

STAFF SENATE MEETING MINUTES

April 17, 2019

President Tammy Millican presided over the April 17, 2019, Staff Senate meeting held in 225 Peabody Hall 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)
A - Hernandez, Kristen ('20)
A - Lemoine, Nathan ('20)
P - Stone, Megan ('20)
P - Aslin, Jessica ('21)
A - 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)
P - Deshotels, Paul ('21)

Technical/Paraprofessional

P - Cherry, Aaron ('20)

Clerical/Secretarial

P - Salvadras, Amber ('19)

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

GUESTS:

Lindsey Holstein, Facility Services
Crystal Datz, Facility Services
Abby Mensing, International Programs
Vice Provost Dereck Rovaris, Office of Diversity

CALL TO ORDER

The meeting was called to order by President Tammy Millican at 10:30 a.m.

ATTENDANCE

There was a quorum with one proxy noted.

PLEDGE OF ALLEGIANCE

Senator Jennifer Braud led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – March 20, 2019, Staff Senate Meeting

A motion to accept the minutes was made by Treasurer Megan Stone. The motion, seconded by Past-President Michelle Lowery, carried.

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

President Tammy Millican introduced Mimi Singer Lee and Gaston Reinoso, Assistant Vice Presidents with Human Resource Management, as they addressed the full Senate.

Mimi Singer Lee thanked the Staff Senate for the opportunity to speak about Louisiana Law Revised Statutes TITLE 42 – Public Officers and Employees RS 42:31 – Eligibility requirements for certain unclassified employees. This law was put in place that requires unclassified employees that make \$100,000 a year or more, to provide evidence that they have a Louisiana Driver's License and that all of their vehicles are registered in the State of Louisiana. If LSU is unable to verify that, we are required by law to separate those employees from the university within 30 days. Human Resources has created an audit of employees whose salaries are \$100,000 or more and have asked them to provide this documentation. If there are any questions that come up, please send those to Mimi. HRM is working with the Office of General Council as well as getting an opinion from the Attorney General's Office. They are working through some case scenarios where someone who is employed by LSU but maybe recruiting in Georgia (for instance) to see what the guidelines are for those type of situations. There may be legitimate reasons why someone may not be able to meet those guidelines but they are working on those individual cases. For the most part, all of those employees will have to

provide that information. HRM is working on a compliance plan and looking at parameters to put in place to avoid this confusion in the future.

Lee also mentioned that she is serving on committee that is looking at parenting resources for not only employees but for students as well. They are building a website to provide information on things to do before and after welcoming a new family member. The Tiny Tigers program was formed to help parents along the way. They are looking at including some additional resources not just the lactation rooms. They would like to plan an event on campus geared towards providing parents with additional resources as well. Henry mentioned that the Association of College Unions International just tweeted a Shout out to the LSU Student Union for the lactation rooms. Lee mentioned that LSU has also been designated a breast feeding friendly workplace.

The floor was opened for questions.

Q: Are there any resources for parents with older children?

A: They have not begun working on those resources just yet but LSU Summer Camps are being highlighted in News & Notes.

Q: Could there be signage for the lactation rooms to state the rooms are to be used only for mothers who are lactating?

A: Yes.

Resources for Managers are also being put together, so they know what to expect when their employee is lactating.

Q: Can you provide an update on the mentoring program?

A: Mentors/Mentees are being matched right now which is phase 1. There will be a 3 phase approach to this program. For this program to work, resources need to be put in place, which is what HRM is in the process of doing. They will focus on matching mentors with new employees first. One mentor will be assigned to 10 mentees to have some group discussions of what it means to be LSU employee to help get them acclimated. They should have those matched up very soon. Next year, it will be more of a one-on-one relationship between mentor and mentee.

Q: If someone volunteered to serve in either capacity and has not heard anything yet, does this mean they were not selected?

A: No. Lee thinks almost everyone is going to be accepted, except for a couple of people who did not meet the criteria. Those individuals will be added to another group to help with the resources they may need. Lee will let the Staff Senate know of a timeline once that is better established.

President Tammy Millican thanked them for speaking to the full Senate today.

PRESIDENT'S REPORT

President Millican recapped relevant meetings at which she was present.

- April 1 – Attended a meeting with Provost Stacia Haynie with the Executive Committee. She discussed some things going on with Enrollment Management. Exec. provided the Provost with some updates on what Staff Senate is working on currently.
- April 3 - Attended a monthly meeting with Mimi Singer Lee and Gaston Reinoso with the Executive Committee to discuss the lack of service awards due to the transition into Workday and other Human Resource Management concerns.
- April 5 – Attended lunch with Staff Senate Administrative Coordinator Melonie Milton to celebrate her birthday.
- April 8 – Attended a meeting with President-Elect Rachel Henry and Academic Affairs to edit the draft of the Protocol for Death of an Employee. There has been a lot of progress on that, including setting up a check list for staff to know exactly what they need to do in the event of a staff member death in their college or unit. Other information is being considered as to how to confirm someone's death, as well as some other things that are being reviewed by legal counsel.
- April 8 – Attended the Staff Senate Executive Committee meeting.
- April 9 – Attended a breakfast, Staff Senate meeting, and forum for Brian Dickens-candidate for the Associate Vice President for Human Resource Management position.
- April 10 – Attended an exit interview with candidate Brian Dickens.
- April 10 – Attended a meeting with Faculty Senate Executive Committee and Staff Senate Executive Committee to interview Lady Cox who is a candidate for Vice President of Student Affairs.
- April 11 – Attended Spring Greening Day-Melonie Milton and Senator Jessica Aslin volunteered. There were close to 300 volunteers-largest group of volunteers ever.
- April 11 – Attended a meeting with Staff Senate Executive to interview John Elliot, candidate for Associate Vice President for Human Resource Management position, and also had dinner with him.
- April 12 - Attended a meeting with Faculty Senate Executive Committee and Staff Senate Executive Committee to interview Jeremiah Shinn, candidate for Vice President of Student Affairs.
- April 15 – Attended a meeting with President-Elect Rachel Henry and the Tiny Tigers Committee. LSU has approximately 17 lactation rooms on campus and will add

additional rooms in the future. There is also discussion of opening something similar to the Food Pantry that would provide diapers and formula to parents who need it. There is also discussion of hosting an event on campus similar to Baby Grand, an event held twice a year at Women's Hospital.

- April 15 – Attended the New Staff Dinner Reception.
- April 16 – Attended the New Staff Breakfast Reception. President Millican gave a special thanks to Co-Chairs Aaron Cherry and Trey Bickham and the committee members for two successful events. Provost Haynie, Senior Vice Provost Jane Cassidy and Vice Provost Dereck Rovaris attended and spoke at both events.
- April 17 – Attended the Administrative Process Improvement Committee (APIC) meeting with Treasurer Megan Stone before the general Staff Senate meeting.
- April 17 – President Millican will attend dinner tonight with David Tomanio, a candidate for the Associate Vice President for Human Resource Management position.

STANDING COMMITTEE REPORTS

Staff Benefits, Policies & Development

Co-Chair Aaron Cherry mentioned that the committee received some information from Human Resource Management with regards to the draft resolution for tuition benefits for dependents of deceased staff members. Co-Chair Trey Bickham announced that a similar policy is in place for faculty members.

The committee would like to mention in the resolution that the death of a staff member while in service is not that common and that there would not be a huge impact on LSU. In reviewing the old system data, there were 25 employees deaths for the last year in HRS, seven of which were staff members. Trey and Aaron mentioned that the New Staff Receptions were very well attended and they have heard some great feedback. They thanked everyone who helped make these events a success, and feel helped holding the events during Spring Break was a positive. The event space of the Commons Atrium in Patrick F. Taylor Hall was a great space for the events.

LIAISON COMMITTEE REPORTS

LSU Auxiliary Services Advisory

President-Elect Henry announced that her appreciation for Senator Kristen Hernandez attending the newly founded LSU Auxiliary Services Advisory Committee meeting. There will be another meeting scheduled in the fall. If anyone has any feedback related to the Union, Dining or the Bookstore, please let Henry or Hernandez know.

IT Governance

Treasurer Megan Stone announced that she attended the IT Governance Committee meeting. The committee heard from Dan Layzell who reassured the group that the committee would move forward, even though there would be a change in leadership. There was an issue regarding proxies that was discussed. The committee voted to allow proxies, unless they feel the meeting agenda has sensitive material that should be voted on by committee members only.

OLD BUSINESS

General Elections

The electronic ballots have been sent to all staff in the Professional/Non-Faculty Category. The deadline to submit votes is April 18, 2019. The votes will be tabulated on April 22, 2019, and the candidates will be notified of results.

Millican mentioned that Senator Jonathan Levesque filled a vacancy in the Professional/Non-Faculty Category and did not realize that his term was ending this year, so he did not declare candidacy. The Executive Committee reviewed the updated staff census, which looks at how many current staff members are in each category and how many Senators are currently representing them, per the Constitution. The Staff Senate is able to add two more seats to the Professional/Non-Faculty Category due to the number of staff members in that category. The Executive Committee has agreed to appoint Jonathan Levesque to one of those seats, pending approval from the full Senate. A voting form will be sent out electronically through Tigerlink to all Staff Senators to place their vote.

Executive Officer Nominations

The Staff Senate Executive Officer Call for Nominations is now open. The nomination forms were circulated to all Senators in attendance. For those who were unable to attend the meeting today, a form will be delivered to them. April 26 is the deadline for the nomination forms to be returned to the Staff Senate Office.

Senator Resignation

Senator Sally McKechnie has resigned her seat on the Staff Senate. Her work load is heavy and she didn't feel that she was able to contribute enough time to this organization. There is a vacancy in the Executive/Administrative/Manager Category for her term that ends in 2021.

There was a follow-up discussion regarding supervisor approval to serve on Staff Senate. If someone is elected and their supervisor tells them they cannot serve, a conversation with the Dean of the college or head of the organization and Human Resource Management should take place.

Staff Appreciation Week

Staff Appreciation Week will be held April 22-26. The Staff Appreciation Baseball Tailgate will be held on Tuesday, April 23, for the LSU vs Lamar game. President Millican gave a special thanks

to Co-Chairs Amber Bonner and Hope Dawan and the committee members for working on events that week. The t-shirts are in, and all Senators will receive their shirt after the meeting today. Millican received an email of thanks for recognizing staff next week.

Staff Senate Survey

The Long Range Review and Planning Committee, in partnership with the Executive Committee, has created an internal survey that will be released to the full Senate to gather thoughts and reflections on being a Staff Senator and recommendations on how the experience and the organization can be improved. There are 15 questions with space for comments. We really want to know your thoughts. Please take some time to complete the survey when you receive the link. The information received will help guide the direction of Staff Senate next year.

Commencement

Volunteers are still needed during Commencement on May 10 -11. We will have golf carts for those with mobility issues. We will also be handing out water again during all ceremonies, and have an order for about 15,000 bottles of water. Please circulate the call for volunteers within your departments as well. Commencement is why we are here and it is a wonderful celebration for graduates, their family and friends, as well as staff and faculty.

Staff Senate Budget

Treasurer Megan Stone provided an overview of the financial report that was provided in the meeting packet.

NEW BUSINESS

Resolution 19-02 in Support of Jeffrey Campbell's Service to LSU

In reaction to the death of longtime staff member Jeffrey Campbell and the death of an employee protocol, the Executive Committee started the process of creating a resolution to send condolences to Jeff's family. One of the items being discussed as part of the protocol is that the LSU President send a letter to the family honoring and thanking the staff member for their service.

The resolution first reading:

LSU Staff Senate Resolution No. 19-02
Condolences to the Family & Campus Colleagues of Jeff Campbell

Sponsored by Senator Michelle Lowery

Whereas, Mr. Campbell is remembered as a kind and helpful member of the LSU staff who was always willing to work with LSU Staff Senate; and

Whereas, Mr. Campbell is remembered for 27 honorable years of service at LSU in the departments of Athletics, Auxiliary Services, the Student Health Center, University Recreation, and in his most recent position as Senior Director of Parking and Transportation Services, and

Whereas, Mr. Campbell is remembered to have generously offered his time and expertise to members of Staff Senate on many occasions, and

Whereas, Mr. Campbell did everything in his capacity to make genuine, effective, and positive changes to enhance the LSU experience for every individual that stepped foot on campus.

Be it further resolved, that a copy of this resolution be transmitted to the family of Mr. Jeff Campbell and the staff of LSU Parking and Transportation Services.

Certification of Resolution:

I certify that the foregoing resolution was duly adopted by the LSU Staff Senate at a properly-noticed, open meeting held on the 17th day of April, 2019, at which a quorum was present.

Please send suggestions of anything further to include. An updated draft will be sent out to the full Senate for review.

Faculty Senate Tobacco Resolution

A copy of Faculty Senate's Tobacco Resolution was included in the meeting packet for review. Staff Senate and Faculty Senate has supported each other through resolutions. LSU has a 100% tobacco free campus policy. Faculty Senate is concerned with a new vaping product called Juul and some other e-cigarettes that have become popular. Faculty Senate has gone to upper administration to request enforcement and support of the existing policy and do not feel that they have received either. Millican asked if the Staff Senate would like to support Faculty Senate's resolution. Most were in agreement. Millican encouraged Senators to send her feedback to help draft a resolution. Membewr-at-Large Cherry said the resolution should emphasize the need for resources to help tobacco users quit.

Future Guest Speakers

The Executive Committee has identified some guest speakers for the remainder of the year. If anyone has any suggestions, please send those to the Executive Committee.

ANNOUNCEMENTS

Staff Senator Birthday

President Tammy Millican announced that Senator Jill Clemmons celebrated her birthday on April 7, Happy Birthday!

Henry announced that during finals week, the Union will have a notes of encouragement wall where anyone can leave a note of encouragement for students.

Henry announced that UREC will host another Faculty and Staff Kickball Tournament. Once she receives the information, she will share with the full Senate.

Past-President Michelle Lowery announced that the President's Late Night Breakfast will be held on Tuesday, April 23, at 10 p.m. Volunteers are still needed. She will forward the link to the Staff Senate office to forward to everyone.

Millican announced that Past-President Michelle Lowery's last day at LSU is tomorrow. She will be invited to attend the June luncheon. There will be a get together for her tomorrow at Superior Grill after work for those interested in attending. Lowery mentioned that she will miss everyone and will keep in touch.

MOTION TO ADJOURN – With there being no more business, President-Elect Rachel Henry made a motion to adjourn. The motion, seconded by Senator Anand Ramachandran, carried.

The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm