

LSU | Staff Senate

MEETING MINUTES November 20, 2019

President Rachel Henry presided over the November 20, 2019, 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)
A – Barbara Reonas ('21)

Service/Maintenance

P - Matkovic, Igor ('20)

Professional/Non-Faculty

P - Braud, Jennifer ('20)
P - Clemmons, Jill ('20)
P- Hernandez, Kristen ('20)
Pr - Kimmell, Alyssa ('20)
A - Lemoine, Nathan ('20)
P - Stone, Megan ('20)
P - Wilson, Derek ('20)
Pr - Aslin, Jessica ('21)
A - Banks, LaKisha ('21)
Pr - Bickham, Trey ('21)
P - Bonner, Amber ('21)
P - Dawan, Hope ('21)
P - Henry, Rachel ('21)
Pr - Lane, Madison ('21)
P - Garner, Karen ('22)
Pr - 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

A - 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:

Mallory Casseri, LSU Student
Katie Casseri, E. J. Ourso College of Business
Olivia Cassin, Office of Enrollment Management
Lexi Hardman, Office of Enrollment Management

Brandon Persica, LSU Student
Falen Johnson, Early Childhood Education Laboratory Preschool
Dr. Amy Ordeneaux, Student Health Center
Joshua Ordeneaux, LSU Student
Patrick Bailey, Department of Residential Life
Renee Renegar, LSU Online
Niki Norton, Human Resource Management
Samantha Baldridge, Department of Residential Life
Casey Coughlin, Campus Federal Credit Union
Roxane Berthelot, 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 five proxies noted.

PLEDGE OF ALLEGIANCE

Senator Aaron Cherry led the Pledge of Allegiance.

SCHOLARSHIP AWARDS PRESENTATION

President Rachel Henry recognized the recipients of the 2019-2020 Staff Senate Fee Support Scholarship Award for staff employees.

Fall 2019 Recipients for Undergraduate Degrees

Patrick Bailey
Megan Collins

Fall 2019 Recipients for Graduate Degrees

Falen Johnson
Olivia Cassin

President Rachel Henry recognized the recipients of the 2019-2020 Staff Senate Scholarship Award for dependents of staff employees.

Mallory Casseri: her mother, Katie Casseri works with E. J. Ourso College of Business.

Brandon Persica: his father, Manuel Persica works with the College of Agriculture.

Joshua Ordeneaux: his mother, Dr. Amy Ordeneaux works with the Student Health Center.

Sydni Tibbitts: her mother, Tammie Tibbitts works with the Veterinary Teaching Hospital.

President Henry announced entering into the 61st year of its annual program, the Louisiana Civil Service League has announced the recipients for the 2019 Charles E. Dunbar, Jr. Career Service Award. Since inception of the program, more than 800 classified public employees have been awarded the Dunbar Career Service Award. Recognizing the tremendous contributions made to the state of Louisiana by classified employees

The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. The Civil Service League bestows the award on local, state and municipal civil service employees who distinguish themselves through unselfish service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative and volunteer community service.

The award is named after the founder of the League, Charles E. Dunbar, Jr., who is responsible for spearheading the effort to establish a classified workforce that would be governed through merit system principles.

Staff Senator Igor Matkovic has been named as one of the recipients this year. He was the only one this year who received all 20 of judges unanimous votes.

GUEST SPEAKER – NIKI NORTON, HUMAN RESOURCE MANAGEMENT

President Rachel Henry introduced Niki Norton with Human Resource Management, as she addressed the full Senate.

Niki Norton announced that Human Resource Management has partnered with Digital and Continuing Education who have been working diligently for about a year now to introduce a pilot program for discounted tuition for online degree programs only. This program will begin in January 2020 with a discount of 70%. Employees will be responsible for 30% of the tuition cost and fees. This program is for LSU A&M employees who are 100% full time effort, have to be in good standing with the university, and have approval from your supervisor to enroll. Employees will have to maintain a 2.0 grade point average per term and must be continuously enrolled.

Within the LSU Strategic Plan, Human Resource Management wanted to incorporate how they could do career enrichment for LSU employees. This is one of those pillars that aligns with that mission. Any employee who is enrolled in this program beginning in January 2020 and decides to leave LSU during their program, will have some type of payback owed to LSU which will be outlined in the policy. If anyone has any questions, please reach out to Human Resource Management or the Office of Enrollment Management.

