

STAFF SENATE MEETING MINUTES February 20, 2019

President Tammy Millican presided over the February 20, 2019, Staff Senate meeting held in 225 Peabody Hall at 10:30 a.m.

ATTENDANCE

SENATORS

Executive/Administrator/ Manager

P - Millican, Tammy ('20)
Pr - McKechnie, Sally ('21)

Service/Maintenance

P - Matkovic, Igor ('20)

Professional/Non-Faculty

P - Lowery, Michelle ('19)
P - Henry, Rachel ('19)
P - Levesque, Jonathan ('19)
P - Ramachandran, Anand ('19)
P - Reonas, Barbara ('19)
A - Braud, Jennifer ('20)
Pr - Clemmons, Jill ('20)
P - Hernandez, Kristen ('20)
A - Lemoine, Nathan ('20)
P - Morrow, Laura ('20)
P - Stone, Megan ('20)
P - Aslin, Jessica ('21)
P - Banks, LaKisha ('21)
Pr - Bickham, Trey ('21)
P - Bonner, Amber ('21)
P - Dawan, Hope ('21)

Skilled Crafts

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

Technical/Paraprofessional

P - Cherry, Aaron ('20)

Clerical/Secretarial

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

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

GUESTS:

Jesse Morrow, LSU Student
Mike Morrow, LSU Police Department
Jeffrey Metzger, LSU Police Department
Chris Falgoust, Guest
Lauryn Honore, LSU Student
Byron Honore, Information Technology Services
Courtney Taylor, LSU Museum of Art
Kristy Gremillion, University High School
Tyler Kearney, Finance & Administration
Dr. Dereck Rovaris, Office of Diversity
Aly Mousaad Aly, Faculty Senate Liaison
Roxane Berthelot, 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 Jonathan Levesque led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – January 16, 2019, Staff Senate Meeting

A motion to accept the minutes was made by Past-President Michelle Lowery. The motion, seconded by President Tammy Millican, carried.

SCHOLARSHIP AWARDS PRESENTATION

President Tammy Millican recognized the recipients of the 2018-2019 Staff Senate Fee Support Scholarship Award for staff employees.

Fall 2018 Recipients for Undergraduate Degrees

Jeffrey Metzger
Emily Graves

Fall 2018 Recipients for Graduate Degrees

Kristy Gremillion
Courtney Taylor

President Tammy Millican recognized the recipients of the 2018-2019 Staff Senate Scholarship Award for dependents of staff employees.

Lauryn Honore: her father is Byron Honore, who works with Information Technology Services.

Jesse Morrow: her mother is Laura Morrow, who works with LSU Facility Services, and her father is Mike Morrow, who works with the LSU Police Department.

GUEST SPEAKER – TYLER KEARNEY, FINANCE & ADMINISTRATION

President Tammy Millican introduced Tyler Kearney, Associate Vice President with Finance & Administration, as he addressed the full Senate.

Tyler Kearney thanked the Staff Senate for the opportunity to speak about the Administrative Process Improvement Committee (APIC) at LSU.

The committee was formed in 2015, in a response to Faculty Senate Resolution 14-11 that called for a standard, more transparent way for faculty to submit concerns about administrative processes that were causing road blocks to their day-to-day work. The committee memberships consist of faculty representatives as well as members from administrative units. Tyler and Vice Provost Jane Cassidy are serving as Co-Chairs to the committee this year. The committee meets monthly during the academic year to discuss concerns submitted by the university community. The process for sharing concerns is to submit a web form on the APIC website. Anyone can submit an issue and make a suggestion for improvement. A large majority of concerns come from faculty and staff. They do receive concerns from students from time to time.

Once the committee receives the submission, it is acknowledged as received, then the committee will invite someone on campus with the expertise to handle the concern for discussion of potential remedies. The committee is very engaged to see a positive resolution for the issues that are received. You can submit an issue anonymously or you can provide your contact information which is helpful for the committee to follow-up and present a remedy to the submitted issue. The committee has been able to resolve a lot of important issues and provide follow-up information to those who made inquiries.

Tyler encouraged anyone with an issue to submit their concerns through the website at www.lsu.edu/apic.

The floor was opened for questions.

Q: Who sits on the committee?

A: Both faculty and staff representatives from Faculty and Staff Senates as well as administrative units. The make-up of the committee can be found on the website.

Treasurer Megan Stone thanked the administration for forming this committee where the issues received are reviewed, discussed and a resolution is put in place. Tyler mentioned that during the fall, there were not a lot of issues received which could be a result of resolving many prior concerns.

Q: What is an example of an issue received?

A: Travel has been a big concern. Shorts Travel handles all of the travel arrangements for LSU employees and students under a state contract. The committee set up a separate survey for

travel issues due to receiving so many concerns. That summary was compiled and presented to Accounts Payable who then shared with Shorts Travel for resolutions. Some of those issues were prices and using their system.

Tammy thanked Tyler for speaking to the full Senate today.

PRESIDENT'S REPORT

President Millican recapped relevant meetings at which she was present.

- January 18 – Attended the Council of Staff Advisors meeting.
- January 18 – Attend the January Administrative Process Improvement Committee (APIC) meeting.
- January 25 – Spoke with staff in the Skilled Crafts category about Staff Senate and encouraged them to considering running for a seat in the upcoming election.
- January 25 – Attended the January Tiny Tigers Committee meeting.
- February 6 - Attended the Staff Senate Executive Committee Meeting.
- February 8 - Attended the February Administrative Process Improvement Committee (APIC) meeting.
- February 18 – Attended the February Tiny Tigers Committee meeting.
- February 19 – Held a Communications Committee meeting with all of the Chairs/Co-Chairs of Staff Senate Committees to discuss ongoing initiatives.
 - Discussed Staff Appreciation Week this spring.
 - Discussed planning the New Staff Receptions.
 - Discussed publishing another Newsletter in the spring.
 - Discussed updating the website.
 - Discussed Social Media promotions.
 - Long Range Review and Planning will be working on the Staff Senate survey that will be released soon.
- February 18 – Attended the first search committee meeting for the Associate Vice President for Human Resource Management. The Staff Senate has not been contacted for a representative to serve on the search committee for a new Vice President of Research and Economic Development. A resolution will be put forth requesting representation on all critical hire search committees for any position with the potential for significant impact at LSU.

STANDING COMMITTEE REPORTS

Long Range Review & Planning

The Long Range Review & Planning Committee met on January 31, 2019.

Committee members were tasked with submitting two names for recruitment to fill senate vacancies to the Committee Chair Senator Jonathan Levesque. The full Senate was encouraged to do the same.

First Reading, LSU Staff Senate Resolution No. 19-01, Inclusion of Staff Senate on Hiring Committees, sponsored by the Staff Senate Executive Committee on behalf of the Staff Senate Long Range Review & Planning Committee

Read by Senator Jonathan Levesque

Whereas, Louisiana State University does not currently have standardized appointments for hiring committees which could lead to an inconsistent and inequitable representation of staff, faculty, and student perspectives; and

Whereas, Staff Senate is the recognized governance body for staff, and staff representation on search committees for critical hires communicates a message of an equitable workplace environment at LSU; and

Whereas, LSU staff possess an abundance of institutional knowledge, and play a key role in supporting the university's mission, executing the agenda of senior leadership, and carrying out day-to-day operations; and

Whereas, LSU staff are integral stakeholders in supporting Strategic Plan 2025; and

Whereas, peer institutions, such as the University of Alabama and the University of Kentucky, receive administrative support towards incorporating their respective staff senates on hiring committees; and

Therefore, be it resolved, the LSU Staff Senate hereby requests that the LSU Administration provide LSU Staff Senate with representation on all critical hire search committees for any position with the potential for significant impact on the fulfillment of the institutional mission; and

Therefore, be it further resolved, that a copy of this resolution be sent to F. King Alexander, LSU President; Stacia Haynie, Executive Vice President and Provost; Daniel T. Layzell, Senior Vice President for Finance and Administration/CFO; Mimi Singer Lee, Associate Vice President of Human Resource Management; Gaston Reinoso, Associate Vice President of Human Resource Management; Dr. Kenneth McMillin, Faculty Senate President; Michelle Lowery, Council of Staff Advisors Chair; and Stewart Lockett, Student Government President.

The full Senate agreed to suspend the bylaws and take a vote during the February General Meeting.

A motion to approve the resolution as read was made by Senator Anand Ramachandran. The motion, seconded by Senator Jonathan Levesque, carried with no abstentions.

AD HOC COMMITTEE REPORTS

Staff Appreciation

The Staff Appreciation Committee met on February 14, 2019.

- Discussed planning Staff Appreciation Week this spring.
- Discussed dates for the Baseball Tailgate on either April 2 or 23.
- Confirming with Athletics on ticket pricing and seating arrangements
- Confirming with Student Government and Campus Federal Credit Union regarding partnerships.
- Discussed hosting a Football Stadium Tour
- Discussed the t-shirt design.

Marketing

The Marketing Committee met via Zoom Meeting on January 23, 2019.

- Discussed the remaining inventory for the promotional items with regards to the events that will take place this spring.
- Discussed the two t-shirts sales held and would like to do another sale in the fall.
- Discussed the newsletter and thought of maybe doing an infographic instead this year.
- Discussed the t-shirt design for the staff appreciation tailgate.

Scholarship

The Scholarship Committee met on January 22, 2019.

- Discussed changing the scholarship awarding process.
- Discussed submitting the current scholarship awarding process through APIC.
- Discussed the spring Candy Gram Sale from April 1 -12.
- Assembly will be held April 15-18.
- Delivery will be held on April 22-26.

LIAISON COMMITTEE REPORTS

Black Faculty & Staff Caucus

The Black Faculty & Staff Caucus met on February 6, 2019.

- Dr. Jose Aviles, LSU Vice President for Enrollment Management, discussed LSU Admissions processes and gave an update on the current freshman class and future initiatives.
- Office of Diversity presents 2019 Clarence L. Barney Jr. African American Cultural Center Jazz Bruch on Saturday, February 23rd 2019 at LSU Tiger Stadium (Stadium Club South) 10:30 a.m. – 1:00 p.m. The Staff Senate will have an ad in the program congratulating staff member, Edward Seales with 51 years of service. Dr. Dereck Rovaris mentioned that Mr. Seale may not be able to attend on February 23. There may be something planned on February 26, when he is available.

- LSU Women's center presents International Women's Day Teach-In-Call for Presentations on March 8th 9:00 a.m. – 2:00 p.m.

Administrative Process Improvement Committee

The Administrative Process Improvement Committee met on February 8, 2019.

- Members met with Roger Husser and Paul Favaloro from Planning, Design & Construction and Michael Hooks from Environmental Health & Safety to address concerns with construction contractors and subcontractors working on campus and quality of work procedures due to a proposed Faculty Senate Resolution.
- Speakers brought project manager checklist form and a sample contract the university signs with contractors. The contract states that all contractors and their employees must follow all LSU rules and policies, including no tobacco products and no inappropriate language or behavior in interactions with the campus community. Discussed a campaign to let campus community know how to report any inappropriate behavior by contractor or subcontractor employees.
- Environmental Health and Safety monitors air quality during projects and will respond immediately if they are contacted about odors or use of chemicals during a construction project.
- Discussed parking issues with contractors and Facility Services staff driving around gates or parking on sidewalks or paths.
- There was a concern about contractors using keys on campus. They are not allowed to have a master or sub-master key to a building.
- Discussed including background checks for contractors and sub-contractors.
- Discussed customers being included in planning, construction updates, and final project walk-throughs to ensure they are satisfied with the work.

Council of Staff Advisors

The Council of Staff Advisors met on January 18, 2019.

- Discussed revisions to the approved PM-37 with regards to membership and grammar.
- Discussed changes to the rotation with regards to leadership on the council next year.
- Discussed creating a Staff Appreciation Week across the system.
- Discussed the Death of a Staff Member Protocol
- Discussed Crisis Leave among the different campuses.

WD32 HCM/FIN Updates

The WD32 HCM/FIN sub-committee met on February 15, 2019.

The report was submitted by Past-President Julie Perkins and was included in the meeting packet. For additional information, please contact her directly.

IT Governance

The IT Governance Committee met on February 8, 2019.

- Discussed Data Governance versus IT Governance.
- The Data Governance Committee presented a model of the different roles such as student and staff information and who controls what information that goes where.
- The committee is still waiting to hear back from upper administration on the Workday Student Module.

OLD BUSINESS

Staff Senate Budget

Treasurer Megan Stone provided a report during the February meeting.

- The first shirt sale generated a profit of \$3,069.28.
- The second shirt sale generated a profit of \$1,782.93.
- The Holiday Candy Gram Sale generated a profit of \$758.89.

Event budget requests are due by March 4, 2019 for consideration.

NEW BUSINESS

Staff Senate Election Timeline

President Tammy Millican announced that a copy of the timeline was included in the meeting packet for review. A broadcast email will be sent out soon for nominations. It is paramount that the Staff Senate reaches full membership. The Executive Committee is discussing the process with which Senators are elected. The landscape of the university has changed and this needs to be taken into account. Senators were encouraged to nominate staff members to serve.

Future Guest Speakers

The Executive Committee has discussed inviting LSU Police Department, LSU Dining and the LSU Foundation with regards to their faculty/staff giving campaign coming up. There will be an opportunity for employees to designate their donation to the Staff Senate Fee Support Scholarship to help with endowment. They have also discussed establishing an educational fund through the Foundation for those who would like to attend training where the department may not be able to fund. Human Resource Management may also be invited to discuss the Employee Assistance Program to bring some awareness to this benefit.

ANNOUNCEMENTS

Staff Senator Birthday

President Tammy Millican announced that Senator Igor Matkovic celebrated his birthday on February 12, Happy Birthday!

Announcements

Dr. Dereck Rovaris announced that the 2019 Esprit De Femme award recipients will be recognized at the 11th Annual Sunrise Celebration on Thursday, March 28, 2019, at the Renaissance Hotel at 8:00 a.m.

Dr. Dereck Rovaris mentioned that LSU Cares is an online reporting system much like the APIC reporting system where you can report concerns that involve students with issues such as potential violations of the LSU Code of Student Conduct, concerns regarding sexual misconduct and hazing, concerns surrounding acts of bias or discrimination, complaints or grievances and concerns about students in crisis or distress.

President-Elect Henry announced that LSU Dining is hosting some focus groups next week. There will be questions about services and catering. She will forward the information to the full Senate.

President-Elect Henry announced that Auxiliary Services is partnering with the LSU Police Department to host an Equalizer Training in the LSU Student Union on Monday, February 25, from 5:00 p.m. – 7:30 p.m. in the Magnolia Room. It is free to attend and open to students, faculty and staff. They plan on hosting 2 more throughout the spring semester.

President-Elect Henry announced that there are a few more days left to vote on the Name the Space campaign for the old billiards area. If you have not voted yet, please consider voting.

President Millican announced that the mobility survey will end on February 22, 2019. The financial portion is being finalized. The plan should be released later this semester. The Bike Ride Share Program Launch has been pushed back to May 2019. The ride share program and telecommuting was discussed.

Past-President Michelle Lowery announced that Kevin Gates will be the Artist for Groovin 2019 which will be held in the PMAC on Thursday, March 14, at 9:30 p.m. There will be a D.J. from 7:00 p.m. – 9:00 p.m. There are about 7000 free tickets for students which can be claimed online in advance. There are 1000 tickets for the public which includes staff members and cost \$15 each.

MOTION TO ADJOURN – With there being no more business, Treasurer Megan Stone made a motion to adjourn. The motion, seconded by Senator Kristen Hernandez, carried.

The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm