

LSU | Staff Senate

MEETING MINUTES February 19, 2020

President Rachel Henry presided over the February 19, 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)

Service/Maintenance

A - Matkovic, Igor ('20)

Professional/Non-Faculty

P - Braud, Jennifer ('20)
Pr - 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)
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)
A - Holstein, Lindsey ('22)
A - Lee, Mark ('22)
P - Levesque, Jonathan ('22)
A - Nickerson, John ('22)
Pr - Roth, Nicole ('22)

Skilled Crafts

A - 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:

Quinneka Lee, Residential Life
Susannah Knoll, Faculty Senate
Brian Ainsworth, Campus Federal Credit Union
Hollie Bishop, Campus Federal Credit Union
Roxane Berthelot, Campus Federal Credit Union
Student Government Representative

Jonathan Levesque, Jr.

CALL TO ORDER

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

ATTENDANCE

There was a quorum with three proxies noted.

PLEDGE OF ALLEGIANCE

Senator Madison Lane led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – January 22, 2020, Staff Senate Meeting

A motion to accept the minutes was made by Senator Barbara Reonas. The motion, seconded by Senator Megan Stone, carried.

PRESIDENT'S REPORT

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

- January 24 - Attended the Administrative Process Improvement Committee meeting.
- February 6 - Attended the Staff Senate Executive Committee meeting.
- February 11 – The Staff Senate Executive Committee attended a meeting with Interim President Thomas Galligan.
 - The committee introduced him to our mission, as well as recent wins and ongoing and upcoming initiatives.
 - He encouraged us to keep pushing for representation on critical hiring committees.
 - He anticipates being in the Interim President role for about 6 to 8 months but he is not privy to the Board of Supervisors conversation regarding the future of the administration.
 - With regards to legislation, he shared the priorities of the University which include funding for mandated costs, deferred maintenance, capital projects, and the potential for staff and faculty merit raises. Additionally, the University seeks to renew its fee authority which allows the University to set its own fees without approval from the Legislature.
 - LSU Day is scheduled to be held Wednesday, April 22, 2020. Chris Vidrine, Interim Associate Vice President of Governmental Relations & Public Policy is scheduled to meet with the Executive Committee on March 3, 2020, to develop a plan on how staff can get involved.
 - Interim President Galligan seemed excited to participate in our New Employee Receptions and Staff Appreciation Week.

- He has been invited to guest speak during the April General meeting.
- February 14 - Attended the second Administrative Process Improvement Committee meeting with Senator Barbara Reonas.
- February 17 - Attended a meeting with representatives from the LSU Foundation and Faculty Senate to discuss the Excellence and Enrichment Fund which can be used for staff and faculty professional development. President Henry is in the process of drafting the framework for that award. The Staff Senate will have 3 representatives on a committee to determine who will receive the biannual award.
- February 17 – The Staff Senate Executive Committee attended a meeting with Provost Stacia Haynie.
 - The committee discussed ongoing and upcoming projects and initiatives.
 - She seemed excited to participate in our New Employee Receptions and Staff Appreciation Week.
 - She has also been invited to guest speak during the April General meeting.
 - Provost Haynie shared that LSU is currently on target to reach the goal of a 5% increase in the size of the incoming Fall 2020 class. These incoming students should also meet or exceed quality and diversity targets.
 - Retention is currently up as well.
 - LSU Online is 8% ahead of last year and is hitting all the necessary metrics.
 - EAB is an advising application that students are using and is set to roll out university-wide in the fall. President-Elect Jonathan Levesque highly recommended this application for and reported end-user success in the Cox Center for Student-Athletes.
 - We can also anticipate enhancements to Welcome Week and Move-In Day.
 - The expectation for volunteers across campus will also be communicated in the upcoming weeks.
 - There is currently a scholarship and fundraising audit related to the recruiting and retention of incoming students. Faculty are currently reviewing and revising undergraduate curricula across the University.
- President Henry sent a follow-up email to Board of Supervisors Chair Mary Werner extending an invitation to attend a general meeting. She received a reply from a staff member in her office who would touch base with Werner once she returned to the office. We are waiting for confirmation.

President Henry also mentioned that she sent over 300 emails to congratulate staff members for various accolades to include athletic staff who put in a lot of effort supporting the football program, the LSU Library staff for being awarded a grant, and the Center for Academic Success staff for receiving a national award.

STANDING COMMITTEE REPORTS

Long Range Review and Planning

The Long Range Review and Planning Committee met on January 28, 2020. The report was included in the meeting packet for review.

The committee discussed Constitutional Amendments needed to help with recruitment of Senators from various areas of campus within the Classified, Professional, and Non-Academic classification instead of using the EEO Categories. The amendments suggested are as follows:

AMEND: Article III Section 2. Senate Membership

Currently reads:

Section 2. Senate Membership

The LSU Staff senators will be elected by the various categories of non-faculty employees, as defined by the University's Office of Human Resource Management. There will be one senator representing every 100 employees, with a minimum of two senators from each category. If the final count is less than 100 but greater than 66, an additional senator will be elected from that category.

Proposed Change Option 1:

Note: Proposed changes are both underlined and italicized.

Section 2. Senate Membership

The LSU Staff senators will be elected by the various groups of non-faculty employees, currently defined as "Classified, Unclassified, and Other Academic" by the University's Office of Human Resource Management.

There will be one senator representing every 100 employees, with a minimum of two senators from each Group. If the final count is less than 100 but greater than 30, an additional senator will be elected from that group.

There shall be one Staff Senate Member-at-Large elected by members of all non-faculty employee groups.

Impact:

The committee believes the changes below will help to reduce vacant senatorial positions.

Projected Staff Senate membership positions shall consist of:

10 senators representing Classified employees, 25 Senators representing unclassified employees, 1 at-large, and 2 senators representing Other Academic (Executive/Administrative/Managerial)

Total Senate population: 38

Proposed Change Option 2:

Note: Proposed changes are both underlined and italicized.

Section 2. Senate Membership

The LSU Staff senators will be elected by the various groups of non-faculty employees, currently defined as "Classified, Unclassified, and Other Academic" by the University's Office of Human Resource Management.

There will be one senator representing every 75 employees, with a minimum of two senators from each Group. If the final count is less than 75 but greater than 30, an additional senator will be elected from that group.

There shall be one Staff Senate Member-at-Large elected by members of all non-faculty employee groups.

Impact:

The committee believes the changes below will help to reduce vacant senatorial positions.

Projected Staff Senate membership positions shall consist of:

13 positions representing classified employees, 33 positions representing unclassified employees, 1 at-large, and 2 positions representing Other Academic (Executive/Administrative/Managerial)

Total Senate population: 48

Comments by Committee Chair Levesque:

Option 2 "casts the widest net" but will be a challenge filling all vacancies. While acknowledging we may not immediately fill each position, the Staff Senate will at least have the greatest flexibility in appointing senators should the opportunity arise outside of the regular election cycle.

This is Step 1 of a multi-step process. One of the relevant changes is to change the name of the *Finance & Governmental Relations Committee* to the *Staff Senate Recruiting and Retention Committee*. This renamed committee will be tasked with reaching out to staff members on campus in order to build relationships and eliminate barriers such as supervisory approval to serve on the Staff Senate.

There will be a vote sent out electronically to the full Staff Senate to determine which option the body prefers with a deadline to answer in 7 days. The committee hopes to put these amendments in place for the spring elections once the full campus staff population votes to approve these proposed changes.

Staff Benefits, Policies & Development

The Staff Benefits, Policies & Development Committee met on January 28 and February 18, 2020. The February report was included in the meeting packet for review.

We primarily discussed the current status of the New Employee Receptions:

- Scheduled on Wednesday, March 25, 2020 at 4:00 p.m. in the LSU Foundation Building, 3rd floor and Thursday, March 26, 2020 at 9:00 a.m. in the LSU Foundation Building (inquiring about 1st floor boardroom due to the number of sponsor tables and the projected large attendance).
- The Staff Senate swag item will be a bamboo drinking straw with an informational Staff Senate paper attached. The paper will also be a seed packet that can be planted.
- Matherne's will be catering the full breakfast. We are awaiting a decision from LSU Dining as to our donation request for the dinner.
- Staff Senators will receive an email in the next week requesting to assist serving guests at the event.
- Senator Bickham will be soon be requesting a list of new hires from HRM. An email will then go out to all new hires (i.e., staff members hired within the 12 months preceding the receptions) to invite them to the receptions. There will be an RSVP link included in the email. Senator Matkovic will try to identify the new hires who work the night shift so that we provide cards to these staff members to invite them and allow them to circle their RSVP date without the need for submitting an electronic RSVP.
- We already have 8 to 10 informational tables that will be present at the event.
- Provost Haynie and Dr. Cassidy will speak at both events, and Interim President Galligan will also speak on the 26th.
- If your department has any door prizes they would like to donate, please let us know.

Resolution 19-03

First Reading, LSU Staff Senate Resolution No. 2019-03, Resolution for Tuition Reduction and Fee Remission for LSU Full-Time Staff Dependents, introduced at the request of the Staff Benefits, Policies and Development Committee which reads:

WHEREAS, the merit-based Tuition Opportunity Program for Students (TOPS) scholarship no longer is guaranteed to cover 100% of undergraduate tuition at LSU; and

WHEREAS, TOPS is unavailable to incoming LSU employee dependents who have not graduated from a Louisiana high school; and,

WHEREAS, the cost of an LSU undergraduate and graduate education for LSU employees' dependents has increased due to increased fees; and

WHEREAS, seven of LSU's thirteen flagship peer institutions offer 50% tuition reduction to employee dependents, and most state universities in the south offer this type of benefit; and,

WHEREAS, peer institutions routinely offer dependent education benefit to regular full-time employees; and,

WHEREAS, peer institutions' dependent education benefit programs include undergraduate and graduate programs; and,

WHEREAS, the merit-based Louisiana Tiger Legacy Scholarships require a minimum ACT composite score of 24, making it unavailable to some LSU employee dependents; and,

WHEREAS, the Tiger Legacy Scholarship offers \$500-1000 (depending on ACT score) in funding, making it much less impactful in reducing cost due to the recent increases in fees; and,

WHEREAS, the current workforce is multigenerational and employee tenure is changing. With unemployment at its lowest in decades, technology becoming increasingly integrated in business operations, and younger generations entering the workforce at a faster rate, the U.S. job landscape is expected to change significantly. Employers must be ready to face these trends in the coming years in order to attract and retain employees, who are seeking increased flexibility, more involvement with their organizations and diversification of benefits; and,

WHEREAS, college enrollment in the U.S. has decreased for the eighth consecutive year with a projected 15% decline of college-going students between 2025 and 2029; and,

WHEREAS, the recruitment and retention of LSU employees is crucial to LSU's success, as increasing faculty and staff flight is leading to a loss of institutional knowledge and experience for the University and a reduction in return on investment (RIO); and,

WHEREAS, a tuition benefit and a full remission of fees (to include application fees) for LSU employee dependents would help in the recruitment and retention of LSU employees; and

WHEREAS, twenty-seven of thirty-six LSU deans, chairs, and directors said in a 2016 poll that the new tuition benefit and a full remission of fees for LSU employee dependents would help "very much" or "some" in the recruitment and/or retention of employees in their units; and,

WHEREAS, benefits of investment may be seen in ROI for employee retention and tenure, retention of LSU unique institutional knowledge, attracting a diverse pool of qualified candidates, and student enrollment;

THEREFORE, be it resolved that the Staff Senate recommends a new benefit for dependents of LSU full-time staff who seek an undergraduate or graduate degree at LSU: while remaining eligible per the rules set by the Louisiana Tiger Legacy Scholarships and/or TOPS, benefit for dependents of LSU full-time staff should also receive an education benefit of (1) a 50% reduction of undergraduate or graduate tuition at LSU; and (2) full remission of fees, to include application fee for admission. Should the dependent be eligible for the Louisiana Tiger Legacy Scholarships and/or TOPS, the dependent should also be eligible for the benefit (2) full remission of fees, to include application fee for admission. This benefit should be made available to all LSU staff members that have served 12 months or more of consecutive full-time employment, and the benefit should be made available to all eligible dependents up to 5 years from the start of an undergraduate or graduate degree. The LSU employee must continue to be employed at a regular full-time appointment to be considered eligible.

THEREFORE, be it further resolved, that a copy of this resolution be sent to Thomas C. Galligan, LSU Interim President; Stacia Haynie, Executive Vice President and Provost; Daniel T. Layzell, Senior Vice President for Finance and Administration/CFO; Clay Jones, Vice President of Human Resource Management; Mandy Lopez, Faculty Senate President; Ashley Gautreaux, Council of Staff Advisors Chair; and William Jewel, Student Government President.

Appendix A. Reduced Tuition/Fees for Staff Children and Spouses, 2019-20

Benefit Annual Tuition + Fees

LSU $\$8046 + 3918 = \$11,964$

Flagship Peer Group

University of Maryland	100% of tuition	$\$8824 + 1955 = \$10,779$
Purdue University	53.9% of tuition	$\$9206 + 778 = \9994
University of Tennessee	50% of tuition	$\$11332 + 1932 = \$13,264$
University of Arkansas	50% of tuition	$\$7568 + 1816 = \9384
Mississippi State University	50% of tuition	$\$8800 + 110 = \8910
University of Illinois	50% of tuition	$\$12,036 + 4174 = \$16,210$
University of Nebraska	50% of tuition	$\$7560 + 1896 = \9456
Colorado State University	50% of tuition	$\$9428 + 2472 = \$11,900$
Texas A&M University	100% of fees	$\$7883 + 3351 = \$11,234$
Virginia Tech University	\$400-1000 <i>one time</i>	$\$11420 + 2076 = \$13,6909$
N. C. State University	Up to \$4000 annually	$\$6535 + 2565 = \9100

Other Universities

University of Alabama 50% of tuition $\$10,780 + 800 = \$11,580$

Auburn University 50% of tuition $\$9816 + 1676 = \$11,492$

University of Missouri 50% of tuition $\$12,094$ (no fees)

University of Mississippi 10-50% of tuition $\$8718 + 100 = \8818
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University of Kentucky 50% of tuition $\$11,011 + 1349 = \$12,360$

University of Florida 100% of tuition/fees $\$3152 + 3229 = \6381

Clemson University 50% of tuition $\$14,118 + 1002 = \$15,120$

University of Texas-Austin 25% of tuition $\$10,970$ (no fees)

The floor was open for discussion:

- Has the information in Appendix A been verified? It appears to be similar to the Faculty Senate Resolution's draft.
- Have the poll results from Deans and Chairs been included as well? The information does not seem current.
- What does everyone think about the 12 month employment eligibility requirement? Everyone agreed with regards to retention.
- The cost to the University was discussed which could be very minimal with regards to the retention and turnover of employees.

The Resolution will go back to committee for clarification and edits for a 2nd reading.

AD-HOC COMMITTEE REPORTS

Staff Appreciation

The Staff Appreciation Committee met on January 31, 2020. The report was included in the meeting packet for review.

- Briefly discussed the Holiday on Campus event.
- Staff Appreciation Week was also discussed.
 - Possible dates: April 7th or April 14th
 - Theme: This year, we want staff to be tourists on our own campus: The theme will be *Tiger Tourists*.
 - The group came up with some possible appreciation ideas including outstanding staff awards, video appreciation shout outs, discount/free classes at UREC for staff, HR lunch presentation on staff benefits (hidden gems/goodies staff don't know about), campus tours, etc.

Scholarship

The Scholarship Committee met on January 23, 2020. The report was included in the meeting packet for review.

- Spring Candy Gram Sale discussed.
- Delivery of candy grams will be held during Staff Appreciation Week.
- Spring/baseball theme to tie into baseball tailgate.
- Ensure image does not cause issues with printing delivery stickers.
- Use Student Ambassadors for assembling and delivering the candy grams.
- Scholarship process change discussed.
- Researching other scholarship processes and forms: assigning committee members to provide drafts of each section of the process and the form.

LIAISON COMMITTEE REPORTS

Administrative Process Improvement Committee

The Administrative Process Improvement Committee met on January 24, 2020. The report was included in the meeting packet for review.

Two submissions were reviewed by the committee:

- Two staff members wrote a research paper with a faculty member as part of an LSU class that was selected for presentation at a conference. When they inquired about which leave type was appropriate, they were told ANNUAL due to the fact that their classification in this instance was “student”. However, when they applied for travel grants on campus, they were denied because their primary classification was “staff”. Niki Norton attended on behalf of LSU HRM to justify the leave response. No solution was available for the inquiring staff.
- A staff member brought to the attention of the committee that the new America-To-Go catering ordering system was confusing and implemented without campus-wide

communication. Stephen Walczak attended on behalf of LSU Procurement to explain the new system. No solution was available for the inquiring staff.

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Administrative Process Improvement Committee

The Administrative Process Improvement Committee met on February 14, 2020. The report was included in the meeting packet for review.

One submission and two updates were reviewed by the committee:

- One staff member submitted regarding the PMO process. Susan Crochet and John Borne from ITS presented on the process, including procedures and history. Currently, of the 364 submissions, 358 have been approved, 3 were cancelled, and 3 were denied. The objective of the process is to ensure information security compliance, ensure data governance compliance, and ensure ADA compliance for digital content. There is a webpage within ITS dedicated to the PMO process. Results of the IT Review are communicated within 24 hours, with the entire process to be completed on average of 10.6 days.
- An update from Clay Benton, University Registrar, on the University-wide room scheduling software. They have identified a potential software that is currently under PMO review. The goal is that all spaces, including department operated spaces, will eventually transition to this software to ensure consistency across campus.
- An update from Strategic Communications on the University calendar. We've hit the one year anniversary of operation and have 70% of events on campus being included on the calendar, with the goal being 100%.

Pregnancy & Parenting Committee

The Pregnancy & Parenting Committee met on February 6, 2020. The report was included in the meeting packet for review.

- There are currently 21 lactation rooms (added ECE, LSU Foundation & Cox Center for Student Athletes).
- Dr. Cassidy spoke of the successful meeting with Staff Senate and plans to meet with Faculty Senate this month.
- She will also speak about the program at the two Staff Senate New Staff Receptions.
- Reviewed survey results; survey will remain open until the end of February.
- Reviewed new Pregnancy & Parenting Handbook and listed additional information that needs to be in handbook.
- Human Science and Education received a grant that will provide 27-37% (sliding scale) off at the Early Learning Childcare Center in addition to the 15% already given to students; grant is for full time students and staff and faculty who are part-time students; the childcare center also accepts child care assistance funding.
- Annual pregnancy advocate training is May 22.
- Will discuss new initiatives, including Lunch and Learn events at next meeting.

University Council on Gender Equity

The University Council on Gender Equity Committee met on January 19, 2020. The report was included in the meeting packet for review.

- Approval received to add pronouns to business cards and email signatures.
- Discussed ways to collaborate with graduate students on gender issues.
- Closing the Gaps: Engaging Men as Allies (Finalizing date and location) Dr. Rovaris to serve as moderator.
- Single Stall Restrooms are scheduled to be included on LSU's interactive map soon. Lactation rooms are currently on the map if needed. They are trying to locate all of the Restrooms that have a changing table included. All new buildings being built will include a changing table in female and male restrooms.

OLD BUSINESS

LSU Staff T-Shirt Sale

Treasurer Amber Salvadras announced that the LSU Staff T-Shirts are on sale now online at: [the LSU Foundation T-Shirt Ordering Link](#). The deadline to order has been extended to March 3, 2020.

Staff Senate Budget

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

NEW BUSINESS

Staff Senate Election Timeline

Staff Senate Administrative Coordinator Melonie Milton announced that a copy of the timeline was included in the meeting packet for review. Please be mindful of your term year in case you would like to rerun. An email will go out to all of those whose seat will be available with a nomination form to file if those Senators would like to run again. A broadcast email will be sent out for nominations as well.

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 Igor Matkovic celebrated his birthday on February 12.

Happy Birthday!

Spring Greening Day is scheduled on April 16.

Priority scheduling is open for the LSU Student Union until February 28 to reserve any events in advanced.

If anyone has a suggestion for an Administrator who would like to be a part of our Strategic Communication Video, please reach out to Senator Alyssa Kimmell.

MOTION TO ADJOURN – With there being no more business, President-Elect Jonathan Levesque 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