

## STAFF SENATE MEETING MINUTES July 17, 2019

President Rachel Henry presided over the July 17, 2019, Staff Senate meeting held in the Capital Chamber Room (329) in the LSU Student Union at 10:30 a.m.

### ATTENDANCE

#### SENATORS

##### Executive/Administrator/ Manager

P - Millican, Tammy ('20)  
Pr – Barbara Reonas ('21)

##### Service/Maintenance

A - Matkovic, Igor ('20)

##### Professional/Non-Faculty

P - Braud, Jennifer ('20)  
P - Clemmons, Jill ('20)  
P - Hernandez, Kristen ('20)  
P - Kimmell, Alyssa ('20)  
A - Lemoine, Nathan ('20)  
P - Stone, Megan ('20)  
P - Wilson, Derek ('20)  
P - Aslin, Jessica ('21)  
A - Banks, LaKisha ('21)  
P - Bickham, Trey ('21)  
P - Bonner, Amber ('21)  
P - Dawan, Hope ('21)  
P - Henry, Rachel ('21)  
P - Lane, Madison ('21)  
P - Garner, Karen ('22)  
P - Herman, Catherine ('22)  
P - Holstein, Lindsey ('22)  
A - Lee, Mark ('22)  
P - Levesque, Jonathan ('22)  
P - Nickerson, John ('22)  
P - Roth, Nicole ('22)

##### Skilled Crafts

P - Deshotels, Paul ('21)  
P - 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:**

Catherine David, Residential Life  
Becca Hubbard, Enrollment Management  
Michelle Carter, Office of Multicultural Affairs  
Beth Bates, LSU Online  
Stephanie Barr, LSU Online  
Madeline Gary, LSU Auxiliary Services  
Brennan Morris, LSU Auxiliary Services  
Casey Coughlin, 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 one proxy noted.

## **PLEDGE OF ALLEGIANCE**

Senator Amber Bonner led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – June 19, 2019, Staff Senate Meeting**

A motion to accept the minutes was made by President-Elect Jonathan Levesque. The motion, seconded by Senator Kristen Hernandez, carried.

## **GUEST SPEAKER – CATHERINE DAVID, RESIDENTIAL LIFE BECCA HUBBARD, ENROLLMENT MANAGEMENT**

President Rachel Henry introduced Catherine David with Residential Life and Becca Hubbard with Enrollment Management and thanked them for speaking to the Senate.

Catherine David thanked the Staff Senate for the invitation to speak today about Welcome Week which will start off with Move-In Day.

LSU will welcome well over 6,000 incoming freshman this year. LSU plans to have a record setting class with the help of Enrollment Management. She encouraged everyone to volunteer on Move-In Day scheduled on Saturday, August 17, 2019. They have shifts beginning at 7:30 a.m. - 11:00 a.m. and 11:00 a.m. – 3:00 p.m. David will forward the online links regarding Move-In Day to the Staff Senate Office to share with the full Senate. There are roles for everyone that includes greeting guests, moving boxes, holding doors, directing traffic and more. Please share with your colleagues. Everyone is welcome. The LSU Staff Senate is welcome to volunteer as a group at one of the residential halls.

Becca Hubbard also thanked the Staff Senate for the invitation to speak today. There have been some structural changes with regards to Welcome Week. She presented a model for strategic enrollment management. Academic support and orientation fall within Enrollment Management. Their goal is 87% retention and 75% graduation which is what LSU has set as a 5 year goal. With this goal in mind that they have made some changes because LSU needs to do a better job at supporting our students throughout their entire academic experience at LSU.

The retention model was presented with student success in mind. Basic retention research tells us that academic integration and social integration are key. Students need to be connected to their peers and the resources that are offered in order to become successful students. Enrollment Management has broken this down into three pillars which are the academic, social, and residential pillars. The first part of this change effort started with overhauling orientation based upon best practices around the country and various survey results.

