

President Michelle Lowery presided over the February 21, 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)  
P - Villien, Douglas ('18)  
Pr - Henry, Rachel ('19)  
A - Levesque, Jonathan ('19)  
P - Reonas, Barbara ('19)  
Pr - Rios, Hector ('19)  
P - Braud, Jennifer ('20)  
P - Clemmons, Jill ('20)  
P - Hernandez, Kristen ('20)  
P - Lemoine, Nathan ('20)  
A - Padilla, Osmar ('20)  
P - Stone, Megan ('20)

##### Service/Maintenance

P - 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:**

Roger Husser, Planning, Design & Construction  
Aeriana Williams, Student  
Joseph Impastato, LSU Student Government  
Hope Dawan, Department of Psychology  
Brian Ainsworth, Campus Federal Credit Union

## **CALL TO ORDER**

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

## **ATTENDANCE**

There was a quorum with one proxy noted.

## **PLEDGE OF ALLEGIANCE**

Senator Brent Corbitt led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – December 20, 2017, 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 – JOSEPH IMPASTATO, STUDENT GOVERNMENT LIAISON**

Joseph Impastato announced that Student Government would like to partner with Staff Senate to show staff that they are appreciated by students and all of campus by hosting a Staff Appreciation Week to be held April 9-13, 2018. He has researched some other SEC and Peer Institutions and mentioned some ideas which would be pending upon the vendors support.

- Working with local businesses, movie theaters and shops for discounts during the above week
- Free or discounted University Recreation Classes
- Tour of Tiger Stadium
- An award given by Student Government or by administration for a staff member who goes above and beyond

He circulated a sign-up sheet for more suggestions. Next month, he will be able to give an update on things being planned. Please send suggestions to Joseph at [jimpas3@lsu.edu](mailto:jimpas3@lsu.edu).

He also announced that the Student Government launched LSU Local on their website on Tuesday, February 20. This has been a 2-year project. This initiative helps to link students with the Baton Rouge Community. It has a list of discounts that are offered by local vendors as well as festivals and parades that will be held. We hope this will get students out in the community more and not just on campus or Tigerland.

President Lowery thanked Joseph for reporting.

## **GUEST SPEAKER – ROGER HUSSER, PLANNING, DESIGN & CONSTRUCTION**

Roger Husser thanked the full Senate for the opportunity to speak today about the Comprehensive and Strategic Campus Master Plan that is completed and has been approved by the Board of Supervisors in October 2017.

He mentioned the process leading to the development of the Master Plan:

- Academic Strategic Plan (programmatic aspirations)
- Master Plan (physical plan)
- Strategic Capital Plan (implementation)

The last Master Plan was created in 2003. This is a constantly evolving plan. During this 11-year period, there were 19 planning efforts, which modified the 2003 master plan. They revisited the plan and spent 1-year collecting data and then two years processing the Master Plan.

There was a comprehensive approach working with the planning consultants as they had to look at so many facets around campus from space to parking to housing to transit, etc. They worked with many consultants who specialized in those areas. There was a lot of campus engagement during the 2-year planning phase.

He mentioned the Master Plan Vision Statement and pointed out that the Master Plan will support LSU's Flagship designation and will reinforce its status as a high performance, contemporary, research and living/learning environment. He presented some maps which showcased some of the new plans and how the campus will look. Husser also presented a photograph of Pleasant Hall renovations that was completed with enhanced open space and parking, which was done as an example of the improvements to come.

A copy of the Campus Master Plan can be found on the Planning, Design & Construction Website at: <http://lsu.edu/pdc/>

Husser mentioned that the Strategic Capital Planning intent is to:

- Generate a comprehensive long-term funding prioritization plan
- Establish an efficient sequence of projects
- Establish integrated priorities

He also mentioned the Master Plan Governance that is put in place for proper oversight and review. Husser also mentioned how we measure success. It is not about how many dollars we spend or buildings we build, it is when we look back at some period of time and have some level of certainty that we addressed the highest priorities and most important needs for the university.

Q: With the retail and housing developments happening around campus, is the university taking that into account with regards to expansion?

A: Yes in two ways as it relates to the Master Plan. There were major market analysis completed before the first design and all the housing development began and even though you see all the new apartments, LSU has a value that none of the competitors can bring as there

have been waiting lists for many years to live on campus. The intent of the required housing for first year students will also help with that. Also, the mobility and transit planning effort with the city of Baton Rouge that went way beyond the boundaries of the campus. This provides students and employees easier access to transit thus reducing traffic and parking on campus.

Q: Is there an update on campus addressing?

A: Yes, after much planning, Global Positioning System (GPS) addressing will be available on campus. The goal was to roll it out this month but it will take a little longer to make sure it is right, possibly in the summer 2018.

Lowery thanked Roger Husser for presenting and thanked Senator Nathan Lemoine for serving on the Facilities Design and Development Committee.

## **PRESIDENT'S REPORT**

Lowery reported on the meetings she attended.

- January 12 – Administrative Process Improvement Committee
  - Change in leadership for the Committee Chair position to two Co-Chairs who are Heather Herman and Tyler Kearney
  - Discussed some updates on processes from previous meetings
  
- February 2 – Board of Supervisors
  - Some academic programs were approved
  - There was a Strategic Plan update
  - LSU has moved to revise the general education curriculum
  - Members of the Board toured some capital outlay areas around campus that are in need of funding for deferred maintenance and infrastructure
  - An announcement that the Ombudsperson position has been filled – Retha Niedecken will be the Staff Senate Guest Speaker during the March meeting
  - During the President's Report – Alexander spoke about LSU Challenged that was presented on campus recently

Q: Will there be a mid-year budget cut?

