

# LSU | Staff Senate

## STAFF SENATE MEETING MINUTES May 16, 2018

President Michelle Lowery presided over the May 16, 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)  
Pr - Springstead, Jennifer ('18)  
P - Villien, Douglas ('18)  
P - Henry, Rachel ('19)  
P - Levesque, Jonathan ('19)  
P - Ramachandran, Anand ('19)  
P - Reonas, Barbara ('19)  
P - Rios, Hector ('19)  
Pr - Braud, Jennifer ('20)  
P - Clemmons, Jill ('20)  
A - Hernandez, Kristen ('20)  
P - 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:**

Trey Bickham, College of Engineering  
Jessica Aslin, University College  
Amber Bonner, Civil & Environmental Engineering

## **CALL TO ORDER**

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

## **ATTENDANCE**

There was a quorum with two proxies noted.

## **PLEDGE OF ALLEGIANCE**

Senator Kayla Kucharchuk led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – April 18, 2018, Staff Senate Meeting**

A motion to accept the minutes was made by Senator Aaron Cherry. The motion, seconded by Senator Megan Stone, carried.

## **PRESIDENT'S REPORT**

President Lowery reported on the meetings she attended.

- April 25 – Service & Operational Excellence Leadership Training
  - Some Managers across campus were invited to attend
  - Everyone received a booklet on the Service Philosophy & Standards (if anyone would like to review or receive a copy)
  - There is another training coming up to Train the Trainer
- May 1 – Staff Senate Executive Committee Meeting
- May 2 – Service Excellence Committee Meeting
  - Some sample questions to ask when interviewing staff on each one of the standards was discussed
  - Different ways to recognize staff – The Big Wow, Traveling Mike (life size Mike that would traveling around the state based on who was awarded, Thank you cards, etc.
  - Training opportunities
  - Existing Programs – the Staff Senate candy Grams was mentioned
  - There was a recap of the Manager Training with the anticipation of doing an additional full day manager training and subsequent hour trainings
- May 4 – Vice Provost for Graduate Studies and Global Engagement Candidate Interview

- May 4 – Board of Supervisors Meeting – Lowery reported to the Board
  - Council of Staff Advisors which is a group of representatives from each LSU Campus
  - In March, the Council of Staff Advisors voted on amendments to PM-37 regarding the make-up of the council
    - Rotating leadership amongst the campuses alphabetically
    - Removed the secretary position since the council is supported by the Staff Senate Administrative Coordinator on the main campus
    - Submitted to the President’s office earlier this week so it can be reviewed by the Board of Supervisors hopefully in the June 2018 meeting
  - LSU Staff Senate – Main Campus - Constitution Changes
  - Lactation Policy Update
    - A draft of the policy was submitted to Human Resource Management, the Provost and the President for review, which he supported
  - Joint Initiatives with Faculty Senate & HRM
    - The mentoring program is still in the developmental phase and a draft was submitted to the subcommittee to review on April 16
    - The parental leave policy was submitted to the Provost’s office and the President’s office on March 15
  - Joint Initiative with Student Government
    - Staff Appreciation Week
  - Staff Advancing their Education
    - 22 LSU employees graduated
    - 11 employees graduating this semester were enrolled in the Tuition Exemption Program
  - Staff Senate provides scholarships to LSU staff furthering their education
- May 7 – Vice Provost for Graduate Studies and Global Engagement Candidate Interview
- May 8 – Executive Committee Meeting with Interim Provost Stacia Haynie
  - Regular meetings will be scheduled with her either by semester or quarterly
  - The lactation policy and parental leave policy was discussed
  - PM-37 Council of Staff Advisors was discussed and Haynie will speak with the Chancellors from the other campuses regarding enhancing engagement
  - The LSU Staff T-Shirt “Eye graphic make a Difference” initiative was discussed – waiting to see if the university can fund or if we will host a fundraiser
  - The service philosophy and Flagship 2025 was also discussed
  - Her priority this year is to fund employee raises
- May 11 – Commencement Platform Party

Lowery announced that the 2018-2019 Student Member for the Board of Supervisors is LSU Student Government President Stewart Lockett.

Lowery also announced that the 2018-2019 Student Government Liaison will be Courtney Reeder.

- May 12 – Commencement Volunteer
- May 14 – Administrative Process Improvement Committee (APIC)
  - Student Fees – transparency on the website with regards to the academic excellence fee and the student excellence fee
  - One Calendar to replace Bedework for the LSU Master Calendar and for many of the different calendars on campus

Lowery announced some transitional changes with regards to which Executive Committee members will be serving on some university-wide committees.

Lowery announced that Senator Osmar Padilla has resigned from the LSU Staff Senate effective today which has created a vacancy in the Professional/Non-Faculty Category through 2020. The Executive Committee will look to fill this vacancy by appointment.

## **STANDING COMMITTEES**

The Staff Benefits, Policies and Development Committee met on May 9, 2018.

- The meeting focused on the death protocol policy and resolution drafts
- The committee has researched and reviewed other campuses policies
- The full Senate discussed some items to include
- There is no protocol in place for faculty – a joint effort with Faculty Senate was mentioned
- There needs to be consistency for everyone

## **University-wide Protocol for the Death of a Staff Member**

The Resolution Draft recommended is attached as Appendix A. The full Senate will vote during the June General Meeting.

The Proposed Protocol Draft recommended is attached as Appendix B. The full Senate will vote during the June General Meeting.

Any Suggestions or feedback was encouraged to submit to Senators Rachel Henry and Ashley Thibodeaux by May 28, 2018.

## **LIAISON COMMITTEES**

### **Faculty Senate**

The Faculty Senate met on April 11, 2018. The report was included in the meeting packet.

### **Volunteer**

Senator Jonathan Levesque announced the Commencement was held on May 11 and May 12.

- There were 29 volunteers who signed up
- Most of the volunteers performed above and beyond the hours that they committed to and in other capacities - He thanked everyone who helped
- Over 13,000 bottles of free water was handed out to guests – 15,000 may be needed next year
- There were some last minute adjustments that happened with regards to ice, delivery, etc. This summer they plan on meeting to help streamline this process more efficiently in the future
- They also saw a challenge in the number of volunteers where 75 people were actually needed to fully support all ceremonies
- There was a discussion of some planning efforts for future Commencements

## **OLD BUSINESS**

### **Staff Senate Budget**

Treasurer Ashley Thibodeaux reported on Staff Senate Budget as of April 30, 2018. A copy of the budget report will sent to the full Senate electronically.

## **NEW BUSINESS**

### **Staff Senator Recognitions**

The Staff Senate recognized Senator Elizabeth Green who recently graduated earning her Master of Business Administration.

The Staff Senate also recognized Senator Hector Rios for his service as he is leaving LSU to return home to Mexico in June.

### **Staff Senate Executive Officer Election Speeches/Voting/Tabulation**

Lowery announced the 2018-2019 Staff Senate Executive Officer Candidates. The full Senate will vote during the meeting which includes Senators holding proxies. The results will be tabulated after all candidates have made their statements and will be announced before the end of the meeting.

President-Elect Rachel Henry (unopposed)

Secretary Nancy Arnold (elected)  
Barbara Reonas

Treasurer Megan Stone (unopposed)

Member-at-Large Aaron Cherry (elected)  
Jonathan Levesque

### **June Meeting Location/Luncheon**

The June Staff Senate Meeting will be held at a restaurant. Most agreed to go somewhere off campus (but close preferred).

Please submit your suggestions to the Staff Senate Office for consideration by May 18, 2018. We will submit the list of suggestions to the full Senate to see what's most preferred.

### **New Member Orientation**

The New Member Orientation will be held in June before new Senators begin their terms on July 1, 2018.

### **Future Guest Speakers**

The Ombudsperson Retha Niedecken will attend during the June 20, 2018 General Meeting.

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.

### **ANNOUNCEMENTS**

Senator Rachel Henry announced that the LSU Student Union Art Gallery will host a reception on May 22, 2018, from 11:00 a.m. – 1:00 p.m. for the Faculty and Staff Art Show.

### **Staff Senator Birthdays**

President Michelle Lowery announced that Senators Kristen Hernandez celebrated her birthday on May 8<sup>th</sup> and Jake Henry will celebrate his birthday on May 29<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 Brent Corbitt carried. The meeting adjourned at 12:00 p.m.

Nancy Arnold, Secretary

NA/mm