Niki Norton also announced that the Fair Labor Standards Act has changed. HRM has sent out notification to Deans, Directors and Department Heads of a change that will take effect on January 1, 2020. The Department of Labor has changed the threshold of salaried employees from \$23,660 to \$35,568. HRM has been working with the administration to adjust impacted employees' profiles in Workday accordingly. For those employees who may be affected, they will have to pass a duties test to make sure that they are still in line with the Department of Labor Standards on what classifies as salaried exempt individuals. Employees whose positions do not fit that criteria are being converted from salaried to hourly and would become eligible for overtime compensation. HRM held a workshop yesterday during which only 20 of the 150

impacted employees were in attendance. HRM has replied on department heads to get this information out to those who would be affected. They will hold another Workshop tomorrow as well scheduling additional workshops in December to help get the word out for employees who may be affected.

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

A motion to accept the minutes was made by Senator Amber Bonner. The motion, seconded by Senator Kristen Hernandez, carried.

PRESIDENT'S REPORT

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

- October 17 – the LSU Staff Senate and representatives from the Pregnancy and Parenting Program hosted a table at the Human Resource Management Annual Benefits Fair.
- October (late) – the Executive Committee attended several candidate interviews for the Dean of Humanities and Social Sciences. Dean Troy Blanchard has been named and will take that role in early December.
- October (late) - Attended several interviews for the Director of Parking and Transportation Services. A candidate has been suggested to that hiring Manager.
- November 5 - Attended the Staff Senate Executive Committee meeting.
- November 5 – The Staff Senate Executive Committee attended their monthly meeting with Dan Layzell.
- November 7 – Attended the LGBTQ+ Caucus Meeting as a guest.

President Henry announced some upcoming events that will be hosted by the Office of Multicultural Affairs. MLK Day of Service is scheduled on January 20. The MLK Commemorative Program will be held on January 21, with Keynote Speaker Yusef Salaam who was among the Central Park Five. The annual Martin Luther King Candlelight Vigil will be held on January 22, with the Performing Arts Night in the Union Theatre to follow.

- November 7 - Attended the Mobility Implementation Committee Meeting.
- November (Mid and currently) – Attending candidate interviews for the Dean of the College of Human Sciences and Education.
- November 11 – She sent emails to upper administration challenging them to purchase Thanks-a-Grams. She will send them a Thank you once the orders are finalized.

- November 18 – Attended a meeting with Jim Sabourin, Vice President of Strategic Communications. He hopes to speak at an upcoming meeting once he develops his vision.

President Henry announced that she received some feedback regarding the Information Technology Services phishing test. She shared that feedback with administration that it was ill timed and tone deaf. They agreed and instituted a vetting process with individuals outside of ITS, so this does not happen again moving forward.

President Henry announced that she has received some feedback regarding the annual employee mandatory online training that are required. Some employees who may not have access to a computer or their work time may not allow them to complete this training. HRM has set-up some computer stations on campus and will provide in-person training for those employees who need help.

President Henry also sent out over 100 Thank you emails to staff members who helped with events on campus throughout the month of October.

STANDING COMMITTEE REPORTS

Finance and Governmental Relations

The Finance and Governmental Relations Committee met on November 12, 2019. The report was included in the meeting packet for review.

Long Review and Planning

The Long Range Review and Planning Committee met on October 24, 2019. The report was included in the meeting packet for review. The committee is reviewing the Constitution and Bylaws for any revisions needed this year.

Staff Benefits, Policies and Development

The Staff Benefits, Policies and Development Committee met on November 12, 2019. The report was included in the meeting packet for review. Some initiatives were mentioned that include Crisis Leave, Parental Leave and the New Employee Receptions.

AD HOC COMMITTEE REPORTS

Staff Appreciation

The Staff Appreciation Committee met on October 24, 2019. The report was included in the meeting packet for review. Holiday on Campus will be held on Tuesday, December 3, 2019, from 6:00 p.m. – 8:00 p.m. in the LSU Student Union in conjunction with the Holiday Spectacular. Some updates regarding the event were mentioned.

Scholarship Committee

Past-President Tammy Millican announced that the Scholarship Committee has been busy with the Thanks-a-Gram sale. Our goal was to sell 1,000 candy grams, and as of this morning, we have sold 956. If anyone would like to purchase Thanks-a-Grams to help us reach our goal, please let us know. The LSU Ambassadors have agreed to help us assemble and deliver the orders received.

The committee is also preparing for the Holiday Decorating Contest. The theme this year is *A Holiday Story with Mike the Tiger*.

The committee is also working on changing the application and awarding process for next year.

LIAISON COMMITTEE REPORTS

Black Faculty and Staff Caucus

The Black Faculty and Staff Caucus met on November 6, 2019. The report was included in the meeting packet for review. Senator Hope Dawan mentioned some upcoming events:

- Volunteers are needed for the Black Scholars Program that will be held in the spring.
- December 6, 2019, at 7:00 p.m. – Black Faculty and Staff Caucus Gala will be held at the LSU Business Education Complex Rotunda. Tickets are still available.

Faculty Senate

The Faculty Senate met on October 29, 2019. The report was included in the meeting packet.

- Board of Supervisors approved the 2021 budget for academic cost of living increases but the current budget does not support any cost of living increases.
- Slow progress is seen in the Mainframe system updates and the lack of security in Workday. Dr. Warner will be presenting to faculty senate in November.
- Search for the Chief Human Resource Officer is still under way.

Office of Group Benefits

The Office of Group Benefits met on September 27, 2019. The report was included in the meeting packet. Their meeting minutes have not been released as of yet. OGB does caution their members against scams from individual going door-to-door claiming to be OGB representatives which they do not do.

OLD BUSINESS

Staff Senate Survey

President Henry mentioned that Staff Senate Survey Summary drafted by Secretary Trey Bickham was included in the November Meeting Packet for review. This summary highlights

the results and the Executive Committee would like to open the floor each month to discuss specific related items.

Committee work and retention were areas of concern for the respondents.

- Two Senators were dissatisfied with the work completed in their committees, while five were indifferent in terms of satisfaction with their committees' work accomplishments.
- One-fifth of the respondents stated that they probably would not seek reelection upon their term expiration, while a sixth of the respondents were indifferent in terms of seeking reelection. This implies that almost two-fifths of the Senators were, at best, indifferent towards seeking reelection.
- Only 15 of the 18 Senators responded to the question of whether they would be willing to join the Executive Committee. Three-fifths of the 15 would be willing to join the Executive Committee. Of the two-fifths who would not be willing to join, the respondents cited work constraints as the reason for not wanting to join.
- Fifteen of 17 Senators reported that they had read the Staff Senate Constitution/Bylaws.

President Henry opened the floor for discussion regarding any of the key findings to make committee work more productive.

Treasurer Amber Salvadras mentioned that although the Marketing Committee did not meet last month, she is excited that committee members were able to communicate by email for feedback on the next LSU Staff t-shirt sale. Every committee member has been engaging while working on this initiative.

President Henry asked if there would be a benefit to a project management system to help committee members to communicate better. Senator Nicole Roth suggested Microsoft Teams which is offered throughout Microsoft 365. This will also help with Senators who may not have access to the Staff Senate Shared Drive. Zoom and other platforms were also discussed as potential project management system options.

President-Elect Jonathan Levesque asked whether the full Senate feels that we struggle with the direction of the committee work and with developing goals and a unified message. Senator Nicole Roth mentioned that having input from other Senators who have been on Senate would be beneficial. Past-President Tammy Millican mentioned that in the past previous Chairs/Co-Chairs attended the first committee meeting the following year to discuss what they worked on or where things may have left off for a continuation of initiatives. If anyone needs help with their committee initiatives and goals or scheduling those meetings, please reach out to the Executive Committee for some help.

Past-President Millican mentioned that committee chair ship is a good way to learn if interested in serving on the Executive Committee in the future. Senator Kristen Hernandez would like to see the committee sign-up or make-up review to look at the committees that may have more initiatives than others. She has noticed that the same Senators have been working on the same committees where initiatives are heavier than others. Senator Megan Stone mentioned that Finance and Governmental Relations is not heavy with charges and that we could assign a liaison as a representative instead. If anyone has any additional feedback, please reach out to President Henry.

Staff Senate Budget/Gift Fund

Treasurer Amber Salvadras provided a financial overview of the Staff Senate Accounts. Senators were asked to contribute to the Staff Senate Gift Fund.

Past-President Renee Pierce (2003-04) received the donation sent on behalf of her husband passing away and sent a thank you note that was read to the full Senate.

NEW BUSINESS

December Meeting and Potluck

The December Meeting will be held on December 18. The Potluck Luncheon was circulated for Senate for participation.

Future Guest Speakers

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

ANNOUNCEMENTS

Staff Senator Birthday

President Rachel Henry announced the following birthday:

- Senator Aaron Cherry celebrated his birthday on November 7.
- Senator Megan Stone celebrated her birthday on November 17.

Happy Birthday!

MOTION TO ADJOURN – With there being no more business, Senator Karen Garner made a motion to adjourn. The motion, seconded by Senator Brent Corbitt, carried.

The meeting adjourned at 12:00 p.m.

Trey Bickham, Secretary

TB/mm