The feedback received was that students felt like orientation was chaotic. They wished that they had scheduled earlier in the day, as scheduling makes them the most anxious and so that they could enjoy the rest of orientation and connect with their peers. To that end, they felt rushed and that they couldn't bond with their fellow classmates. Enrollment Management took a look at that and changed it.

LSU has changed their orientation model which will be the one day of orientation and seven days of Welcome Week. Student success is at the core of everything we do and they have to believe it. What we sell them in the recruiting process and getting them to come here has to be the institution when they show up. We have shift from the old approach where we give them so much information all at once and then they never get it again. We have moved to this thoughtful way layering of information to introduce students periodically to information that we know will help them be successful here.

Hubbard shared the orientation schedule that took place during the summer which included advising with the senior colleges which happened earlier during the day. They also held a student success tour. Students get a regular campus tour when they come here but the student success tour focused on eight places on campus that can help them be successful such as the Student Health Center, Financial Aid, the Bookstore and the Shell Tutorial Center to name a few. They also held a student success panel for parents who had questions which received great feedback.

Welcome Week begins with Move-In Day on Saturday, August 17, 2019. In the past, there were no mandatory sessions and sessions that overlapped where a student could not attend both. They had to be very intentional with planning for the week which is really focused on academic success. She shared the schedule that begins on Saturday with some fun events planned. On Monday, August 19, 2019, the day will begin with Convocation which will be held in the PMAC. Then students will be broken into smaller groups for a weeklong half day curriculum. About 400 volunteers will be needed to help guide these groups during this week and will be trained on the material to discuss with students. Each afternoon, there will be lots of events planned for students to attend. The evening events will be more social for students to be able interact.

Q: What are the affinity groups?

A: These groups are generated from clubs or organizations which would like to highlight their efforts that will hold meetings on some of the afternoons during Welcome Week. If any group would like to organize a small event, contact Valeria Washington who is handling the affinity groups.

Q: The morning sessions from 9 a.m. – 12 p.m., is that for every day that week?

A: Tuesday – Friday, due to Convocation scheduled Monday morning.

Q: Has Enrollment Management reached out to Department Heads for support on allowing employees to volunteer for every morning that week?

A: This request comes from the highest authority of the campus who supports employees who want to volunteer.

Q: Regarding the goal set of 75% graduation rate and 85% retention rate, can you discuss the difference and where we currently stand?

A: For retention, they examine whether the students who are enrolled by the 14<sup>th</sup> class day return for their second year. With that statistic in mind, retention compares the first and second year. LSU is currently at 83.7%, and our goal is to get to 85% this year and 87% the next year, holding steady with significant enrollment increases over the next several years. The graduation rate is a 6 year rate, which measures whether students graduate within 6 years. LSU is currently at 67%. If we can get to 75%, that would be huge but it is easier to impact the retention rate more than the graduation rate due to the timespan that it takes to make that impact.

Q: Does graduation from any university count towards LSU's graduation rate for incoming freshmen?

A: No. The students must graduate from LSU in order for them to count towards LSU's graduation rate.

## **PRESIDENT'S ADDRESS**

"I am a firm believer that if something truly bothers you, it is your responsibility to do the work to fix it. I have spent my 13 years on campus working on the things that bother me. From picking up trash to igniting University-wide policy improvement, my focus had always been on the things that bothered me. As your Staff Senate President, I invite you to share your challenges, your observations, and your needs because I am ready to work for you. I do not shy away from work that is hard, uncomfortable, risky, or inconvenient. I welcome the opportunity to ask the necessary questions, put in the required efforts, and celebrate the expected victories.

I aspire to affect and facilitate positive change on this campus for ALL staff. I will work toward altering the momentum towards better solutions. I will use this position as a platform to advocate for necessary changes to policies and resources, to push for better staff representation on critical committees and initiatives across campus, and to create more professional development and recognition opportunities for all staff, not just some. Our charge, as LSU Staff Senate, is to advocate, create awareness, and show appreciation. In addition to those charges, I encourage you to consider engagement as an additional goal. I implore you to engage with Staff Senate as often as your schedule allows because no one achieves anything alone. I want to increase our engagement efforts with other campus organizations to include various caucuses and both Faculty Senate and Student Government because only together will we truly impact positive change. And I want to increase our engagement efforts with campus leadership proving that we are an undeniable resource to achieving the University's strategic plan and mission.

