

## STAFF SENATE MEETING MINUTES October 17, 2018

President Tammy Millican presided over the October 17, 2018, Staff Senate meeting held in 225 Peabody Hall at 10:30 a.m.

### ATTENDANCE

#### SENATORS

##### Executive/Administrator/ Manager

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

##### Service/Maintenance

P - Matkovic, Igor ('20)

##### Professional/Non-Faculty

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

##### Skilled Crafts

P - 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:**

Robin Diana, Campus Life  
Christina Bastien, Campus Life  
Lindsey Madatic, Human Resource Management  
Jacob Brumfield, Campus Life  
Casey Coughlin, 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 Brian Vermeire led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – September 19, 2018, Staff Senate Meeting**

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

## **GUEST SPEAKER – ROBIN DIANA AND CHRISTINA BASTEIN, CAMPUS LIFE**

President Tammy Millican introduced Robin Diana and Christina Bastien, as they addressed the full Senate. Tammy mentioned that the Staff Senate has a couple of events coming up where we will collect donations for the LSU Food Pantry to help our students.

Robin Diana thanked the Staff Senate for the opportunity to speak and circulated an informational flier. The pantry started in 2006 in a small closet but now has evolved to a much larger space on the third floor in the Union, with hopes to expand even further. The mission of the LSU Food Pantry is to provide supplemental food to students in need who may experience hunger or food insecurity. She noticed since coming to LSU that the clientele continues to increase. Last year, they were serving about 20-30 students on a typical day during the summer. Now, they are serving 90-100 students during the summer, and 175-200 students a week during the regular semester. Students are allowed to shop twice a week. Most of their clientele is undergraduate and graduate students, with some international students. Some have families and some are single. They are seeing an increase of international students and graduate students with children.

There are a few ways to donate to the food pantry which include donating items directly to the pantry in room 350 at the LSU Student Union. Faculty and staff who would like to donate but may not be able to bring the items to the pantry may arrange for on-campus pick-up. Contributors can shop the pantry's Amazon Wish List. A monetary donation online is always

accepted or employees can payroll deduct a donation. Donation details can be found at: <https://www.lsu.edu/campuslife/service/foodpantry.php>

The pantry partners with the Greater Baton Rouge Food Bank and they have found that everyone is asking for protein, of which they do not have enough. The pantry's wish list consists of canned or packaged tuna or chicken, canned soups, stews or chili, pasta and sauce, peanut butter, canned fruit, rice, beans, cereal, spices and vegan, vegetarian and gluten free items. They have plenty of candy, so no need for that.

Robin mentioned that the monetary donations always help, as she has seen with the international students that they prefer more international types of food to which they are accustomed, so they are looking to accommodate those needs. They also have dedicated student volunteers who staff the pantry throughout the year. Volunteers must participate in a required annual volunteer training session facilitated by the Food Pantry representatives. They have recently hired a coordinator who manages the volunteer effort. Volunteers are encouraged to log their volunteer hours for certification upon graduation for service hours.

The pantry's hours during the fall semester are limited based on the interest of their clients. On Monday and Tuesday, they are open from 1:30 – 4:30 p.m. On Wednesday and Thursday, they are open from 2:30 – 4:30 p.m. and they are closed on Friday and Saturday. If a student can't shop during those hours, they are encouraged to talk with the pantry staff to go over their class schedule, so they can accommodate a private shopping to meet their needs. They plan on extending their hours on Monday and Tuesday before Thanksgiving for an hour longer so they can accommodate those families who may need a little more food during that week. They plan on extending hours before a holiday. They are not open when LSU is closed.

The Food Pantry is looking forward to partnering with the Staff Senate for the events coming up and look forward to partnering with the Holiday Decorating Contest in terms of all entries donating a box of food for the pantry. Robin encouraged everyone to stop by and check out what is happening. She also mentioned that on Monday and Tuesday, they pick up a donation from Trader's Joes where they get everything from meats, produce, snacks, and some good nutritional types of food that the students really need. On Wednesday, they receive a donation from the Greater Baton Rouge Food Bank which is usually candy and snacks. They also have a great partnership with Dining Services during the Farmer's Market on Wednesday. Whatever is not bought, they bring those items, including fresh fruits and vegetables to the Food Pantry which they give out to the students.