A: LSU is expecting some budget cuts but we are hoping that the special session will replace what they are planning on cutting for higher education. The Governor has spoken to the President regarding his objection to have no cuts to LSU and to fully fund TOPS. The university has set-up a Budget Hub site again. President-Elect Tammy Millican will send the website information to Melonie to share with the full Senate.

- January 9 and February 7 – Staff Senate Executive Committee Meeting
  
- February 9 – Administrative Process Improvement Committee
  
- February 19 – Operational and Service Excellence Workshop
  - She shared the LSU Service Philosophy and Service Standards that were created during that workshop and asked for feedback on whether or not staff members could see themselves included in this philosophy.

### LSU Service Philosophy

- We enrich lives by exceeding expectations and creating memorable experiences that inspire success.

### LSU Service Standards

- Safety
- Proactive
- Empowered
- Appreciative
- Knowledgeable

President Lowery announced that the Executive Committee has been participating in the Dean of Mass Communications interviews.

### **STANDING COMMITTEES**

The Finance and Governmental Relations Committee will be rescheduled with a guest speaker from the Foundation to discuss fundraising with regards to the Strategic Plan soon.

The Communication Committee will be scheduled for this semester soon. A Doodle Poll will be sent out for availability.

### **SPECIAL AD-HOC COMMITTEES**

The Staff Appreciation Committee will meet on March 2, 2018, at 9:30 a.m. in the Facility Services Administration Building in Conference Room 110B.

#### The Marketing Committee

- Working on an image/flyer for the Candy Gram Sale
- Working on a MyLSU Banner image for the Staff Senate Website
- Website changes are now live – Feedback appreciated
- The Newsletter Template is being designed
- Social Media Guidelines being discussed – Senator Amber Salvadras circulated a content suggestion sheet to obtain needed feedback

#### The Scholarship Committee

- Candy Gram Sale will be held from February 22 – March 16
  - Assembly will be held on March 19
  - Delivery will be held on March 22 – 23
  - Orders will be accepted online through the Foundation at [www.lsufoundation.org/candygram](http://www.lsufoundation.org/candygram)
  - Some other fundraising efforts discussed – Give Back Nights/Lunches
- Scholarship Awarding Method was discussed.
  - Financial Aid has chosen the recipients.
  - The committee is requesting that the Executive Committee take ownership of the awards back due to the timeliness of awarding and the method of choosing recipients

- The Executive Committee has discussed an application process
- Closing and Recreating these awards have been discussed
- Developing a summer scholarship is also being discussed

## **LIAISON COMMITTEES**

The Dining Advisory Committee Meeting was held on February 15. The report was included in the meeting packet for review.

The Faculty Senate Meeting was held on February 8. The report was included in the meeting packet for review.

## **OLD BUSINESS:**

### **Staff Senate Budget**

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

The Staff Senate Gift Fund balance is low and is in need of contributions.

Q: Are gift cards accepted?

A: Ideally, gift cards are a little difficult to track but the Executive Committee can discuss during the March Meeting and let the full Senate know.

### **Committee Metrics for Strategic Planning**

The Long Range Review and Planning Committee still needs Strategic Plan metrics from Committee Chairs/Co-Chairs as soon as possible. Metrics received have been drafted for committee review. They will plan on meeting to discuss soon.

## **NEW BUSINESS:**

### **Senator Appointments**

President Michelle Lowery announced that we have two new Senators that have been appointed. Senator Brian Vermeire works in Human Resource Management. He has been at LSU since October 2013. He is originally from Houma/Thibodeaux, Louisiana. He will fill the vacancy in the Professional/Non-Faculty Category until 2020.

Lowery announced that Senator Anand Ramachandran served last year on the Staff Senate. He works in the Office of Research and Economic Development. He will fill the vacancy in the Professional/Non-Faculty Category until 2019.

### **Parental Leave Policy Committee Representatives**

Senator Kristen Hernandez

Senator Rachel Henry

Senator Amber Salvadras

## **Mentoring Committee Representatives**

Senator Aaron Cherry  
Senator Kristen Hernandez  
Senator Douglas Villien

## **Finance & Governmental Relations Co-Chair Vacancy**

The Staff Senate has a vacancy for a Co-Chair of the Finance and Governmental Relations Committee. Please let the Staff Senate Office know if you are interested in serving.

## **Staff Senate Election Timeline**

Melonie Milton, Administrative Coordinator announced the timeline. A copy of the timeline was included in the meeting packet for review. The Executive Committee has discussed amending this timeline to include outgoing and incoming Senator Meetings. The criteria to run was announced and Lowery encouraged Senators to recruit staff to run.

## **Future Guest Speakers**

Suggestions for future meetings are:

- Ombudsperson Retha Niedecken – March 2018
- Provost Rick Koubek – Strategic Plan Updated – April 2018
- Tommy Smith – Budget & Planning
- Andrea Ballinger – Strategic Planning
- LSU Police Department – Campus Safety/Procedures

## **Staff Senator Birthdays**

President Michelle Lowery announced that President-Elect Tammy Millican celebrated her birthday on January 5<sup>th</sup>, Senator Amber Salvadras celebrated her birthday on January 8<sup>th</sup>, Senator Rachel Henry celebrated her birthday on January 15<sup>th</sup>, Member-at-Large Barbara Reonas celebrated her birthday on January 27<sup>th</sup>, Senator Lynn Nahmens celebrated her birthday on January 31<sup>st</sup>, and Senator Igor Matkovic celebrated his birthday on February 12<sup>th</sup>.  
Happy Birthday!

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

Nancy Arnold, Secretary

NA/mm