Louisiana State University in Shreveport  
Staff Senate  
Minutes for September 10, 2013

The LSUS Staff Senate meeting was called to order by President Christianne Wojcik at 11:01 AM on Tuesday, September 10, 2013.

Staff Senators present included: Daniel Miller, Lance Cole, Rebecca Chiles, Kelly Wynn, Nicki McLain, Christianne Wojcik, Linda Wimbley, Fermand Garlington, Pamela Corbit and Brooke Rinaudo.

Minutes for the May 2013 meeting were approved with no changes (motion by Senator Miller, 2nd by Senator Chiles).

**President’s Comments**
President Wojcik welcomes everyone back from summer break, introduces new Representative from Campus Federal.

**Treasury Report**
Senator McLain reported at the last meeting, May 2013, we had $2388.20 in account. Since then we had $460.80 in payroll deductions added to the account. We have had several deductions since then, Spring Lunch Program of $132, Fees for Fellowship room of $43.75, Luau Decorations of $52.74, and Luau massage therapist lunch of $23.16. This brings our current balance to $2597.58.

**Administrator Q & A**
**Chancellor:** Dr. Sisson welcomes everyone back and thanks those that attended the August 16th working day. Enrollment is biggest topic. He has written a letter to the Times a week ago to make sure that people off campus are aware of what’s happening at LSUS. We are following a path to becoming the Senior Public University of this area. Fourteenth day of the semester was last week, we are still crunching the numbers but what you will probably see when we do send out the report is about a 400 head count decline. That sounds worse than it is, around 200 of that decline is in dual enrollment. We expected that decline because we have no state support in dual enrollment. The dual enrollment program is healthy and doing well and covering itself financially. We have a 10% increase in our Graduate student headcount. With the new eight week classes being offered we expect our ending numbers for the semester to be more than our current numbers.

We are receiving positive feedback on the new eight week classes, they seem to be going well and the students like them.

We mailed our change request to SACS yesterday for the EdD, everything is on track with that. We are also working on our SACS reaffirmation. Many of us will receive letters asking for help and opinions and there will be several committees working on this.
We will submit our report and it gets reviewed in Fall of 2014 we will have response questions to answer, then in Spring 2015 they will come to campus.

We had a Board of Supervisors meeting in Baton Rouge last Friday, no new surprises at the meeting. The new chair of the Board of Supervisors did mention that he would like to have some of the meetings at other parts of the State, not just in Baton Rouge. During dinner that night I spoke with him and invited him to come to LSUS for the meeting in the Spring of 2014.

**Business Affairs:** Vice Chancellor, Mike Ferrell, mentioned the new contract that we will have with Office Max for general supplies. The more money we spend the more we will save. This is for the entire LSU system. We are meeting with someone from Office Max in September to discuss the new contract; once we get thru those meetings we will start using them for all office supplies.

We are in the middle of audits right now with our budget, so things are a little busy.

**Student Affairs:** Randy Butterbaugh thanked everyone that participated in Orientation. We have been working for several months on our Admissions Publication. We have developed a theme for them, LSU 2015. They are online. We have sent out thousands of teaser pieces already. We also have developed a poster for High School counselors that will provide a guide for students starting in the 9th grade. This will provide them with the proper information on what steps they should take. We had series of Welcome back events on first week of school, 6 events with total of 1400 students participating. We also did something different; we had a State of the University address for students. Chancellor spoke to 150 students and addressed them directly. Received a lot of positive feedback on this.

We will also be having a LSU vs Alabama Tailgate event in November.

Vice Chancellor of Development, Laurie Purdue, is off campus and will not be able to attend.

**Old Business/Current Business**

Summer Social event was something we talked about in May, we did this at the end of July with a small lunch luau. Thank you to Senators Miller, Wynn and Rinaudo for their assistance with that. We had approx. 30 staff members that showed up for lunch.

LSUS name badges was also discussed in May. We put out a call for anyone that wanted to order a name badge, we ordered 58 name badges. I will put out another call in the next week.

Travel funding for Staff Senate was discussed in May, we do not have a budget for travelling. BR meetings we attend have been moved to Thursday mornings at 9 AM this year. They have also started broadcasting the meetings. We don’t necessarily have to attend every one of these. When we do need to attend a meeting in BR, the Faculty Senate has offered $400 from their budget to go towards the Staff Senate travelling costs.
Tuition Exemption was brought up in May, Senator Corbit brought up the extension of course hours being offered and why its limited to 6 hours. The other discussion was that there are Staff members that hold a degree and would like to apply for the EdD degree and allowing that to cover their tuition. This will remain on agenda for future discussion.

Communication of FORCE committee was also discussed previously; the faculty senate desires that specific tasks that individuals can volunteer for are necessary. This is something that we all need to participate in, to help reach new and old students for enrollment. Senator Miller agrees with the faculty’s opinion that we should recognize the volunteer’s strengths when deciding how they will participate. Senator Chiles agrees with that because her previous experience is that some of the tasks aren’t comfortable for everyone. We should work with the Faculty Senate to come up with a list of specific tasks that we can ask for help from the Staff.

New Business
The Salary adjustment was announced in August, this was discussed briefly on August 16th meeting with university. It is a 4% adjustment for January 2014-June 2014, it’s not permanent at this time, and it might become permanent if enrollment increases. Dr. Sisson states that we are not receiving any funds from the state to cover this increase and any permanent raises would have to be self-funded. Vice Chancellor Ferrell adds that it’s not a done deal yet that civil service still has to rule their October meeting. There will be 3 payments instead of just one because you can’t receive bonuses. We will keep this on agenda for October meeting. President Wojcik has comment from one Staff member that was not able to attend but wanted to comment on the subject, They would rather forego a small adjustment in payroll and donate that money to advertisement in the hopes to increase enrollment. That is a single comment from one staff member. Senator Corbit asks about the payment decision. VC Ferrell clarifies that there would be one payment made in January, March and May. That is the proposed plan because a onetime payment was not allowed according to Attorney Generals office. Dr. Sisson states that the current proposal is the same for the entire LSU system.

Holiday luncheon needs to start being planned. Last year we had to have it early due to renovations. We need to have possible dates for the event. November is out because Thanksgiving is very late this week. The week after Thanksgiving is finals week. The Chancellor and Vice Chancellors will be gone the first Friday of December. Senator Miller suggested Thursday, December 5th as possible date. We will have to look at Finals schedule and the UC schedule. Senator Corbit recommends that we ask the Faculty Senate what dates would be easier for their schedule. We also need to assemble a committee to plan the luncheon, Senators Chiles, Rinaudo, Wimbley, Miller, McLain and Wynn volunteer for the committee. Senator Garlington suggest that we might consider changing the time to a later time to help the Faculty.

LSUS Strategic Plan is updated by Dr. Vassar. We have the BPCC/LSUS program that is currently happening and our numbers from this have been fantastic. Another big area is in the collaborative degrees that students can take here but be enrolled in an actual LSU course. The Strategic Plan came from us as an institution in wanting to identify the
direction that we wanted to go. We have put together a group that will identify our
direction. We will be putting out a questionnaire on feedback from Staff and Faculty
asking for opinions.

Tobacco Free Legislation is a new piece of law that states that public campuses will be
tobacco free by August 2014. Dr. Winter is spearheading a committee for this policy and
has asked for two members of the Staff Senate to be on this committee. Senators Cole,
Rinaudo and McLain have volunteered for the committee.

Chancellor Search Committee is making progress, it will post online next week. And will
be in several papers.

Updates for Budget Crisis will stay on agenda for October meeting.

Senator Miller suggested a fellowship luncheon that would allow Campus Federal to have
a financial workshop on campus. This will be added to agenda for next meeting.

**Comments from Guests**
Don Bloxom asks about rental of Summer Social event and fees, Senator Miller explain
that the fees were for a projector. Senator Corbit clarifies that the room charges are
waived but equipment fees to occur due to wear and tear on the equipment.
Don Bloxom then asks if our school colors are going to change. President Wojcik
explains that is just a rumor and that it has been discussed that the entire LSU system are
considering going to purple and gold but no decisions have been made. There is no
current discussion on the change.

Senator Chiles suggests we form a committee in our next meeting for a basketball tailgate
event.

**Adjournment**
There being no other business, the meeting was adjourned at 12:12 (motioned by Senator
Rinaudo, 2nd by Senator Wynn).