*"If I seem too passionate, it's because I care. If I come on strong, it's because I feel strongly. And if I push too hard, it's because things aren't moving fast enough."*

Though a fictional character, I have spent my career at LSU striving to work and behave like my personal hero, Leslie Knope. Her dedication, positivity, work ethic, and tenacity are qualities that I hold in high regard creating a standard I might never achieve but strive to anyway. In the series finale, she quotes Theodore Roosevelt by saying, "the best prize life has to offer is a chance to work hard at work worth doing." She adds that what makes work worth doing is getting to do it with people you love. Through my time on this campus, both as a student and a professional, I have developed a love for the people of LSU. I am excited about the opportunity to work hard at work worth doing both with and for you. So in closing, I invite you to bother me with what bothers you, so we can get to work!"

## **PRESIDENT'S REPORT**

President Rachel Henry recapped relevant meetings at which she was present.

- June 25 - Attended a Tiny Tigers Meeting with Past-President Tammy Millican.
- June 26 - Attended the Staff Senate New Member Orientation.
- June 27 - Attended the Council of Staff Advisors Meeting.
- July 3 - Attended the Staff Senate Executive Committee meeting.
- July 12-14 – Over 100 different staff members worked on campus during Hurricane Barry to make sure the LSU remained safe. President Henry emailed each employee a letter of appreciation for their service on behalf of Staff Senate.

- PS-63 – Protocol for the Death of an LSU Employee has circulated through upper administration as well as general council. It is currently circulating among Deans and Vice Presidents before its final stop for Presidential Approval. We have been given every expectation that the policy will be done and in place for the start of the fall semester.
- President Henry reported that she has been in contact with President Alexander, Provost Haynie and Human Resource Management to hold regular meetings with the Executive Committee. She has also reached out to the Latin X, Black Faculty & Staff Caucus, the LGBTQ+ Faculty & Staff Caucus and Student Government about engagement and partnership opportunities.
- President Henry reported that she reached out the LSU Foundation regarding the Professional Development Fund that was recently created to establish the logistics of the fund.

President Henry presented Senator Derek Wilson with a gift from the LSU Staff Senate congratulating his family on the arrival of Camilla Gabrielle Alina Marie Wilson.

## **OLD BUSINESS**

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

The Staff Senate Executive Committee is still working on the final draft of the resolution for Jeffrey Campbell. Past-President Tammy Millican wants to ensure that all of the LSU departments where he worked are included. Once that is completed, she will submit the resolution to the Executive Committee to circulate to the full Senate for review and approval.

### **Resolution 19-03 in Support of Faculty Senate Tobacco Resolution**

President Henry announced that the Executive Committee is still working on the final draft of the resolution for the full Senate to review. Once that resolution is drafted, she will submit circulate for review and approval.

## **NEW BUSINESS**

### **Resolution 19-04 in Support of Staff during the Fiscal Year 2020 Budget Development**

**First Reading, LSU Staff Senate Resolution No. 19-04, In Support of Staff during the Fiscal Year 2020 Budget Development, sponsored by the LSU Staff Senate**

Read by President Rachel Henry

**WHEREAS**, one of the primary charges of the LSU Staff Senate, the elected representative body for staff members, is to advocate for staff and to voice matters of importance and concern to administration; and

**WHEREAS**, LSU staff are an essential component to the success of the institution, serve students and faculty in innumerable ways, and directly contribute to the institution's continued success; and,

**WHEREAS**, rewarding professional staff with a third year of merit-based increases is unlikely which could negatively impact retaining a skilled, experienced, quality-driven and productive workforce on the LSU campus; and

**WHEREAS**, reductions in budgetary expenditures as well as limitations in hiring are to be expected for the upcoming fiscal year to ensure the University's overall budget; and,

**WHEREAS**, staff could be significantly impacted by those reductions and limitations in ways of eliminated positions, heavier workloads, longer work hours, increased pressures, and workplace stress.

**THEREFORE**, be it resolved, the LSU Staff Senate hereby encourages LSU administration to voice support for staff during the Fiscal Year 2020 Budget Development process ensuring a protection of staff positions and resources. In addition, LSU Staff Senate encourages LSU administration to provide campus-wide updates throughout the process to limit the spread of misinformation and cause unnecessary stress for faculty, staff, and students, 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; Tyler Kearny, Interim Vice President of Human Resource Management; Kenneth McMillin, Faculty Senate President; Ashley Gautreaux, Council of Staff Advisors Chair; and William Jewel, Student Government President.

Please send suggestions of anything further to include. An updated draft will be sent out to the full Senate to review before the second reading during the August meeting where we will then take a vote.

### **Committee Assignments**

President Henry announced that a list of committees was included in the meeting packet for review. Committee sign-up will be sent out electronically through TigerLink to make preferred selections. The deadline to complete the form is July 30. The Staff Senate Executive Committee will meet to create the committee assignments for the year and circulate to the full Senate.

### **Staff Senate Apparel**

Staff Senate Administrative Coordinator Melonie Milton announced that the Staff Senate has opened orders for Staff Senate apparel. A sign-up sheet was circulated during the meeting.

### **Staff Senate Budget**

Treasurer Amber Salvadras provided a financial overview and mentioned some of the projected expenses for the year.

## **Senator Gift Fund**

Treasurer Salvadras also announced that the Staff Senate Gift Fund was implemented to recognize certain events for Senators and former Senators that may happen throughout the year. The guidelines for giving were mentioned, and Senators were asked to donate \$20 each to the fund for the year.

## **Summer Commencement**

President-Elect Jonathan Levesque announced that the Staff Senate will help with volunteers for Summer Commencement on August 2, 2019.

Volunteers are needed from 7:00 a.m. to 12:00 p.m. to shuttle guests in golf carts and to hand out water and provide Information, if needed.

This is a great day of service to LSU! This is a good way for Senators to get involved in a major event on campus.

The sign-up link will be circulated to the full Senate this afternoon from the Staff Senate Office. Some of the Campus Federal Credit Union staff will supply a few volunteers as well.

## **Student Move-In Day**

President Henry announced that the Staff Senate would also like to help with volunteers for Student Move-In Day on Saturday, August 17, 2019.

Volunteers are needed to move boxes, direct traffic, answer questions at information booths, hold doors open, greet families and more. The shifts are from 7:00 a.m. – 3:00 p.m. with lunch provided. Every volunteer will be given a free t-shirt, which they will be required to wear to help identify them as a volunteer for LSU.

When signing-up, please list Staff Senate as your organization, so Senators will be placed at the same location which will be Cedar Hall this year.

Deadline to register online is July 31, at:

[http://lsu.qualtrics.com/jfe/form/SV\\_b1olaPz2eJB3OVn](http://lsu.qualtrics.com/jfe/form/SV_b1olaPz2eJB3OVn).

## **Senator's Photograph**

Staff Senate Administrative Coordinator Melonie Milton announced that if anyone needs a professional photograph headshot for the Staff Senate website, time blocks have been scheduled on July 22, from 2:00 p.m. – 4:00 p.m. and July 23, from 9:00 a.m. – 11:00 a.m. Senators should contact Melonie Milton to let her know if they would like to be included.

## **Future Guest Speakers**

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

## **ANNOUNCEMENTS**

### **Staff Senator Birthday**

President Rachel Henry announced that Senator Jessica Aslin celebrated her birthday on July 16, Senator John Nickerson also celebrated his birthday on July 16 and Senator Lindsey Holstein will celebrate her birthday on July 22. Happy Birthday!

**MOTION TO ADJOURN** – With there being no more business, Past-President Tammy Millican made a motion to adjourn. The motion, seconded by Senator Aaron Cherry, carried.

The meeting adjourned at 12:00 p.m.

Trey Bickham, Secretary

TB/mm