

STAFF SENATE MEETING MINUTES September 19, 2018

President Tammy Millican presided over the September 19, 2018, Staff Senate meeting held in the Career Center Classroom (256J) in the LSU Student Union at 10:30 a.m.

ATTENDANCE

SENATORS

Executive/Administrator/ Manager

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

Professional/Non-Faculty

P - Lowery, Michelle ('19)
Pr - Henry, Rachel ('19)
P - Levesque, Jonathan ('19)
Pr - 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)
P - Banks, LaKisha ('21)
Pr - Bickham, Trey ('21)
P - Bonner, Amber ('21)
P - Dawan, Hope ('21)

Service/Maintenance

P - Matkovic, Igor ('20)

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:

Robert Gill, Information Technology Services
Wayne Buxton, Facility Services
Roxane Berthelot, Campus Federal Credit Union
Hollie Bishop, Campus Federal Credit Union
Courtney Reeder, Student Government
Jessica Vargas, Undergraduate Admissions

CALL TO ORDER

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

ATTENDANCE

There was a quorum with four proxies noted.

PLEDGE OF ALLEGIANCE

Senator Paul Deshotels led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – August 15, 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 – ROBERT GILL, INFORMATION TECHNOLOGY SERVICES

President Tammy Millican introduced Robert Gill, as he addressed the full Senate.

Mr. Gill thanked the Staff Senate for the opportunity to speak. Information Technology Services (ITS) is working on a password management change across campus. They will be synchronizing passwords that employees use to log into the MyLSU, the wireless network, Workday and Business Process Management. Multiple passwords will be reduced to one password to be utilized throughout Microsoft Office 365 email and to be authenticating against the cloud directory, where credentials are stored.

The end result is one identification and password to get into all of services. ITS is working with technology support professionals across campus, and implementing throughout departments; it will result in impactful change, and thus is important to communicate to users. The rollout date is October 10, 2018. When the rollout happens, ITS will begin the synchronization process which could take anywhere from minutes to hours depending on internet congestion or what could be going on with Microsoft. ITS has gone through this process already, and it took several hours to complete, but there were no issues or anyone that was adversely impacted. ITS is very confident about this change. Mr. Gill suggested good password management including the updating of your password management questions in MyLSU to help change the password when needed. ITS is also reminding everyone not to share their password, write it down, or give

it out to anyone. Your password is the key to your digital identity at LSU with regards to all of your information, so guard that well.

Q: Does this include the sponsored office accounts, will they be merged as well?

A: If the sponsored account has an email service, yes it will be merged. All of the secondary accounts will be merged and if they are associated with your department in the directory, they will be synced at the same time as the department. If they are not, it will happen at the end of the rollout closer to November 28, 2018.

Q: If you have two different passwords for two different current accounts, which one would you use?

A: There is no need to change your password. Once the synchronization process is completed, your current MyLSU password will be synchronized to the cloud and will take over. You shouldn't have to change a password or know a new password.

Mr. Gill announced that, with this change, there will be some additional cloud services. Everyone will be licensed to use Microsoft Teams, a collaborative platform with some chat and file sharing functionality. ITS will have to provision the team but once the owner initiates a work ticket, they can grant any employee as an administrator, to manage that group.

The other service that will be rolling out is "Box", which is a collaborative storage tool and is very similar to dropbox. When you log into Box with your MyLSU credentials after the rollout date, you will see a default set of folders after the account creation. Box will also have a data storage function. Secondary accounts will be set-up with the departments, so that if someone leaves LSU, the files will still be there for sharing. There will be tools in place to manage it, and unlimited storage with no space limitations. Anyone with a Box account will be able to collaborate internally and externally.

Q: How will Box effect Files to Geaux?

A: It doesn't. It can definitely be a replacement for Files to Geaux because you, as a user, own the file but there may be some type of integrations that will need to be created. Another potential issue with Files to Geaux is it is tied to the Mainframe. So once Mainframe goes away, Box may be something that will take its place.

Senator Jonathan Levesque mentioned that he has a personal dropbox account that is associated with his LSU email address and it is important to note that those will be converted to a work account. How do we go about avoiding that? Can we simply change the email address associated with it to avoid the conversion?

Gill mentioned in those cases, if you have personal email address, you can sign up for a personal Box account. You would then set-up a collaboration from your LSU Box account with your personal email Box account. Contact ITS for instruction on how to transition the two accounts.

Levesque suggested for Committee Chairs/Co-Chairs to look at Microsoft Teams which is a great collaborative tool for Staff Senate committees, assigning projects, and communications through the various groups. ITS has been using it for this project and it is a very helpful tool.

Robert mentioned that if anyone has any further questions, please reach out to ITS.

He thanked everyone again for the opportunity to speak today.

PRESIDENT'S REPORT

President Millican reported on the meetings she attended.

- August 20 - Delivered an LSU Staff Pride T-Shirt to Provost Haynie and did a live feed on Facebook.
- August 22 - Attended the steering committee meeting for the Presidential Symposium – Behind the Ballot that is scheduled to be held on October 29 and 30. This is a great way to invite the community in to discuss the issues and to shine the spotlight on our Faculty and the research that they are doing. There is hopes to get Dan Rather as the keynote speaker. Volunteers will be needed.
- August 28 - Attended the first search committee meeting held for the Executive Vice President and Provost. This is a nationwide search.
- August 29 - Attended another steering committee meeting for the Presidential Symposium.
- August 30 - Delivered LSU Staff Pride T-Shirts to the College of Coast & Environment who ordered shirts for all of their staff members and did a live feed on Facebook.
- August 30 - Attended the Long Range Review & Planning Committee Meeting.
- September 4 - Attended the Online Accessibility Working Group. They are working towards the deadline to have everything accessible. Closed captioning for online videos was discussed. This is a huge effort for the entire university.
- September 5 – Attended the Staff Senate Executive Committee Meeting
- September 5 – Attended the Commencement Improvement Committee Meeting. There was discussion on how many days commencement should be held, what should the volunteer effort look like, logistics, enticement to volunteer and events that make it appealing for students to volunteer and making all commencements equal in importance. We want to make it a celebration. That is the very success of why we are all here. Suggestions are encouraged.
- September 5 - Attended the Student Government Meeting. Millican spoke about her role as Staff Senate President and discussed ways that we could collaborate.

- September 6 - Attended another steering committee meeting for the Presidential Symposium.
- September 6 – Stopped by Accounting Services for National Payroll Week and thanked them for making a difference as payroll staff members.
- September 7 - Attended the Board of Supervisors Meeting with President-Elect Rachel Henry. She received a copy of the proposed Fiscal Year 2019 Budget that she is happy to share upon request. She reported the following to the Board:

“I want to begin my report for Council of Staff Advisors with a thank you to President Alexander, Provost Haynie, Dan Layzell, and Board of Supervisors members for your courage and willingness to fight hard to provide merit raises for the second year in a row for LSU staff. We appreciate you recognizing how important these raises are with increased cost of living, past and projected rising insurance premium costs, as well as higher fees for staff who are part-time students pursuing degrees at the university.

Tuition exemption is a wonderful benefit at LSU, but fees can make it difficult for those in the early stages of their career and just beginning to raise a family to afford school. We know that it is most important for LSU to recruit and retain the very best students and faculty, but it is also important to the success of this university to do the same for staff. This merit increase is a step in the right direction and we believe it will help attract new staff and decrease the number of talented staff that are leaving LSU each year.

I am also encouraged by the unprecedented level of collaboration and support that exists among the governing bodies of Student Government, Faculty Senate, and Staff Senate. Thank you to Stewart Lockett and Ken McMillan for their willingness to put the goal of making this university better for students, faculty, and staff first.

With that said, Staff Senate provided volunteers for summer Commencement to improve the experience for our graduates and their families and I am happy to be working on a committee with Ken, Stewart, the President’s Office and the Registrar’s Office to make the experience an even more special celebration not only for our graduates, but for our faculty and staff too. Commencement is a day of victory for all those who work so hard to get freshmen from Move-In-Day to graduation day.

Staff Senate also organized and provided volunteers for Move-In Day and I can tell you that our students and their parents, grandparents and the other 20 or so family and friends they brought, in separate cars, to help were blown away by the level of hospitality they encountered when they arrive on campus that Sunday morning.

We also sold LSU Staff Pride T-Shirts this summer that say “I Make a Difference.” Our Provost and several departments purchased the shirts and I am happy to

report that we sold 375 of the shirts and were able to put \$3,000 into the Staff Senate Fee Scholarship, which awards staff member's scholarships to help defray some of the cost of fees to attend school. With this success, we are planning a second sale with more shirt options.

Finally, a big thank you to the LSU payroll staff who are celebrating National Payroll Week this week. I was able to stop by yesterday to thank them for making sure everyone gets paid, because that's a pretty important responsibility and to remind them that they definitely make a difference on this campus."

- September 7 - Attended a meeting with the Finance & Governmental Relations Committee Co-Chairs to discuss committee initiatives for the year.
- September 10 – Planned to attend the Staff Benefits, Policies & Development Committee Meeting but was called to a meeting to interview the first of three candidates for the newly created Associate Vice President of Public Safety position.
- September 11 – Attended the Staff Appreciation Committee Meeting. They are beginning to plan Holiday on Campus. She encouraged first year Senators to get involved by volunteering for this event this year.
- September 11 – Attended the first meeting for the Campus Climate Survey. The survey will be sent out again and compared to the last survey. She encouraged all students, faculty, and staff to complete the survey when it is sent out. The administration does review the results and comments of this poll that you will complete anonymously.
- September 14 – Planned to attend the Marketing Meeting but was called to a meeting but she is hearing good things and she plans to attend the next meeting.
- September 17 – Attended the interview of the second of three candidates for the newly created Associate Vice President of Public Safety position.

STANDING COMMITTEE REPORTS

Staff Benefits, Policies & Development

The Staff Benefits, Policies and Development Committee met on September 10, 2018.

- Former Senator Ashley Thibodeaux attended to discuss initiatives from last year.
- There was discussion of Resolution for the implementation of a University lactation policy (Resolution 17-01) and Resolution for a University wide protocol following the death of a Staff member (Resolution 17-02).
- Consolidation of the New Employee Receptions in to a single day to coincide with Staff Appreciation Week.
- Acceptance and implementation of LSU 25+ with a Mentoring Program
- Research and partial draft of a policy for tuition benefits for dependents of deceased Staff members

- There is a request that the Executive work with University Administration and Student Government to finalize dates for Staff Appreciation Week. This will allow us ample time to plan the two New Employee Receptions.
- Senator Arnold expressed concern over increased fees for staff members pursuing degrees. She pointed out that the increase works to negate the benefit of any raise.
- One senator pointed out that the current civil service merit raise system does not incentivize top earners. Currently, anyone making over the mid-point of the salary range is only eligible for a 2% raise annually. We ask the Executive Committee to refer this issue to the Governmental Relations Committee
- There is a plan to ask HRM for more clarity through the hiring process. Currently, salary ranges for professional positions are unavailable in Workday. This leads to lost time when an employee applies for a job with a salary below their current level. The information for job titles and salary ranges has been removed from the HRM website. When it was available, the information hadn't been updated since 2007.
- The committee will also explore PS-79 (Flexible Work Hours and Staffing) to see if language can be changed to encourage supervisors to effectively use flex time to the benefit of the University.

Long Range Review & Planning

The Long Range Review & Planning Committee met on August 30, 2018.

- The meeting focused primarily on implementation of Staff Senate's Strategic Plan and how it aligns with LSU's Strategic Plan.
- The committee will push for staff engagement for more visibility.
- Senator Levesque circulated a flier for a Big Buddy Program event for 2018 Day of the Mentor that the Academic Center for Student Athletes is partnering with Big Buddy to work with this program and create a day where you bring a child to work with you to show them what you do and coach them along on what they would like their career to be. It's a one day event to be held on October 26, 2018. He encouraged everyone to get involved.
- There will also be a financial literacy event that will be held for student-athletes and the speaker for that event has agreed to hold something similar for all employees on campus (free of charge). The committee will target a date either last October or early November to host on behalf of Staff Senate to help with higher visibility for the organization.
- The committee also plans on drafting a resolution calling for Staff Senate participation on all hiring committees.

SPECIAL AD-HOC COMMITTEE REPORTS

Marketing

The Marketing Committee met on September 14, 2018.

- The promotional item for the Annual Employee Benefits Fair was discussed.
- Senator Business Cards were also discussed.

- Volunteers will be needed to help at the table during the event. A sign-up sheet was circulated.
- There was discussion for a second t-shirt sale with more options to include V-necks and polo shirts. The first sale raised \$3,000n for the Staff Fee Support Scholarship fund.

Staff Appreciation

The Staff Appreciation Committee met on September 11, 2018.

- There was a discussion of past events to continue moving forward with.
- Staff Appreciation Week was discussed
- The Holiday on Campus event will be the primary focus for the fall.
- Volunteers will be needed
- The committee will meet again soon and everyone is invited to attend to help plan this signature event. Please let Senator Hope Dawan know if you are interested to be included.
- A Save the Date card will be reviewed to hand out during Fall Fest.

LIAISON REPORTS

Facility Design & Development

The Facility Design & Development Committee met on August 23, 2018.

- A planning and construction update was provided.
- The Kappa Kappa Gamma House will be reconstructed.
- Preliminary plans for the Alex Box Champions Plaza was discussed with an interactive bronze statue of Skip Bertman for photo opportunities.
- Miller Hall will be torn down to make way for a Greenhouse District.
- Memorial Tower will undergo renovations to begin in November with an expectation to be completed by September 2020.
- Development is beginning for a new Recital Hall for the College of Music & Dramatic Arts.

University Council on Gender Equity

The University Council on Gender Equity met on September 12, 2018.

- The discussed the adding a lactation tent for home Football games.
- They discussed the gender wage gap for faculty and will begin studying the wage gap for staff.
- The final details for the mentoring program is being worked out.

President Millican encouraged liaisons to begin researching information for their assignments whether it is on the website or newsletters, if they are not able to attend the meetings that are scheduled. This will help with reporting to the Staff Senate.

She also suggested for committee chairs/co-chairs to submit their reports as soon as possible after their meetings, so the meeting packet can be sent out at least 3 business days before the general meetings. Also, to please tie the reporting to the Strategic Plan so we know what has been accomplished.

IT Governance

The IT Governance Committee has met on July 17 and August 21, 2018.

- The updates to Workday was discussed.
- There was a presentation in July for Payroll billing which was approved during the August Meeting.
- There was a also a presentation regarding the I-9 remediation project which was also approved during the August Meeting.
- There was a vote for the Geaux Forward Student Update, to update their charter, which was approved.
- There is a Project Manager Update for every meeting. The three main projects are the LSU Online Student Information System with a target of \$30,000 students online, the Customer Relationship Management & Educational Advisory Board Project which was approved. The Student Workday is the main project for pending approval as they are working out some logistics.
- There was a presentation regarding Zoom which is a web conferencing solution.

OLD BUSINESS

Staff Senate Budget

Treasurer Megan Stone reported on Staff Senate Budget as of September 19, 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 Staff Senate has partnered with Student Government and Campus Federal Credit Union to host the Human Hamster Ball Activity for Fall Fest. There will be Insomnia cookies. Senator Sally McKechnie suggested cookies from Newk's as well. Senator volunteers will be needed. A sign-up sheet was circulated.

NEW BUSINESS

Annual Employee Benefits Fair

We will need volunteers to help during the fair and engage with employees as they visit our table.

Future Guest Speakers

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

ANNOUNCEMENTS

Dr. Judith Sylvester is doing a research project and she is looking for employees to fill out a survey. She will also provide lunch. Please contact President Millican if you are interested in participating soon.

LSU Police Department is offering a self-defense class. President Millican would like to open an invitation to all female staff members to attend one evening at the UREC. She will provide more details as this is being planned.

President Millican announced the current vacancies within the Staff Senate. She encouraged everyone to recruit staff members who may be interested in serving.

The promotional items were announced with some fun puns to use during the Benefits Fair.

Past-President Michelle Lowery announced that Public Safety day is happening today in on Tower Drive. There are resources for everyone.

There will be a Staff Senate Social scheduled soon.

There is a telecommuting policy being drafted that the Staff Senate may want to review.

Staff Senator Birthdays

President Tammy Millican announced that there are no Senator September Birthdays.

MOTION TO ADJOURN – With there being no more business, Member-at-Large Aaron Cherry made a motion to adjourn. The motion, seconded by Past-President Michelle Lowery, carried.

The meeting adjourned at 12:00 p.m.

Barbara Reonas, Secretary

BR/mm