

May 13, 2025, Staff Senate Meeting minutes 2pm CSRB room 563

Those present included:

Patricia Oates- President
Kyle Walker- Secretary
Treva Lincoln- At Large
Angelica Bruno
Pam Galindo
Michele Holmes
Michael Boutte
Cody Palazzolo
Brian “Nic” Manuel
Courtney Martin
Toya D. Shanklin
Tonika Lockhart-Mackie
Dale Prince
Jessica Riche
Alicia Edwards

Welcome and call to order by President Patty Oates at 2:00pm

Invited Speakers:

Vice Chancellor for Academic Affairs, Campus Assistance Program, Director Scott Embley: CAP is a Benefit to assist faculty/staff, residents, students and their immediate family members in the resolution of personal problems that may impact academic/job performance or emotional well-being. It is strictly confidential. There is a 24-hour crisis line and CAP provides community information, problem assessment & short-term counseling. Visit

<http://www.lsuhs.edu/orgs/campushealth/cap.aspx> or contact 504-568-8888 or email: cap@lsuhsc.edu

Questions/Comments: Staff Senate would like to receive a recap of staff issues similar to the recap for Residents. Determine if initiatives can be developed to address issues.

Vice Chancellor for Administration and Finance

Human Resources, Jill Fragoso, Chief HR officer: Crisis Leave Policy launches July 1st pending Civil Service approval. It will be available to those who don't have leave. Unclassified employees can donate annual and sick leave. Classified employees can donate sick only. The leave goes to a leave pool and is managed in HR similar to FMLA. Employees must maintain sufficient leave to donate leave. Crisis leave will not extend FMLA leave. HR will request leave if needed for the pool. Those leaving the Institution can proactively put leave in the leave pool. The policy will be on the HR website. It will be a paper form until the electronic process is completed.

Human Resources, Aaron Miley, Associate Director:

HR is soliciting feedback regarding the Performance Review process as HR implements a new Performance Management software (Page Up). Page Up also facilitates applicant tracking,

position descriptions and onboarding. The unclassified performance management section goes live around August. Onboarding will be electronic. The software is flexible and provides goal setting and progress notes. Decision points are requested for staff input. Survey sent to Senators on Wednesday and due by the end of next week. The program will address dual reviewers (School of Medicine).

Approval of April minutes: Motion by Kyle Walker Second by Courtney Martin, none opposed, motion passed

President's Report- Patty Oates

By laws and Constitution completed

April events to recognize Staff Appreciation Week: Meet the Senators at the Library during the Library's Thursday popcorn event; April 29 Snowballs at the Dental and Downtown campuses. The Lafayette, Baton Rouge and Manning Family Children's hospital campuses received doughnuts. Thank you to Chancellor Nelson for sponsoring the events.

Met with the President of LSU staff senate who provided information & processes. The Counsel of Staff Advisors meets before the Board of Supervisors meeting and presents to the Board of Supervisors.

LSUHSC Committee meetings can occur via Zoom

Committee Reports

1. Communications – Chair: Courtney Martin. Co-Chair- Kyle Walker
 - i. Meetings will begin. Website in process. Develop communication plan.
2. Community Engagement and Development- Chair: Patty Oates
 - i. Meetings will begin
3. Elections – Chair: Patty Oates
 - i. Elections in October to increase Senators to align with staff count by school/ division. Electronic ballot. More information to come
4. Staff Advocacy and Retention- Chair: Michele Holmes
 - i. Meetings will begin. Discuss role and opportunities to represent staff.

Old Business

New Business

New appointments: Dale Prince and Pam Galindo. Both received the next highest numbers of votes.

Nominations for President Elect positions and officers for 2026. Notify Patty Oates via email or phone by end of business Friday May 16. Electronic ballot to follow.

Update from LSUSHC Committees

Faculty Senate- Michael Boutte. Meeting at 3:30pm

Wellness Committee -Angelica Bruno: Campus Assistance Program (CAP). Wellness Friday events. Sign up for the Mind/Body App. The Spring wellness challenge had 210 participants. The WISE survey had 359 respondents.

Hunger Free Campus workforce- Angelica Bruno

Alicia- existing senators and officers will serve through the end of 2026 per the suggestion of the Administration to maintain momentum and forward motion.

Floor opened for questions/feedback

Committees are open to Non senators. This is an opportunity to be more involved without being a Senator. The Website will contain Zoom meeting information.

Include Staff Senate information in the quarterly HR Connect newsletters and Senators can speak at the liaison's meetings.

How do other schools recognize staff? It is important to collect feedback and recognize stellar work performance & valued community members.

Public Health and Nursing have staff assemblies and give staff rewards. Allied Health is beginning a staff council. Nursing has a plaque and adds recipient names every year.

HR is planning service awards for every 5 years of service (perhaps lapel pins) and a Ceremony for 25 years +. Should launch August 2025. Braylin, Talent and Organizational Development Manager is the lead.

Staff appreciation week at LSU Baton Rouge: Stripes award -Peers nominate staff. 8 recipients receive a certificate, cookie and picture posted on the website during Staff appreciation in April.

Halloween pumpkin decorating; door decorating and also collect food for food pantries.

Campus Federal Credit Union pays for events at Main campus such as crawfish boils.

At LSU HSC Campus Federal pay for the Wellness challenges.

We are working to build a consistent staff email address. There are 8 categories currently.

Staff are concerned about layoffs and should they look for a part-time job. Staff looking for an outlet and don't want to be labeled.

LSUHSC received exemptions to go forward with HR hiring.

HR glossary/definitions are needed on the website. Example What is employee relations?

How do we get people comfortable asking questions to improve the culture?

Let people know people are approachable.

Adjourn – Motion by Patty, Second by Kyle Walker 2:58pm

15 non staff senators