

LSU | Staff Senate

MEETING MINUTES January 22, 2020

President Rachel Henry presided over the January 22, 2020, Staff Senate meeting held in the Event Room in Barnes & Noble at LSU Bookstore at 10:30 a.m.

ATTENDANCE

Executive/Administrator/ Manager

P - Millican, Tammy ('20)

P – Barbara Reonas ('21)

Professional/Non-Faculty

A/P - Braud, Jennifer ('20)

P - Clemmons, Jill ('20)

A/P- Hernandez, Kristen ('20)

P - Kimmell, Alyssa ('20)

A/P - Lemoine, Nathan ('20)

P - Stone, Megan ('20)

P - Wilson, Derek ('20)

Pr - Aslin, Jessica ('21)

P - Bickham, Trey ('21)

A/P - Bonner, Amber ('21)

P - Dawan, Hope ('21)

P - Henry, Rachel ('21)

P - Lane, Madison ('21)

P - Garner, Karen ('22)

P - Herman, Catherine ('22)

A/P - Holstein, Lindsey ('22)

P - Lee, Mark ('22)

P - Levesque, Jonathan ('22)

P - Nickerson, John ('22)

P - Roth, Nicole ('22)

Service/Maintenance

P - Matkovic, Igor ('20)

Skilled Crafts

A/P - Deshotels, Paul ('21)

Pr - Corbitt, Brent ('22)

Technical/Paraprofessional

P - Cherry, Aaron ('20)

Clerical/Secretarial

P - Salesneves, Sarah ('22)

P - Salvadras, Amber ('22)

A - Indicates Absent

P - Indicates Present

Pr - Indicates Proxy

GUESTS:

Dr. Jane Cassidy, Office of Academic Affairs

Erica Hawthorne, Office of Academic Affairs

Casey Coughlin, Campus Federal Credit Union

Jeremiah Mouton, Campus Federal Credit Union

CALL TO ORDER

The meeting was called to order by President Rachel Henry at 10:30 a.m.

ATTENDANCE

There was a quorum with two proxies noted.

PLEDGE OF ALLEGIANCE

Senator Megan Stone led the Pledge of Allegiance.

GUEST SPEAKER – SENIOR VICE PROVOST DR. JANE CASSIDY AND ERICA HAWTHORNE, OFFICE OF ACADEMIC AFFAIRS

President Rachel Henry introduced Dr. Jane Cassidy and Erica Hawthorne with the Office of Academic Affairs, as they addressed the full Senate.

Dr. Jane Cassidy thanked the Staff Senate for the invitation to speak regarding the Pregnancy and Parenting Program (PPP) at LSU. She wanted to give everyone an update on this initiative and announce what the committee has been working on for those who may not know about this program.

- The program began about 2 years ago.
- There is a federal law that states that we must provide time and space for women who are lactating.
- The committee has been one of the best committees that she has served on.
- She announced who serves on the committee from different areas of campus but would like to see a few male participants as well.
- If you know of someone who may be missing on this committee or who is interested in serving, please let her know.
- They continue to work on making our campus a family friendly place.
- The first project was to find space for lactation rooms.
- LSU now has 18 spaces that meet the federal requirements for lactation space.
- The very best rooms are in the LSU Student Union. There are some in different departments around campus that the employees in that building have been using.
- If you know of a place that is being used as lactation space, please let them know, so that information can be stored in their repository.
- LSU Facilities is making sure that supplies are in the lactation rooms.

Erica Hawthorne introduced herself and wanted to talk about the website that has been designed.

- When they began building the website, it was more of just a landing page with information about what the program was.

- As they began to learn what students, faculty, and staff needed, they built a more comprehensive website to provide information on parenting and/or lactation needs.
- The first part of the website is the faculty and staff portion which shows all the benefits that LSU offers to those who are planning to go on or return from maternity leave.
- There is also a portion where the FMLA (Family and Medical Leave Act) information and links to the necessary forms can be found.
- The way it is broken down on the website is before, during, and after pregnancy.
- This gives a true breakdown on how someone would need to plan in order to take their parental leave.
- There is a portion for breast feeding mothers who plan to come back to campus while they are breast feeding for their child.
- There is also a portion for students for information to make a plan and contact Student Advocacy to find out about more resources.
- There is also a frequently asked questions portion for those who may not want to contact someone at that point but can find generic questions and answers.
- Another portion of the website is for lactation spaces which gives a breakdown of where the spaces are on campus with a map provided
- This map also shows where game day lactation spaces can be found.
- There are also photographs of the lactation spaces, room location, any restrictions it may have, and the hours of operation.
- The room will link to the map of where it can be located on campus.
- There is a portion of the website for child care and summer camps. This listing also includes child care centers located in Baton Rouge and the surrounding area.
- There is a list of some resources listed for parents who may need additional assistance.

Q: Are there any rooms available after hours?

A: The LSU Student Union has rooms available from 7: 00 a.m. – 11:00 p.m.

Dr. Cassidy mentioned that she has spoken to Laurie Braden, Director of University Recreation who said that they would never turn away anyone who needed to pump even if they were not a member. They are open after hours as well from 5:45 a.m. – 12:00 a.m. Monday – Thursday and on Sunday. On Friday they are open until 10:00 p.m. and on Sunday they are open from 9:00 a.m. – 10:00 p.m.

Q: Is this information on the LSU Mobile App (application)?

As Senator Wilson pulled up the LSU Mobile App, only 1 place was mentioned which is Frey Computing Services Center, a building that is restricted to Information Technology Services use only. It might be useful for Pregnancy and Parenting to have its own icon on the LSU Mobile App.

A: The map is posted on that application. The settings may need to be adjusted to search for additional rooms but if they do not pull up, please let the PPP know so they can look into that.

Dr. Cassidy mentioned that as she has searched, there are not a lot of website that are linking to the PPP website, so they need to communicate to campus departments better in order to make this information more easy to find.

Q: Is there information on the website for fathers or partners?

A: Under *Students* and the *Make a Plan* page, fathers/partners can participate in making a plan. Also, when *Pregnancy Advocates* is searched, there will be some information provided.

Dr. Cassidy mentioned that over 16 trained pregnancy advocates for student support are available on campus (thanks to Tracey Blanchard). These are people to contact who have access to additional resources on Moodle.

They are now looking for the next initiative to work on. At Fall Fest, they had some great novelty items that were handed out, one of which was a small container of baby wipes. They were also at the Human Resource Management Annual Benefits Fair to make employees aware of this program. Cassidy mentioned some new initiatives that the committee has discussed such as:

- A portal for babysitters who are students with night and weekend availability.
- Possibly establishing an emergency care center for children who may be sick but there parents who may need that help whether they have obligations or their day care is closed.
- Hosting an all-day event with guest speakers, car seat installation demonstrations, and other resources for pregnancy and parenting.
- They are working on parental leave but unless the state changes the law regarding using that type of leave, we may not be able to offer that potential benefit to employees. The LSU President supports this benefit. We are hopefully that State Legislators will support this in the future as well.
- They will be sending out a survey on what resources you feel should be on campus which she hopes everyone will participate in. Please encourage your colleagues to participate as well.

Q: Is the university considering partnering with a third party to possibly build multiple daycare centers around campus since LSU is growing so rapidly?

A: The University may not invest in anything off campus but may expand what we have in place with the Early Preschool Childhood Development Center.

Q: Would Parental Leave cover adoption?

A: Yes.

Q: Can available Tutors be included on the website?

A: It is possible to create a database of LSU students who are available to provide tutoring services.

Q: Are the Lactation Rooms being tracked with regards to how busy they are? If so, is there a need to add more Lactation Rooms?

A: They are trying to keep track with a QR Code or by suggestion cards. It is not mandatory for people to check in. Past-President Tammy Millican mentioned that the lactation rooms being included on the Campus Master Plan are the ones in place and for ones to consider in buildings that do not have one. Those departments will be contacted to see if one can be made available.

Q: Why are some of the rooms locked where checking out and returning a key may be too time consuming?

A: To help with issues of those who may be using the rooms to sleep or to use to study. Millican suggested that for those who are lactating to be issued a key to a designated room for a designated amount of time to help with time constraints.

President Henry mentioned that she received some feedback from a parent who had to change his daughter's diaper and noticed that the men's restroom had no changing tables. This is something that the LSU Union plans to work on.

Dr. Cassidy encourages additional suggestions which can be sent to her at jcassid@lsu.edu. She thanked everyone for their support with this program at LSU.

APPROVAL OF THE MINUTES – December 18, 2019, Staff Senate Meeting

A motion to accept the minutes was made by Senator Megan Stone. The motion, seconded by Member-at-Large Hope Dawan, carried.

PRESIDENT'S REPORT

President Rachel Henry reviewed relevant meetings in which she was present.

- December 2019 – Executive Committee participated in the Chief Human Resource Officer (CHRO) Search Committee Interviews. Clay Jones has been selected to join the Human Resource Management Department on March 9. He will be invited to speak at a general meeting regarding his vision at LSU.
- January 7 - Attended the Staff Senate Executive Committee meeting

President Henry reached out to campus leadership this week to include the Board of Supervisors Chair, the Interim President, and the Provost in regards to speaking at a future Staff Senate meeting. Interim President Galligan and Provost Haynie have agreed, and we are working to finalize that schedule. Additionally, they are excited to speak at the New Employee Receptions to be held this spring.

President Henry announced the 2019 recipients of the LSU Foundation Outstanding Staff Service Awards who were recently recognized. She plans to send them a card as well.

LSU AgCenter
Emma Ramsey
Kara Samson
James Wicks
James “Glen” Wilson

LSU A&M
Bailey Benson
Lois Edmonds
Dorothy Kemp
Rachel Lau
Kimberly LeCompte
Tom McClure
Soula O’Bannon
Bridget Robicheaux
Vickie Thornton

President Henry advertised the APIC Committee – Administrative Process Improvement Committee. They have their first meeting this Friday. She submitted a few online forms and encouraged Senators to complete the online form if you see an administrative process that needs to be discussed for further consideration.

President Henry also mentioned that she sent 30 emails to staff members who have gone above and beyond the call of duty through campus volunteerism for events in December. She plans on sending out another 260 for staff who completed the journey to the National Championship Game. If you see staff going above and beyond the call of duty, please let her know so she can send them a note of appreciation. She would like to contribute as much as she can so that staff feel valued on campus.

LIAISON COMMITTEE REPORTS

Office of Group Benefits

Senator Karen Garner submitted an OGB Liaison Report that will be circulated once the Executive Committee approves it.

Faculty Senate

Senator Nicole Roth mentioned that Faculty Senate will have a second reading of their Resolution 19-07 for a Tuition Reduction and Fee Remission for LSU Faculty Children and Spouses on January 16, 2020. The Staff Benefits, Policies and Development Committee will be discussing a supportive resolution and to draft one similar for staff dependents only as well.

President Henry mentioned a news article referencing the LSU Faculty Senate which is pursuing an opportunity to serve on the search committee for the next President. It was expressed that

they feel very strongly that the person hired should have faculty experience, “having to lived it to lead it”.

The LSU Staff Senate Executive Committee plans on sending a letter to the Board of Supervisors requesting to serve as well.

OLD BUSINESS

Staff Senate Survey

President Henry mentioned that Staff Senate Survey Summary was included in the meeting packet. If there is something that you would like discussed, please let the Executive Committee know.

Staff Senate Mid-Year Budget

Treasurer Amber Salvadras provided a mid-year financial report to the full Senate.

NEW BUSINESS

Staff Senate Appointment

President Henry announced that the Executive Committee approved to appoint Samantha Baldrige with Residential Life to fill the Professional/Non-Faculty Category vacant seat through June 2021. Samantha has been serving on the Staff Benefits, Policies and Development Committee and the Marketing Committee and was interested in serving as a Staff Senator.

Resolution 19-02

First Reading, LSU Staff Senate Resolution No. 2019-02, Resolution of Congratulations for the National Champion LSU Football Team, Coaches and Athletic Staff, sponsored by the Staff Senate Executive Committee which reads:

LSU Staff Senate Resolution 2019-02

RESOLUTION OF CONGRATULATIONS FOR THE NATIONAL CHAMPION LSU FOOTBALL TEAM, COACHES & ATHLETICS STAFF

To congratulate the Louisiana State University Tigers football team for winning the 2019 National Collegiate Athletic Association College Football Playoff National Championship.

WHEREAS, the LSU Staff Senate wishes to recognize the outstanding performance by the student- athletes and coaches of the LSU Tigers Football team during the 2019 season; and

WHEREAS, the LSU Tigers football team won the 2019 NCAA College Football Playoff National Championship, defeating the Clemson University Tigers by a score of 42 to 25 at the Mercedes Benz Superdome in New Orleans, Louisiana on January 13, 2020; and

WHEREAS, LSU football Head Coach Ed Orgeron and his coaching staff led the Tigers football team to an undefeated record of 15-0 for the 2019 season; and

WHEREAS, LSU quarterback Joe Burrow received the Heisman Award, and is only the second LSU player in the school's history to win this prestigious award. Burrow was also awarded the AP Player of the Year, Golden Arm, Davey O'Brien Award and Maxwell Award; and

WHEREAS, individual LSU football players were awarded five national awards; and

WHEREAS, LSU wide receiver, Ja'Marr Chase, received the Biletnikoff Award; and

WHEREAS, LSU safety, Grant Delpit, received the Jim Thorpe Award; and

WHEREAS, LSU passing game coordinator, Joe Brady, received the Broyles Award; and

WHEREAS, Joe Burrow, Ja'Marr Chase, Grant Delpit and Derek Stingley Jr. were named Walter Camp All-Americans; and

WHEREAS, LSU football Head Coach, Ed Orgeron, received the AP Coach of the Year Award, Home Depot Coach of the Year Award, Eddie Robinson Coach of the Year Award and the Walker Camp Football Foundation Coach of the Year Award; and

WHEREAS, it is appropriate and fitting for the LSU Staff Senate to recognize and congratulate the entire football team, Head Football Coach Ed Orgeron and his coaching staff and the countless dedicated Athletics staff members,

THEREFORE, BE IT RESOLVED by the members of the LSU Staff Senate that the student-athletes of the 2019 LSU Football team, Coach Ed Orgeron, the coaching staff, and all Athletics staff members be congratulated for their role in LSU winning the NCAA College Football Playoff National Championship.

Approved by the LSU Staff Senate on January 22, 2020.

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

A motion to approve the resolution as read was made by President-Elect Jonathan Levesque. The motion, seconded by Past-President Tammy Millican, carried with no abstentions.

Microsoft Teams

Senator Nicole Roth mentioned that a group account has been approved and created for the LSU Staff Senate. This is a great tool to use so that your email does not become inundated with Staff Senate and committee related emails. This will eventually replace Skype for Business. Everyone was encouraged to download and set-up on their desktop and phone. Each Committee has their

own group within the Staff Senate Account. Documents can be downloaded and shared within those groups.

Future Guest Speakers

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

ANNOUNCEMENTS

Thank you Cards

President Henry read a Thank you card for donations sent on behalf of Staff Senate from the Gift Fund to former Senator Lynn Nahmen's whose father passed away and Past-President Lynn Livingston whose father also passed away. Former Senator Kathryn Lovesless's mother recently passed away as well. A donation has been made in her memory and a card was circulated for everyone to sign.

Staff Senator Birthday

President Rachel Henry announced the following birthday:

- Past-President Tammy Millican celebrated her birthday on January 5.
- Treasurer Amber Salvadras celebrated her birthday on January 8.
- President Rachel Henry celebrated her birthday on January 15.
- Member-at-Large Hope Dawan celebrated her birthday on January 15.
- Senator Barbara Reonas will celebrate her birthday on January 27.

Happy Birthday!

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

The meeting adjourned at 12:00 p.m.

Trey Bickham, Secretary

TB/mm