Dining Services will also donate prepared food like sandwiches and salads a couple of days before expiration. They are really excited about being able to provide the students with food but they are always in need of more food. They are also doing a food drive during homecoming where groups compete to see who brings in the most food and who's donation weighs the most. They have about 10 entries so far. They are also partnering with faculty such as Rachel Stevens, where her 50+ students get involved and trained for 8 hours for the service learning component of class. Their final project will be a recipe book where they have partnered with a dietician to create the nutritional guides on ways to prepare items from the pantry. They will be giving those out in January. The Foundation is hosting a food drive as well from October 31 – November 22. The pantry has really expanded in such a great way and they are always thinking of how to expand it even further to meet the students needs in terms of school and personal

supplies. If students are having problems with their food supply, there may also be a need for other types of items that help as well.

Robin opened the floor for questions.

Q: Can someone donate a gift card?

A: No, they would rather not as donations are tracked for accountability through the Foundation and her expense reporting.

Q: Are there things that you don't need or have a lot of?

A: They have plenty candy and snacks. They can use all of the items mentioned earlier and listed on the flier handout. Macaroni and cheese and peanut butter and jelly goes really fast. They do not get a lot of sauces when pasta is donated. They can use more canned vegetables. They struggle on Thursday with giving out food since the stuff from Trader Joe's is already gone.

Q: Any LSU Student can shop at the pantry?

A: Yes, any full time or part time student can shop. They do not turn away any one from the community, they give them one opportunity to shop and then give them some outside resources to find additional food.

The Staff Senate Appreciation Committee is planning Holiday on Campus and we plan on collecting for the LSU Food Pantry, so some committee members will be reaching out to coordinate that effort.

President Millican mentioned that the food pantry helped a lot of employees who were affected by the flood as well. Robin mentioned that if anything like that was to happen again, they would open the pantry to employees again.

Millican also mentioned that during Homecoming week, there use to be "Cannapoolza" which helped the Greater Baton Rouge Food Bank. Facility Services has over 500 employees who may be able to contribute. If that is planned again, please send a message to Facility Services to distribute for participation. Robin explained that they decided not to do the Cannapoolza event this year due to staffing, but they are doing a Healthy Competition food drive through Kitchens on the Geaux, where different organizations will collect for such things as appetizers, entrees and desserts. Cannapoolza will be coming back.

Robin also mentioned that she started a number system in place to make sure everyone waiting in line gets to shop. They also monitor how much food each person is checking out, so other students who have a number will be able to shop as well.

Q: How often do the students shop at the pantry?

A: Twice a week but if there is a need, the students are not turned away from coming in again during that week.

## **PRESIDENT'S REPORT**

President Millican reported on the meetings she attended.

- September 21 - Attended a Lactation Room Meeting with President-Elect Rachel Henry and Jane Cassidy. They have several locations that are in operation. A website and a location map is being created. They will be able to launch with more than 6 rooms and they are adding locations as they go.
- September 25 - Attended the Scholarship Committee Meeting. They are preparing for Candy Grams and the Holiday Decorating Contest. They are working towards getting the scholarship awarding process moved to a committee.
- September 27 - Attended a meeting with Provost Stacia Haynie with the Executive Committee to discuss some issues, one of which is the increased fees that have an impact of staff members who are students. They also discussed a grant idea for staff to travel for conferences. Haynie explained that at this time there is not a lot of funding for that. She has a concern that departments are aware of a grant, departments may not want to pay for travel for their employees. They also discussed the mentoring program, specifically for students who are enrolled in the 25+ Program. There are 2 students currently enrolled. Millican encouraged everyone to help get the word out to those employees who may be new to LSU and are not aware of this program as well as the Tuition Exemption Program.
- September 27 - Attended the Online Accessibility Working Group.
- October 2 - Attended the Presidential Symposium Steering Committee meeting. Millican has shared some information with the full Senate of what will be offered. She encouraged everyone to share that information. Behind the Ballot will be held on October 29 and 30. Volunteers will be needed.
- October 3 - Attended the Staff Senate Executive Committee Meeting
- October 9 - Attended the Benefits Fair. Millican thanked everyone who was able to volunteer. The back scratcher promotional item was a hit. If you did not get one, we have one for you. We will also deliver to Student Government President, Faculty Senate President, LSU President and the Provost.
- October 9 - Attended the Executive Vice President and Provost Search Committee Meeting. We have received about 60 applications which has been narrowed down to 10 applicants. The next step will be skype interviews with those 10 applicants to narrow down a little further.
- October 9 - Attended another Online Accessibility Working Group.
- October 13 - Was invited to be a Guest Coach for the LSU vs Georgia Football Game with some facility tours the day before.
- October 17 – Will be doing a Behind the Ballot Video Shoot to invite staff to attend.

President Millican will also be doing a Lactation Room interview for Legacy Magazine.

Millican announced that PM-37 which outlines the set-up of the Council of Staff Advisors is being sent out to the Executive Council which is a group of Chancellors from the other campuses for approval. Once that happens, representatives on the Council will have a shared responsibility to lead the group from year to year.

Millican announced that she followed-up on the Protocol for the Death of a Staff Member Resolution with upper administration. Ken McMillian, Faculty Senate President reached out in support of the resolution and that they will be supporting by resolution as well. The first reading will be during their October 22 meeting.

Millican announced that she has begun working with Student Government to collect donations for people who were affected by Hurricane Michael in Florida. They are looking for a truck and a driver to bring the supplies collected to that area.

Millican announced that the Campus Climate Survey will be sent out again and compared to the last survey. This is a very comprehensive survey on what it is like to be a faculty or staff member at LSU. There is a chance to submit open ended comments. The survey will be offered from October 22 – November 2. She encouraged everyone to complete the survey as it is important to the university. The administration does review the results and comments of this poll that you will complete anonymously.

Millican announced that the November Staff Senate meeting will be held in the State Capital House Chamber. The November meeting is scheduled on the Wednesday before Thanksgiving. Most will not be able to attend. Tammy will reschedule for the Wednesday prior, November 14. There was a suggestion to take a vote during that meeting.

## **STANDING COMMITTEE REPORTS**

### **Long Range Review & Planning**

The Long Range Review & Planning Committee met on September 27, 2018. The written report was included in the meeting packet for review.

## **SPECIAL AD-HOC COMMITTEE REPORTS**

### **Staff Appreciation**

The Staff Appreciation Committee met on September 24, 2018.

- There was a discussion of the list of deadlines.
- The budget was discussed.
- We are currently pursuing donations as well as volunteers.
- They are working with Procurement regarding having diversified suppliers at the event as well.
- Candy Donations are needed to stuff 200 goody bags. After Halloween, candy is usually on sale but please do not purchase Halloween themed candy. Please deliver to the Staff Senate Office.

- The committee is discussing how to highlight the donations needed for the Toys for Tots and the Food Pantry, as those donations have dwindle down over the past couple years.
- The Union space has been viewed and they are working on configuring the space a little different than last year.
- LSU Auxiliary Services will be donating the food and Coca-Cola products again this year.
- The committee will meet again soon and everyone is invited to attend to help plan this signature event. Please let Senators Amber Bonner or Hope Dawan know if you are interested in being included.
- Elsa and possibly a Snow White and Cinderella are being invited to take photos with families for free.
- The Save the Date card has been released and everyone is encouraged to share.

## **Scholarship**

The Scholarship Committee met on September 25, 2018.

- The committee suggested that Robin Diana with the Food Pantry speak during today's meeting.
- There was a decision to add a category for the Holiday Decorating Contest which is the idea of a box filled with donated items for the Food Pantry.
- There was also a discussion regarding lowering the entry fee to \$10 to promote more entries but to include an entry fee of \$5 for the food pantry items as well.
- Delivery of the food pantry items was discussed. Senator Sally McKechnie suggested that the moving crew with Property Management should be able to help with that effort. We will submit a list of departments and locations to Sally to help coordinate.
- The committee will meet again next week to discuss a Holiday Decorating theme.
- The scholarship awarding process is also being discussed.
- Candy Gram dates will be released soon. We are looking for candy donations of Candy Canes, Skittles, Starburst, Plain M&M's, Plain Hershey Bars and Twix.
- Volunteers for delivery will be needed.

## **LIAISON REPORTS**

### **Faculty Senate**

The Faculty Senate met on September 20, 2018.

- President Alexander attended.
- There was a big presentation regarding enrollment from the Vice President for Enrollment Jose Aviles that focused on holistic admissions.
- Some statistics were shared.
- Foundation Senior Director for Annual Giving Julie Aguilar presented on a new LSU crowdfunding platform called Launch LSU where you can donate to a specific cause one of which was to celebrate the LSU Band's 125<sup>th</sup> Anniversary. \$22,000 was raised in a week to support the band's development fund.
- Password Management was also presented.

- Former Staff Senator and Director of the Women's Center Summer Steib gave a presentation on the University Council on Gender Equity and heard of some the initiatives that they are working on.

## **Facility Design & Development**

The Facility Design & Development Committee met on September 24, 2018.

- The committee will meet again tomorrow to discuss the progress on Site and Landscape Standards. Member-at-Large Aaron Cherry will submit a written report after this meeting.
- A planning and construction update was provided.
- The metal detectors at the football stadium are being moved around and tested at different gates. Next year, they will be present at all gates.
- Some site designs with regards to an active shooter situation are being reviewed.
- With the Greenhouse District on the horizon, they are looking at the demolition of Herget and Miller. They are looking at an additional 600 beds in that area of campus which will bring in more traffic.
- A mobility study will be conducted to address the potential for increased traffic.
- There was a construction update which included the Beach Volleyball Stadium, which should be finished this year. Next year, Tiger Park should be finished.
- Memorial Tower has begun renovations expectation to be completed by September 2020.
- The renovation of the Old President's House is being discussed.
- The renovation of the Foster Hall basement is being discussed
- By the end of this year, they will begin reroofing Military Sciences and the Law Building.
- There was an update regarding a new veterinary clinic at the School of Veterinary Medicine that will be two stories and offer 36,000 square feet of new clinical space. They are also discussing cross walks over Skip Bertman drive to the clinic.

## **University Planning Council**

The University Planning Council met on October 9, 2018.

- This committee is represented by much of the University leadership.
- The task for this group is to review large scale functions of the university and advise the Provost.
- They discussed the Strategic Plan and sabbaticals for faculty.
- There is a lot of questions with regards to the Strategic Plan as to where we are going and what is happening with the current committees.
- They are reviewing where each committee is on their initiatives.
- There were 10 strategic initiatives and the 5 that were actually put into the 2025 plan have been publicized. There are 5 others that could have been included but no consensus was met. Meetings are taking place to decide which ones should be included.
- One of the priorities is always faculty and staff raises.
- For sabbaticals, one misconception is that they are using that for a vacation but that is not always the case. They are actually approved to work 100% on research.

- One of the guidelines being reviewed is the requirement of travel to finish their projects. Some faculty need sabbaticals to remain at home to finish their work. They have a certain amount of time to finish their projects as part of their proposals.
- Academic Affairs is tracking projects along the way but there has not been anything put in place to hold people accountable for a funding payback for that period of time. They are also monitoring the projects organization and timeline.
- Once she receives the meeting minutes she will share along with the sabbatical documents, if anyone is interested.

## **IT Governance**

The IT Governance Committee met on October 16, 2018.

- The I-9 remediation process has been approved by the committee, senior leadership and the payroll billing software. This initiative will be put into a list of priorities.
- The top priorities have shifted, as have some of the top priority of LSU online, then the EAB, the customer relationship software, and recruiting.
- Creative ways to fund these and some short term infusion is being reviewed.
- There were three items voted upon. They approved the changes to charter for the IT Governance Committee, approved a face op for ITS which is the standard operating procedure of how ITS will work in terms of request and how they do business, and approved the web conferencing.
- They heard from Jake Palmer from the Emergency Operations Center (EOC) who discussed a virtual EOC which would allow the EOC teams to communicate internally.
- There was a PMO update where they will rank the approved projects.
- Tom Glenn gave a Geaux Forward update. Working requirements were discussed.
- Workday demonstrations will be held on October 23 and 24. Lowery will share those times once she receives, if you are interested in seeing the prototypes.
- The Data Governance Working Group is working on data principles which is different from data standards.

## **Mobility Implementation Committee**

The Mobility Implementation IT Committee met on October 16, 2018.

- There was a discussion on their approach.
- Three goals that they are reviewing is comfort and safety, benefits and communication and better transit networks.
- On demand services, such as electric mini cars, are being reviewed for implementation.
- The Bike Share Program will launch in March 2019 with 100 bikes that are peddle assist to use across campus and leave at designated areas. Bike lanes on campus are being reviewed.
- Scooters coming soon.
- One thing that could be coming is a joint parking garage with Athletics where employees can use during the day and that can ben used for sporting events.

## **Online Accessibility Working Group**

Senator Kristen Hernandez gave an update on Online Accessibility. She circulated a flier with some helpful information. LSU received notice from the Office of Civil Rights that LSU's online presence was not in compliance. LSU's entire digital presence must be accessible (ADA-compliant) by August 2019. This includes classroom materials posted online, emails, websites, videos, and other online technologies such as Moodle. They will be offering training on how to update this information for employees in November and December which she will share once those are scheduled. They are looking to launch some annual accessibility training next year. She mentioned that there is some software that is being provided to help with this online accessibility initiative.

## **OLD BUSINESS**

### **Staff Senate Budget**

Treasurer Megan Stone reported on Staff Senate Budget as of October 17, 2018. A copy of the report will be sent out electronically.

Senators were encouraged to donate \$20 to the Staff Senate Gift Fund this year.

### **Fall Fest**

President Tammy Millican announced that the Human Hamster Ball Activity has been reserved for Fall Fest. There will also be Insomnia cookies handed out by Student Government. Senate volunteers will be needed. Senator Amber Salvadras created a display board of what Staff Senate is doing to display during Fall Fest. The sign-up sheet was circulated again.

## **NEW BUSINESS**

### **Future Guest Speakers**

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

## **ANNOUNCEMENTS**

Jacob Brumfield with Campus Life was invited to come speak today regarding a project he is working on for his dissertation.

Jacob thanked everyone for the opportunity to speak today and thanked the Staff Senate of their support for Fall Fest. He is currently a Ph.D. student in the Leadership Human Resource Program with the College of Human Science and Education. He needs some help. He has been approved to conduct a study for a course on qualitative research through IRB which he is happy to share but he needs access to employees who are new to the university. He is asking for supervisors support to potential go into their spaces to conduct this study. It's a pilot study for a course that is the foundation for his dissertation. The focus is what are universities doing to educate new employees about their non-discrimination policies which is PS-1 at LSU. We know that as the United States continues to diversify by the year 2043. When you combine all communities of color who live in the United States, they will outnumber European white

Americans. Universities have continued to diversify where there are more women than men on some college campuses. What he really wants to understand is how universities are preparing their new employees to support the students regardless of status. He would like to interview about 10-12 employees this semester to understand what their experience with training with regards to PS-1. He would like to interview employees who have been at LSU for the last 120 days. If you have new employees that would be interested, please let him know.

The second LSU Staff Pride T-Shirt sale will be going live soon with options of a V-neck shirt or a polo style shirt.

Dr. Judith Sylvester is doing a research project on the Affordable Health Care Act and she is looking for employees to fill out a survey which will be scheduled soon. She will provide lunch. Please contact President Millican if you are interested in participating.

President-Elect Rachel Henry is in an Master's Program and she will be conducting a survey as well for a paper she is writing.

There will be a Memorial Oak Grove Rededication Ceremony on November 11, 2018. It is open to everyone on campus. She would like for Staff Senate to push out on Social Media.

In addition to the Lactation Space information, Past-President Michelle Lowery has been asked to put some pregnancy resources on the Dean of Students Website with on-campus and off-campus resources.

Today is Campus Federal Credit Union's 84<sup>th</sup> Birthday.

The Office of Group Benefits (OGB) notified Human Resource Management this week to make us aware that they are changing their life insurance benefit. Due to this change, there will be no medical underwriting this year to get into the plan. OGB's open enrollment deadline is November 15, 2018.

### **Staff Senator Birthdays**

President Tammy Millican announced that Senator Jennifer Braud celebrated her birthday on October 2, Senator Paul Deshotels celebrated his birthday on October 10, Senator LaKisha Banks celebrated her birthday on October 16 and Senator Nancy Arnold will celebrate her birthday on October 31. Happy Birthday!

**MOTION TO ADJOURN** – With there being no more business, Member-at-Large Aaron Cherry made a motion to adjourn. The motion, seconded by Treasurer Megan Stone, carried.

The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm