

LSU | Staff Senate

STAFF SENATE MEETING MINUTES

June 20, 2018

President Michelle Lowery presided over the June 20, 2018, Staff Senate meeting held at Walk Ons Restaurant located at 3838 Burbank Drive in Baton Rouge, Louisiana 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)
Pr - Nahmens, Lynn ('18)
P - Springstead, Jennifer ('18)
P - Villien, Douglas ('18)
P - Henry, Rachel ('19)
A - Levesque, Jonathan ('19)
Pr - Ramachandran, Anand ('19)
P - Reonas, Barbara ('19)
P - Braud, Jennifer ('20)
P - Clemmons, Jill ('20)
P - Hernandez, Kristen ('20)
Pr - Lemoine, Nathan ('20)
P - Stone, Megan ('20)
A - Vermeire, Brian ('20)

Service/Maintenance

A - 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:

Retha Niedecken, Office of the Ombudsperson
Trey Bickham, College of Engineering
Jessica Aslin, University College
Amber Bonner, Civil & Environmental Engineering
Hope Dawan, Department of Psychology
Paul Deshotels, Facility & Property Oversight
Vice Provost Dereck Rovaris, Office of Diversity
President Stewart Lockett, Student Government
Casey Coughlin, 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 three proxies noted.

PLEDGE OF ALLEGIANCE

Senator Amber Salvadras led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – May 16, 2018, Staff Senate Meeting

A motion to accept the minutes was made by Treasurer Ashley Thibodeaux. The motion, seconded by Member-at-Large Barbara Reonas, carried.

GUEST SPEAKER – RETHA NIEDECKEN, OFFICE OF THE OMBUSPERSON

Retha Niedecken would like to introduce herself and share some information regarding the Office of the Ombudsperson.

The Ombudsperson meets with individuals seeking assistance, gathers information, proposes solution(s) and will follow-up to make sure the issue was resolved. The Ombudsperson does not offer legal advice or mental health counseling. The Ombudsperson will travel to Alexandria, Eunice, Shreveport, and New Orleans to the other LSU campuses upon request.

The Ombuds Office is a confidential, impartial and informal process for faculty, staff, administration, and students to seek assistance and guidance to resolve barriers to productivity and to increase the quality of their experience at LSU.

The Ombudsperson encourages fairness and equity through:

Issue Resolution: Listening to concerns, identifying the core issue(s), creating and evaluating options for resolution.

Communication & Outreach: Promoting awareness of the Ombuds Office and training (i.e. workplace civility, techniques on resolving disputes, having difficult conversations with supervisors or co-workers).

Systemic Change and Issue Prevention Identification: Listening, observing, contemplating, and gathering information to identify trends or practices to senior management for systemic change or issue prevention.

Principles of Practice: The LSU Ombuds Office adheres to ethical standards established by the International Ombudsman Association and provides services based upon the following principles:

Informal: No records, No investigation, No mandates. Visiting with the Ombudsperson is voluntary and “off the record.” If you would like to make a formal complaint and put LSU on notice, the Ombudsperson can refer you to the appropriate office and policy.

Confidential: Communication with the Ombuds Office is confidential. You will not be identified or named without your consent. The Ombudsperson is not designated by LSU as an individual authorized to receive reports of any violations of university policy. Therefore, communications made to the Ombudsperson regarding possible violations of university policies or of unlawful practices do not constitute notice to LSU. This allows the Ombudsperson to preserve the confidential and impartial nature of the office.

Exceptions: when required by law or a reasonable belief of imminent harm to person or property. The decision to make such disclosures rests solely with the Ombudsperson.

Neutral and Independent: Ombuds Office is a neutral and impartial resource for resolving issues and voicing concerns. The Ombudsperson represents the side of fairness and equity. The Ombuds Office is not aligned with any person or department and is not an advocate for any person, group, or organization. The Ombudsperson reports to the General Counsel for administrative and budget purposes.

