

LSU | Staff Senate

MEETING MINUTES
February 15, 2023

President Tammy Millican presided over the February 15, 2023, Staff Senate meeting held in 225 Peabody Hall at 10:30 a.m.

Unclassified

Executive/Administrative/Managerial

P - Tammy Millican ('23)

Professional/Non-Faculty

P - Alvarez, Capri ('23)
A - Bates, Kelli ('23)
P - Campen, Ryan ('23)
P - Carney, Mo ('24)
P - Cummings, Ellen ('22)
A - Duplechain, Joshua ('24)
P - Gresham, Deanna ('23)
P - Guttner, Ginger ('23)
P - Hicks, Emmy ('24)
P - Jackson, Percy ('23)
P - Kennison, Jennifer ('25)
A - Law, Shemeka ('24)
P - Lee, Quinneka ('24)
P - Miller, Cassaundra ('23)
P - Oster, Anthony ('24)
Pr - Phelps, Olivia ('23)
P - Rafati, Karina ('23)
P - Sansoni, Gerald ('23)
P - Shaw, Linda ('24)
P - Shows, Haley, (23)
P - Slocum, Jenee ('23)
P - Smith, Henri ('24)
P - Trahan, Amy ('25)
A - Walker, Jason ('24)
A - Washington, Valori ('23)
A - Williams-Carter, Tyrslai ('24)
A - Wilson, Derek ('23)

Classified

Skilled Crafts

P - Constance, Taylor ('25)
P - Corbitt, Brent ('24)

Technical/Paraprofessional

Pr - Matkovic, Igor ('23)
A - Nehlig, Mark ('24)

Clerical/Secretarial

P - Broussard, Margaret ('23)
P - Salesneves, Sarah ('25)
P - Salvadras, Amber ('23)
A - Sparks, Donna ('24)

Service/Maintenance

A - Hopkins, Christopher ('24)
A - Robertson, Winkyessa ('24)

A - Indicates Absent
P - Indicates Present
Pr - Indicates Proxy

GUESTS:

Mark Beiger, Office of Strategy
Mia Brudnicki, Office of Strategy
C.J. Avery, Office of Emergency Preparedness
Brian Lauziere, LSU Health Sciences Center, New Orleans
Rob Parker, LSU Health Sciences Center, New Orleans
Zach Isenhower, Faculty Senate
Carmela Mattza, Faculty Senate
Casey Coughlin, Campus Federal Credit Union
Brian Ainsworth, Campus Federal Credit Union

CALL TO ORDER

The meeting was called to order by President Tammy Millican at 10:30 a.m.

ATTENDANCE

There was a quorum with two proxies noted.

PLEDGE OF ALLEGIANCE

Senator Ginger Guttner led the Pledge of Allegiance.

APPROVAL OF THE MINUTES – January 18, 2023, Staff Senate Meeting

A motion to accept the minutes was made by Senator Sarah Salesneves. The motion, seconded by Treasurer Henri Smith, carried.

GUEST SPEAKER – MARK BIEGER, OFFICE OF THE PRESIDENT

President Tammy Millican introduced Mark Bieger, Vice President of Strategy, to give the full Senate an update on the status of the mission, vision, and strategic plan.

Mark Bieger thanked the Senate for the opportunity to come back and speak about the strategic planning at LSU. They have received some really good feedback from Tammy on behalf of the Staff Senate that included:

- An 8 page written document of feedback on ‘Talent Working Group’
 - Great comments, perspective, and advice
 - Identifying areas of omission of staff or lack of reference/focus
 - Advice to refine measurements
 - Appreciation for importance of staff and role within the university
 - Appreciation for focus on compensation, benefits and development
- Received verbal feedback, perspective and advice from staff on campus
- Improved plan to reflect nearly all advice with minor areas for continued discussion
 - Tuition exemptions and mitigations

- Supervisor authorities in scheduling
- Reinforcing the value and impact of staff on LSU

There are two plans in development for the System and the flagship. They are expanding the Scholarship First Agenda.

Bieger mentioned the set structure and what is in action:

- Governance, Integration Committee
- Working Groups (300+)... 6x Primary, 7x Additional Research... Faculty, Staff, Students
- 3x Advisory Boards... Alumni, Industry Community (44 individuals)
- Engagement with Faculty/Staff Affinity Groups... more to follow
- Survey responses reviewed and shared (900 responses)

The working groups developed goals, objectives, programs, and measures. Communication & University Relations is closely integrated and developing communications for a marketing rollout plan. They are also coordinating with the Foundation in regards to the next capital campaign. A view of the planning structure was shared.

Bieger shared the Vision, Mission and Values which reads:

Vision

As Louisiana's flagship university, LSU will deploy the knowledge generated through the work of our faculty and students to build a more healthy, prosperous, and secure future for the state.

Mission

Designated as a Land, Sea, and Space Grant institution, LSU secures, elevates, and advances Louisiana and the world through the generation, preservation, dissemination, and application of knowledge and cultivation of the arts and develops students who are prepared, confident, and inspired to achieve lifelong success.

Values

Excellence, Integrity, and Community

The Scholarship First Agenda is a framework and commitment to elevate students and our state with an institutional focus on learning and discovery. The essential capacities are people, partnerships, and priorities. The priorities aligned with broad objectives are to secure our future, to elevate our lives, and to advance our state and world. As we work toward a university vision of health, prosperity, and security for Louisiana.

Beiger mentioned some of the framing ideas to secure our future for institutional focus and prioritization. To elevate lives with inter-disciplinary collaboration. And to advance our state and world by generating state and community impact.

The floor was opened for questions.

President Millican thanked Mark Bieger for attending today's meeting.

GUEST SPEAKER – C.J. AVERY, OFFICE OF EMERGENCY PREPAREDNESS

President Tammy Millican introduced C.J. Avery with the LSU Office of Emergency Preparedness. The Louisiana State University Office of Emergency Preparedness (OEP) is the designated office for all hazards campus safety, mitigation, preparedness, response, and recovery efforts for natural, technological, and man-made disasters. It provides information to university leadership, students, faculty, and staff regarding best practices for an emergency.

C.J. Avery thanked the Senate for the opportunity to present on the OEP. Avery mentioned that the OEP:

- Assess threats and implements safeguards based on lessons learned, best practices, current trends and events
- Conduct risk assessments and develop site-specific emergency plans for Baton Rouge locations and assist other LSU campuses
- Develop and deliver training and informational brochures for students, faculty, and staff on emergency preparedness and response
- Investigate, develop, and implement LSU policies and procedures related to homeland security and emergency preparedness issues

OEP's current capabilities consist of:

Emergency Operations:

- Establish command & control, unified command for all major emergencies and disaster events
- Maintaining 24/7 Operational Preparedness of the University's Emergency Operations Center in the Event of a Large-Scale Emergency
- Directing the Setup and Activation of Emergency Shelters and Public Health Emergency Sites Utilizing LSU Facilities

Notifications:

- Managing the LSU Emergency Alert System, and Other Campus Emergency Notification Methods
- Coordinate with our Communications team to streamline communications across the campus

Policies:

- Assess, develop, and implement LSU Policies and Procedures to adapt to new and emerging Homeland Security and Emergency Preparedness threats

Current Plans:

- Comprehensive Emergency Operation Plan
- Campus All-Hazard Plan
- Business Continuity Plan
- Event Emergency Action Plans
- Emergency Communications Plan

State Partnership Plans & Operations:

- Medical Special Need Shelter (MSNS) at Carl Maddox Field House
- Federal Medical Station at Pete Maravich Assembly Center
- Bus Forward Triage Area at Ag. Barn
- Reunification Site for Riverbend Nuclear Station at Tiger Band Hall

Current Initiatives:

- New Campus Comprehensive Emergency Operations Plan (EOP)
- Incident Action Plans and Situation Reports for all major special events & incidents
 - First in University's History
- Created an incident communication list 205-T
 - First in University's History
- Developed a Continuity of Operations Plan (COOP) in compliance with National standards.
 - First in University's History
- Developing Emergency Evacuation Plan (include students with access needs) and the Vet. School
- Implementation and training all new plans to LSU Community

Future Initiatives:

- Establish stakeholders committee
- Conduct a Threat and Hazard Identification and Risk Assessment (THIRA)
- Conduct a gap analysis
- Develop needed plans/revisions based on gap analysis
- Developing a Family Reunification Plan
- Developing a Comprehensive Active Shooter Plan
 - First in the University's history
- Working with the Board of Regents to create a Resilience Framework and Recovery plan for Louisiana Universities
- Moving to a new Emergency management platform WEBeoc
- Exploring software for messaging via all wall monitors on campus
- Coordinate Preparedness Efforts Across the LSU System
 - Information Sharing
 - Planning Assistance
 - System Representation with State Planning Efforts
- Coordinate Response Efforts Across the LSU System
 - Incident Management

- Coordination of System Assets
- Subject Matter Expertise
- Coordination with State Agencies
- Maximize System Assets
- Annual Training
- Better Prepared for Extended Activations

The floor was opened for questions.

President Millican thanked C.J. Avery for attending today's meeting.

PRESIDENT'S REPORT

President Tammy Millican reviewed relevant meetings she attended.

- January 26 - Met with Amber Karel-Gerace, UCGE Subcommittee Chair of Leveraging Representational Bodies on Campus set up by Member-at-Large Valori Washington to discuss issues Staff Senate and UCGE can work on together jointly
- January 27 - Attended Geaux Gold orientation for new staff and spoke about getting involved in Staff Senate
- January 27 - Staff Senate provided drinks and a king cake for the LGBTQ+ Caucus Lunch. Thank you for delivering those items for us, Melonie.
- January 31 - Met with the Foundation to discuss Staff Senate being a part of Giving Day. We are looking for 47 donors in honor of our Staff Senate 47th Anniversary. Donations will go to Staff Senate Scholarships and the Staff and Faculty Career Excellence Fund
- February 1 - attended the Staff Senate Executive Committee Meeting
- February 1 - attended a meeting with Faculty Senate members regarding ORP – Optional Retirement Plan
- February 2 - Met with Co-Chairs for Staff Appreciation Committee to offer help with New Staff Reception and Staff Appreciation Week
- February 3 – attended an APIC Committee Meeting regarding building temperatures
- February 7 - Met with Dr. Roy Heidelberg to discuss a possible joint Faculty Senate/Staff Senate Resolution on ORP (Senator Hicks and Phelps)
- February 8 – attended the Staff Appreciation Committee Meeting
- February 9 – attended the Council of Staff Advisors Meeting
- February 10 – attended the Board of Supervisors Meeting

- February 11 - Guest Coach for LSU vs. Texas A&M men's basketball game-special thanks to Ericka Lavender and her graduate assistants
- February 14 – Met with Faculty Senate Benefits & Policy Committee to discuss ORP Resolution

President Millican announced that Past-President, Senator Jonathan Levesque, has resigned his seat through 2025. He is leaving LSU for a new job in private industry.

COMMITTEE REPORTS

Benefits & Policy

Senator Amy Trahan announced that the working groups have been established. The committee will meet with them once they have discussed their plan of action.

Appreciation & Events

The New Staff Receptions will be held on Thursday, March 16, at 8:30 a.m. for Breakfast and at 4:30 p.m. for dinner at the Club. For Staff Appreciation week, the Staff Tailgate will be held at Tiger Park for LSU Softball against Mississippi State on Friday, April 21, at 4:30 p.m. Senate volunteers will be needed for both events.

Education & Professional Development

The committee has worked on hosting a TEAMS Training that is scheduled on March 2, at 1:30 p.m. either remotely or in person in 225 Peabody Hall.

OLD BUSINESS

Staff Senate Budget/Gift Fund

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

NEW BUSINESS

General Election Timeline

Staff Senate General Elections – 2023

February 24, 2023 - Staff Employee Lists requested from HRM

March 6, 2023 - Call for Nomination (Candidacy Form on the website)

March 17, 2023 - Deadline for nomination forms to be returned to the Staff Senate office

March 24, 2023 - Deadline for nominees to withdraw

March 31, 2023 - Ballots distributed to staff (per Category)

April 14, 2023 - Deadline to return ballots to the Staff Senate office

April 17, 2023 - Tabulate results; notify winners

Staff Senate Executive Committee - 2023

April 19, 2023 - Formally request nominations from Senators at the general meeting.
Distribute nomination forms to Senators

April 28, 2023 -Deadline for nomination forms to be returned to the Staff Senate Office

May 5, 2023 - Send letter to Candidates in reference to their nomination.
Ask each prepare a speech to give at the next Staff Senate General Meeting

May 17, 2023 - Nominations announced at Staff Senate meeting
Candidates are asked to give nomination speeches. Distribute ballots

May 31, 2023 - Deadline to vote/return the ballots to Staff Senate Office - Tabulate Results

June 21, 2023 - Announce results at Staff Senate meeting

March Meeting

There was a discussion for proposed guest speakers during the spring semester.

ANNOUNCEMENTS

Past-President Amber Salvadras mentioned some apparel fundraising ideas through Redstick Sports in Baton Rouge.

Staff Senator Birthday

Staff Senator February Birthdays:

- Treasurer Henri Smith celebrated her birthday on February 9.
- Senator Jennifer Kennison celebrated her birthday on February 11.
- Senator Igor Matkovic celebrated his birthday on February 12.
- Past-President Amber Salvadras celebrated her birthday on January 8.

Happy Birthday!

MOTION TO ADJOURN – With there being no more business, Past-President Amber Salvadras made a motion to adjourn. The motion, seconded by Treasurer Henri Smith, carried.

The meeting adjourned at 12:00 p.m.

Quinneka Lee, Secretary

QL/mm