

LSU | Staff Senate

MEETING MINUTES
September 20, 2023

President Joshua Duplechain presided over the September 20, 2023; Staff Senate meeting held in 225 Peabody Hall at LSU at 10:30 a.m.

Unclassified

Executive/Administrative/Managerial

P - Tammy Millican ('24)

Professional/Non-Faculty

P - Bonner, Amber ('26)

P - Breaux, Kevin ('25)

P - Campen, Ryan ('24)

P - Canady, Robyn ('26)

P - Carney, Mo ('24)

P - Compton, Skylar ('26)

P - Duplechain, Joshua ('24)

P - Ferguson, Amanda ('24)

P - Gresham, Deanna ('24)

P - Guttner, Ginger ('25)

P - Hicks, Emmy ('24)

Pr - Jeffcoat, Danielle ('26)

P - Kennison, Jennifer ('25)

P - Lee, Quinnea ('24)

P - Martin-Whitaker, Neely ('25)

P - Miller, Cassandra ('24)

P - Mimms, Anissa ('26)

P - Oster, Anthony ('24)

Pr - Owens, Jace ('26)

P - Phelps, Olivia ('26)

A - Rafati, Karina ('24)

A - Robison, Becca ('26)

P - Roser, Kimberly ('25)

P - Smith, Henri ('24)

P - Trahan, Amy ('25)

P - Washington, Valori ('26)

P - Waters, Bradley ('26)

P - White, Dayton ('25)

A – Williams, Amberlon ('24)

A - Williams-Carter, Tyrslai ('24)

P – Williamson, Jeannie ('26)

Classified

Skilled Crafts

P - Constance, Taylor ('25)

P - Corbitt, Brent ('24)

Technical/Paraprofessional

P - Matkovic, Igor ('26)

P - Nehlig, Mark ('24)

Clerical/Secretarial

P - Jensen, Jerri ('26)

P - Smith, Celeste ('26)

Service/Maintenance

P - Chauffe, Mary Ann ('26)

P - Robertson, Winkeyssa ('24)

P - Indicates Present

Pr - Indicates Proxy

A - Indicates Absent

GUESTS:

Nikki Norton, Human Resource Management

CALL TO ORDER

The meeting was called to order by President Joshua Duplechain at 10:30 a.m.

ATTENDANCE

There was a quorum with two proxies noted.

PLEDGE OF ALLEGIANCE

Senator Deanna Gresham led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – August 16, 2023, Staff Senate Meeting

A motion to accept the minutes was made by President-Elect Olivia Phelps. The motion, seconded by Treasurer Henri Smith, carried.

GUEST SPEAKER – NIKKI NORTON, HUMAN RESOURCE MANAGEMENT

President Joshua Duplechain introduced Nikki Norton who serves as the Assistant Vice President in Human Resource Management.

Nikki Norton thanked the Staff Senate for the opportunity to speak today. She wanted to provide some updates on several topics with regards to Human Resource Management.

October is Open Enrollment month for benefits at LSU. Employees may elect to change their benefits from October 1 through November 15, 2023, for the 2024 calendar year.

The Annual Benefits Fair is scheduled for Tuesday, October 24, 2023, from 10:00 a.m. – 2:00 p.m. This year, there will be an opportunity to participate in some health screenings during the event to measure things such as glucose, cholesterol, and Body Mass Index. There may also be an opportunity to receive a flu shot. There will be some slight premium increases. Those prices are still being negotiated and be released during the open enrollment period.

Human Resource Management will be implementing an Employee Assistance Program on November 1, 2023, that will be a 24/7 resource for employees. This service will be completely free to support employees during a mental health issue including six counseling sessions per issue. There will also be a mobile application available. Managers will also receive training to help identify these services for employees in their area who may need them.

Human Resource Management is also getting ready for the implementation of Parental Leave. The proposed rule will be effective date is January 1, 2024, pending the Governor's approval.

State Civil Service is taking the lead on this and is adopting this rule that will provide up to 240 sick hours of paid parental leave without deduction an eligible employee's annual, sick, or compensatory leave balance. Such leave shall be for a qualifying purpose related to an employee's child born or placed with the employee for adoption or foster care on or after January 1, 2024. The employee would have to have worked for 12 months with the state to be eligible. Once this is approved the Division of Administration is expected to follow suit and make it available to all unclassified employees as well. This leave would run concurrent to FMLA (Family Medical Leave Act), if needed.

Norton said that Human Resource Management has advocated along with Staff Senate for the Tuition Exemption Program with regards to making it more affordable for employees to go back to school. There are certain fees attached to tuition that are required by state law but there are some fees that are not. HRM is expecting those fees that are not mandated to be waived very soon.

Human Resource Management has been working on degree substitutions with regards to positions on campus. Historically, Civil Service gave LSU the blessing of classifying a position, we would have to require a degree. Otherwise, the employee would have to be in State Civil Service, and we would have to find a job with them that closes aligns with the position. LSU is a place of higher learning, but we are in a different climate with labor shortages and demographic cliff happening, LSU needs to be more inclusive and diligent in what the job requires and does not. There are a lot of hiring managers who feel very strongly about what credentials are required for their positions. HRM has started putting out verbiage on job descriptions to include that LSU is committed to creating an inclusive workplace where employees are valued for their skills and uniqueness. If you do not meet the minimum qualifications as listed but have extensive experience within the major job responsibilities, we welcome your application. There will also be more education with hiring managers to consider those with the applicable skills and experience instead of having a 4-year degree. HRM hopes this will create some more opportunity for people who may not have had that chance.

Human Resource Management recently launched a campus-wide employee engagement survey. To understand the climate at LSU, we encourage all employees to complete the survey which will help drive certain initiatives and programming here at LSU.

Human Resource Management has partnered with Information Technology Services to create a website of salary ranges under compensation on the HRM website. The next set would be to post on the job requisitions as well. Unique job descriptions may not have a salary range listed which could be market driven.

Mandatory Employee Training is due by December 31, except for Power-Based Violence which is due September 30.

There is not a current policy on this right now, but it has been discussed about implementing in the future that anyone who does not complete their mandatory trainings would be precluded from raise consideration.

There are reports being run and given to campus administration about those who have not completed their training, so it would behoove everyone to ensure they are displaying professionalism by completing their mandatory trainings and timely.

For new hires, it is especially important that they attend their training, so they are aware of all of the benefits and resources available.

Beginning January 1, 2024, unclassified employee job evaluations will be conducted on a calendar year basis instead of a fiscal year.

Human Resource Management Talent Acquisition is looking at the candidate's experience and onboarding. This will help to recruit and retain employees.

Also, Continuing Education Online is looking at offering industry certified training for staff members as well.

The floor was opened for questions.

President Duplechain thanked Nikki Norton for attending today's meeting.

PRESIDENT'S REPORT

President Joshua Duplechain reviewed relevant meetings in which he attended.

- The Executive Committee met with Clay Jones and Nikki Norton with HRM to discuss the topics you heard today.
- September 6 – attended the Executive Committee meeting in preparation for the September General Meeting
- September 12 - attended the Parking & Transportation Advisory Committee Meeting – some updates were shared.
- Duplechain also attended a Dining Advisory Committee Meeting – there will be some new dining concepts coming to campus with some food truck options - They are also planning some events for Halloween.

The LSU Student Union will be celebrating their 60th Anniversary with some events planned.

COMMITTEES

Staff Appreciation & Events

Senator Deanna Gresham reported that the committee met on September 11, to discuss some upcoming events. The committee plans to meet every other Monday to keep on top of the planning efforts for Fall Fest, Happy Hour at the Club, the Benefits Fair and Holiday on Campus.

Candy Grams will be pushed to the spring for Valentine's Day, if there is an electronic mechanism in place for online ordering.

Communications and Marketing

Senator Ginger Guttner announced that the new Staff Senate Website is live. She encouraged Senators to send in their professional headshot for the Senator page. Duplechain encouraged Co-Chairs to reach out to the Communications and Marketing Committee with any photos taken and what is being worked on for updates on the website, social media, and the newsletter.

Senator Portraits

President Duplechain is scheduling professional headshots with the College of Engineering. Please reach out to him to schedule.

Long Range Review and Planning

President-Elect Olivia reported that the committee met on September 15. There was a discussion to review the Constitution, Bylaws, and the Strategic Plan. The Bylaws will need to be amended. Duplechain mentioned inviting Jason Droddy to an upcoming meeting to speak about updates on LSU's Strategic Plan, so Staff Senate can better align its Strategic Plan with the university's plan.

President Duplechain encouraged Co-Chairs to submit their written reports by the end of the week.

OLD BUSINESS

Staff Senate Budget

Treasurer Henri Smith provided a written financial report for August that was included in the meeting packet for Senate review.

Fall Fest

President Duplechain announced that the LSU Staff Senate is partnering with Student Government and Campus Federal Credit Union again this year to host the 360 Photo Booth for Fall Fest which will be held on Friday, September 22, from 11:00 a.m. – 2:00 p.m. on the Parade Grounds. Senator volunteers will be needed. An electronic volunteer sign-up has been sent out for participation.

Happy Hour

A Happy Hour at the Faculty Club is scheduled on September 27, 2023, from 4:00 – 6:30 p.m. Senator volunteers will be needed during the event.

NEW BUSINESS

Annual Employee Benefits Fair

The Annual Benefits Fair will be held October 24. Senator volunteers will also be needed during this event as well.

Future Guest Speakers

The Executive Committee has identified some upcoming guest speakers for the fall including Leslie Blanchard who will discuss Leadership Development Institute in October. The Commuter Crew would like to attend as guest speaker to talk about interstate construction and ways to earn money by commuting. If anyone has any guest speaker suggestions, please send those to the Executive Committee.

ANNOUNCEMENTS

Staff Senator Birthday

Staff Senator September Birthday:

- President-Elect Olivia Phelps celebrated her birthday on September 1.

Happy Birthday!

LSU Dining will be hosting a Street Fair with free food on September 26.

The Collegiate Recovery Program on campus is hosting sober tailgates outside of Patrick F. Taylor Hall before home football games for those who may be interested.

The Disability Faculty & Staff Caucus will meet on October 11, from 12:00 – 1:00 p.m. via Zoom. Senator Cassandra Miller will share the meeting details with the Staff Senate Office for those who may want to attend. They also hope to have a table at the Benefits Fair to let employees know about the caucus and how to get involved. They are also looking at some fundraising initiatives. They are in need of getting their website together as well. Senator Ginger Guttner would be glad to help.

The LSU AgCenter Botanic Gardens Corn Maze is scheduled to be open every Saturday in October with a bunch of activities planned.

MOTION TO ADJOURN – With there being no more business, Senator Deanna Gresham made a motion to adjourn. The motion, seconded by Senator Bradley Waters, carried.

The meeting was adjourned at 12:00 p.m.

Quinneke Lee, Secretary

QL/mm