When to Contact the Ombuds Office: Faculty, Staff, Administration, and Students on any LSU campus may seek guidance or assistance from the Ombudsperson on resolving a variety of issues:

- Interpersonal difficulties with colleagues, subordinates, or supervisors
- Departmental and interdepartmental conflicts
- Unfair Treatment, generally
- Policy application or clarification
- Bureaucratic frustrations
- Conflicts of interest
- Disciplinary actions
- Research misconduct
- Academic freedom and integrity
- Physical Environment
- Inappropriate Statements/Behavior
- Preparing for a difficult conversation
- Harassment or discrimination
- Violations of university policy
- Retaliation
- Ethical dilemmas
- Cultural misunderstandings
- Incivility or rudeness
- Protecting your reputation

LSU Faculty, Staff, Administration, and Students may consult with the Ombudsperson without

retaliation. Furthermore, since the Ombuds process is completely voluntary, individuals will not be retaliated against for choosing to not consult with the Ombudsperson.

The Office of the Ombudsperson has two offices located at the LSU Student Union in room 451 and at the University Administration Building in Room 123-E. The office is open during normal working hours as well as extended hours to accommodate different shifts, if needed.

Q: For those employees who may be unsure about their insurance options during open enrollment, can they talk to you regarding any issues they may have?

A: She is willing to talk with them and help them with identifying questions for Human Resource Management.

To arrange a meeting, please contact the Ombuds Office at (225) 578-2483. You may also schedule a meeting by email, but please note that email communication is not confidential.

Retha circulated some brochures and thanked everyone for the opportunity to speak today.

PRESIDENT'S REPORT

President Lowery reported on the meetings she attended.

- May 23 – IT Governance Orientation
 - She will be serving for a 2-year appointment
 - Met with Andrea Ballinger & Sandi Gillilan
 - Reviewed role
 - Bookmarked Box on laptop, tool the committee uses for document sharing
- May 23 – Mobility Implementation Kickoff Meeting
 - Met with brand new committee
 - Reviewed the role and scope
 - Presentation on Mobility Implementation Plan from Stantec, whose role is to facilitate discussions, guide the committee, provide and refine implementation plans
 - Discussed mobility issues/resolutions and creating a communications plan to roll out changes
 - Next steps include Stantec reviewing Parking Policy, developing a peer review list, meeting with Student Government to gather information and then meeting on July 11 with the committee
- May 24 – Lactation Policy Meeting with HRM
 - Discussed process for creating a PS
 - HRM will create webpage similar to UGA with policy and locations for lactation rooms on campus
 - Currently, there are 3 rooms on campus – in the Union. Women's Center and at the Vet Med Building
- June 1 – Staff Senate Executive Committee Meeting

- June 4 – Student Government Summer Planning
 - Discussed Fall Fest Partnerships with LSU Staff Senate and Campus Federal Credit Union

- June 4-6 – Service & Operational Excellence Train the Trainer (2 ½ day training)
 - Spoke to Staff and Provided Welcome and Showed Appreciation for their Service in this role

- June 12 – Commencement Feedback Meeting
 - Discussed issues and resolutions
 - Need a Memorandum of Understanding created by the President’s Office
 - Other departments such as Parking and Transportation and Athletics to partner in this process

- June 19 – IT Governance Meeting
 - New committee members introduced
 - Reviewed updates to IT Governance Council Charter to establish an Executive Council that can meet quickly in the event an immediate decision is needed before the next scheduled meeting
 - Jennie Stewart, Title IX Coordinator, presented proposal for a new enterprise case management software, Navex, for bias discrimination and sexual misconduct
 - Planned to vote on Operations Subcommittee Charge, but members requested to table so that “enterprise services” to be defined. Not all requests may need to be reviewed by the committee
 - Project Management Office Update – Five student projects in process, one pending. Twenty-four TAIL projects (Technical, Architectural, Infrastructure) in process, three on hold, two pending start. Two hybrid cloud projects in progress
 - Geaux Forward Student Update – Stakeholder meetings within the last year, business process mapping summary, gap analysis conversations this month. Geaux Forward Working Group charter approved in April, committee assembled over the last month with first meeting in July. Continuing efforts with Workday to complete the Statement of Work. Next steps to confirm deployment timeline, which includes working group meetings, business process mapping, multi-year budget approval, onboarding and training, and defining involvement from campus stakeholders
 - [Senate Bill 391](#) – Requires state agencies to install internet filter technology to block content which is “sexually explicit, pornographic, or sexually harassing.” Higher Education was originally included in the language, but ultimately left out at the end. Multiple concerns with adding filters including cost of approximately \$50-100K annually. [Senate resolution \(SR175\)](#) requested the Board of Regents and postsecondary institutions to these install internet filters

STANDING COMMITTEES

LSU Staff Senate Resolution No. 18-01

Implementation of University Protocol following the Death of an LSU Employee

The Resolution Draft recommended is attached as Appendix A.

A motion to approve the resolution was made by Treasurer Ashley Thibodeaux. The motion, seconded by Secretary Nancy Arnold, carried with no abstentions.

Stewart Lockett presented the Student Government's Distinguished Service Award to Senator Rachel Henry, who exemplifies what it means to work with Student Government, giving not only service to Student Government, but to the University and her respective department.

Stewart announced that Student Government launched a campaign to save TOPS Funding with a social media presence, as well as having student body presidents from around the state going to the state capital today at 5pm. They will be wearing out of state shirts to represent that they could take their talents elsewhere if TOPS isn't fully funded.

Stewart Lockett was also appointed as the student board member to the LSU Board of Supervisors for 2018-2019.

SPECIAL AD-HOC COMMITTEES

Marketing

The Marketing Committee met on April 19 and May 24, 2018. The reports were included in the meeting packet.

- The LSU Staff T-Shirt Fundraiser will be launched today
- The webpage is live at: http://lsu.edu/staffsenate/news_and_events/2018/lustafftshirt.php
- The Broadcast email will be sent out today
- The announcement will be in next Tuesday's News & Notes, as well as on the Employee Hub Website. We are also going to request that Human Resource Management include in the July issue of the Happenings Newsletter
- Encourage your co-workers to purchase a t-shirt

OLD BUSINESS

Staff Senate Budget

Treasurer Ashley Thibodeaux reported on Staff Senate Budget as of June 30, 2018. She also included a report on the Detailed Expenditures by Project. A copy of both reports was included in the meeting packet.

NEW BUSINESS

Staff Senator Recognitions

President Michelle Lowery recognized Senators by presenting Certificates of Appreciation for Dedication and Service to those who served this year, fulfilled their terms of office and those who served the Senate as a Chair or Co-Chair and Liaisons during this past year. Lowery also presented the President's Attendance Award to Senators who had perfect attendance at all of the Staff Senate meetings for the year.

President-Elect Tammy Millican recognized President Michelle Lowery by presenting her Certificate of Appreciation for Dedication and Service for all of the committee that she served on this year. Millican also presented the President's Attendance Award to Lowery who had perfect attendance at all of the Staff Senate meetings for the year.

President Michelle Lowery also recognized staff who contributed to the Staff Senate and the university this past year. She presented to Hope Dawan, Laura Morrow and Julie Perkins and thanked them for their outstanding service to LSU.

President Michelle Lowery announced that for the LSU Staff Senator Service Award, in recognition of an individual member of the LSU Staff Senate who has provided outstanding service to the Senate for the past year, the Staff Senate Executive Committee would like to recognize Aaron Cherry. Senator Cherry has been working for the past 2 years to institute the LSU 25+ Program. This is an opportunity for LSU staff, and other adult students age 25 and over, who have a high school diploma or GED equivalency, but have not taken the ACT or SAT, to be admitted and enrolled on a probationary status. After completing specific requirements, he or she can be classified as a student earning credit towards a degree. This is a wonderful opportunity for many staff employees on campus.

President Michelle Lowery announced that for the LSU Staff Senator Service Award, in recognition of an individual member of the LSU Staff Senate who has provided outstanding service to the Senate for the past year, the Staff Senate Executive Committee would like to also recognize Rachel Henry. Senator Henry brought forth two pieces of legislation that are very important to the campus; one related to breastfeeding mothers, and one establishing an office protocol when an LSU staff member passes away while actively employed by the University.

President Michelle Lowery announced that for the LSU Outstanding New Senator Award, in recognition of a new member of the LSU Staff Senate who has provided outstanding service to the Senate for the past year, the Staff Senate Executive Committee would like to recognize Kristen Hernandez. Kristen has only been on the Staff Senate for one year but agreed to Chair the Marketing Committee and has worked diligently on many of the initiatives with which the committee was charged.

Introduction of Elected Senators

President Michelle Lowery announced the newly elected Staff Senators who were chosen to either serve a three year term through 2021.

In the Professional/Non-Faculty Category:

Jessica Aslin, Counselor with University College

LaKisha Banks, Lead Teacher with College of Human Science and Education

Trey Bickham, Coordinator with College of Engineering

Amber Bonner, Manager with Civil & Environmental Engineering

Hope Dawan, Manager with Department of Psychology

In the Skilled Crafts Category:

Paul Deshotels, Plumber Master with Facility & Property Oversight

Lowery mentioned the vacancies and that the Executive Committee will be looking to fill those.

President's Closing Address - Passing of the Gavel

Personal Goals

- Organizational Effectiveness
- Member Engagement

Plans for the Year

- Budget (completed)
 - Review of past expenses
 - Allocation of funds
 - Identified a future need – Staff Senate Laptop
- Committee Chair/Co-Chair Expectations & Responsibilities (completed and added to the Bylaws)
- Executive Officer Responsibilities (not completed)
 - More details are needed
- Fundraising (completed)
 - Candy Grams – Sold 805 with \$1,229.74 raised for scholarship fund. Senator Green submitted a transition document for the Scholarship Committee in June.
 - Implemented Give Back Nights to benefit the Staff Senate Support Fund and/or Scholarships
 - Kendra Scott Give Back Night (Fall) = \$311.74
 - Newk's (Spring) = \$55.00
 - T-Shirt Fundraiser (Summer – \$ TBD)
- Guiding Documents (completed)
 - Bylaw Review (adding a little more detail for executive officers and committee leadership)
 - Approved changes recommended the previous year prior to flood
 - Approved changes to committees
 - Committee Changes
 - Merged Budget & Finance Committee with Governmental Relations Committee to become the Finances & Governmental Relations Committee
 - Changed Holiday on Campus Committee to Staff Appreciation Committee and moved Spring Tailgate coordination to this committee (from Marketing Committee). Tailgate numbers more than double with 190 plates of Jambalaya served. Moved earlier due to extreme heat in May.

- Marketing Committee focused on primary role and made significant changes to the website and produced a spring newsletter that is posted on the website and implemented t-shirt fundraiser.
- Strategic Plan (not completed)
 - Change to a 3 year document to align with the term of the President-Elect
 - Add performance indicators and metrics to assist Exec & Committee Chairs in creating plans and deadlines for the year
 - Focus on three A's of Staff Senate (Advocacy, Awareness, Appreciation)
- Processes (completed)
 - Order Staff Senate shirts in July so new senators have apparel to wear at our events
 - Change frequency of Communications Committee meetings to quarterly so as to increase effectiveness and focus on strategic topics (August, October, January, April)
- Protocols (completed)
 - Template for emails to guest speakers
 - Template for legislation
 - Template for staff recognition
- Timing of Projects (completed)
 - New Senator Orientation moved to end of June to prep for the year and have active participation in the first meeting
 - Committee Preferences requested/received/assigned in early July (rather than August Exec Meeting) so we can begin business
 - Transitional Documents
 - Staff Senate Handbook (overhauled 2016 and updated as needed in 2017)
- Training (completed)
 - New Senators on the Details of Staff Senate
 - Committee Chairs/Co-Chairs on Expectations and Responsibilities
 - Representing Staff Senate
- Socials (completed)
 - Happy Hours (1 at Chimes with 2 Senators)
 - Group Lunches/Individual lunches with Senators (2 – one at the 459 with 10 Senators and one at Newk's with 12 Senators for give back event)
 - Ice Cream (1 at Dairy Store with ~6 Senators)
- Staff Appreciation (not completed)
 - Email staff who attended baseball tailgate in May for feedback
 - Create event guide to assist with planning the event for the future
- Staff Development (completed)

- Take a look at options for partnerships with HRM on staff development including mentoring, training for new supervisors, etc.
- Staff Concerns Reported (completed)
 - Staff perks – See Employee Hub at www.lsu.edu
 - Legislation
 - Lactation Policy
 - Death of a Staff Member Protocol

Other Initiatives

- Board of Supervisors
 - Invited to attend outgoing chair dinner in September
 - Presented reports in October & May
 - Invited to attend outgoing member dinner in May
 - New president will report in June
- Council of Staff Advisors
 - LSU Staff Senate on the main campus took the lead on revising PM-37 outlining the roles and responsibilities for the Council of Staff Advisors.
 - Approved by council in March.
 - Sent to the President in May. Currently under review by the Academic Affairs Executive Council.
- Faculty Senate
 - Built positive relationship with Faculty Senate President
 - Joint initiatives on lactation policy, mentoring program, and parental leave policy.
- Student Government
 - Joint initiative on Staff Appreciation Week
 - Included a discounts or deals at Rotolo's Craft & Crust and Barnes & Noble
 - Staff Night at Alex Box with 190 bowls of jambalaya served by Campus Federal and an introduction of Staff Senators on the field
 - Ad in the Reveille from Student Government showing appreciation for LSU Staff
 - New employee receptions with 150 RSVPs for the morning event and 50 RSVPs for the evening event
 - Tour of Tiger Stadium for 52 staff who signed up

President Michelle Lowery announced Senator Douglas Villien stepped in, and served as President when former President Trey Truitt left the university mid-year. Past-President Villien did not get an honorary gavel, as is customary, at the end of his term, so the Executive Committee presented him with one in appreciation for serving in the capacity of President during the 2016-2017 year.

President Michelle Lowery officially passed the gavel to President-Elect Tammy Millican.

President's Plaque

President-Elect Tammy Millican presented President Michelle Lowery with a President's Plaque with a Staff Senate Certificate of Appreciation for her dedication and service to the LSU Community and the LSU Staff Senate, as LSU Staff Senate President 2017-2018, and thanked her for all of her work this past year.

Vice Provost Dereck Rovaris thanked the Staff Senate for their service to the university.

Future Guest Speakers

Interim Provost Stacia Haynie will attend during the July 18, 2018 General Meeting.

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

Move-In Day

Volunteers are needed for Move-In Day on Sunday, August 12, for our on-campus residents by helping everyone get moved into their new homes for the year. Deadline to register online is July 29, at: https://survey.az1.qualtrics.com/jfe/form/SV_dcXVQFFPf52Hxfn

ANNOUNCEMENTS

New Member Orientation

The New Member Orientation will be held on June 22, 2018, at 12:00 p.m. before new Senators begin their terms on July 1, 2018.

Senator Rachel Henry announced that LSU Community Bound is looking for staff volunteers to be site leaders for the volunteer projects. You can learn more and register at: www.lsu.edu/communitybound.

Staff Senator Birthdays

President Tammy Millican announced that Past-President Michelle Lowery will celebrate her birthday on June 21st. Happy Birthday!

MOTION TO ADJOURN – With there being no more business, President Tammy Millican moved to adjourn. The motion, seconded by Past-President Michelle Lowery carried. The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm