The LSUS Staff Senate meeting was called to order by President Daniel Miller at 3:03 pm on Wednesday, April 10, 2013.

Staff Senators present included: Marilyn Thomas, Faye Lampkin, Kelly Wynn, Daniel Miller, Ken Seale, Rebecca Chiles, Christiane Wojcik, Linda Wimbley

Staff senators absent were: Cheryl Irvin, Alex Mitchell, Susan Gutierrez

Minutes from March 2013 meeting were approved with no changes (motion by Sen. Chiles, 2nd by Sen. Lampkin)

President’s Comments

Pres. Miller expressed appreciation to everyone for their flexibility with the new meeting time in order to accommodate faculty and staff who wished to attend Tulin Melancon’s husband’s funeral which occurred at 10:00 am, Thursday, April 11, 2013. President Miller asked that everyone keep Tulin and Dr. Marsala, who suffered a slight stroke, in thoughts and prayers.

Treasury Report

Pres. Miller reported a balance of $3,052.28 with no pending transactions. $116.66 was collected in payroll deductions.

Guest Administrator Reports

Chancellor Dr. Sisson was unable to attend the meeting but issued a statement. Motion by Sen. Wojcik with a 2nd by Sen. Seale to add the statement into the minutes.

Per Dr. Sisson:
I apologize, but John and I need to go address a community group downtown tomorrow afternoon and will have to miss the Staff Senate meeting. Here are a few things I was going to mention:

Mike and I attended the House Appropriations committee hearing last Thursday. The news regarding the governor’s proposed budget, and its impact on higher education, is as bad as we anticipated (no change there). The good news is, however, that the legislators appeared to be fed up with the way the governor and his staff were targeting higher education for cuts and for all the risk should statutorily dedicated funds not materialize. I expect discussion of these points will be vibrant and frequent throughout the session.

I’ve met with Directors in Business Affairs and the staff of Facility Services to discuss what we know about LSU2015 up to this point in time. I’ve enjoyed these small meetings, and I hope they’ve been useful. I will be meeting with Directors in Student Affairs later this month, and will be happy to hold many more such meetings.
Director of Human Resources Bill Wolfe announced several new hires on campus. Renee Blalock has joined facility services and Felicia Van Zant is now in the mailroom. Two new Enrollment Services Coordinators have been hired in Admissions and Records. The assistant director of student development position is still open and a police officer position has been filled.

Old Business

7 Week Plan Phases
LSU 2015

A motion to add Shelby’s statement via email to the minutes was requested by Sen. Wojcik with a 2nd by Sen. Lampkin.

Shelby Keith

I serve on the Administrative Services Task Force and the Technology Task Force. The Administrative Services Task Force met yesterday, April 8th. We are looking primarily at how we can be viewed as “one” especially when it comes to such things as Grad Act, professional services contracts, procurement and etc so that the we can get the best “deals” possible. At this point there has been no conversations from the Administrative Services Task Force on the combining of offices or reductions in personnel. The Technology Task Force has been meeting twice each month with followup emails and conference calls. Our primary emphasis has been on email, telephone, and the ERP system (ERP-all administrative systems such as Student, Financial Aid, HR, Payroll, Purchasing, Accounting). We have done the most detail work on the email system. We are currently looking at a phased approach to a single email system. What this means is initially all campuses will move to the same Microsoft product at their respective sites. This will take approximately one year for everyone to get to the same product. Then we would look at combining under one single email system. This will take several more years and will cost several million dollars initially and about one-half to three-quarters of million dollars annually to support. It would also mean that all help-desk and technical support for email would be centralized at LSU. For the telephone system we are investigating if we can combine all of our telephone systems into one. This would allow LSUS, for example, to make phone calls to LSU without there being a long distance charge. It would also allow redundancy for disaster recovery purposes. For example, if the telephone system went down at LSUS we would automatically switch to the telephone system at LSU. We are still in the early discovery phase for this project. Finally, the ERP system will be the most costly and take the longest to implement. Under this scenario all entities within the LSU System will be running off of a single ERP system. This will cost from $30-70 million dollars to implement and will take 5+ years to implement.

LSU 2015 Forum for staff members:
Sen. Wojcik mentioned the possibility of a forum to Dr. Sisson who is open to the scheduling of a forum to address any issues. A tentative date of May 17, 2013 prior to the end of the semester (graduation is May 19, 2013.) Motion for forum by Sen. Chiles with a second by Sen. Wynn.

New Business
President-select of the LSU system is Dr. F. King Alexander. Pres. Miller is set to travel to Baton Rouge for a staff meeting with Dr. Alexander and will try to address any issues brought up by staff members. Staff senate funds will cover travel to Baton Rouge ($100 approximately.)

Eddie Samhan, Don Bloxom suggested approaching chancellor to obtain use of discretionary funding for travel because funds in the Staff Senate Support fund are allocated to meals for luncheons and tailgate events instead of travel expenses. Departments cover funds for advisory committees. Faculty/Staff funds are paid for by state allocations. This is a rational basis to ask for general funding. Sen. Chiles expressed that she had no problem using the money in the Staff Senate Support Fund and that anyone could donate.

Pres. Miller asked for motion to ask the chancellor for funds for the travel to Baton Rouge. Motion by Sen. Thomas, 2nd by Sen. Wojcik. Pres. Miller will draw up proposal to send to chancellor. Pres. Miller urged senators and staff to explore ways to raise funds and create revenue.

The Spring Luncheon will be held Thursday, May 2, 2013 from 11:30 to 1:00. Invites have already been sent via email to faculty and staff members and will need to be mailed to retirees. Senators Wimbley, Chiles, and Lampkin will help with this

**Forums/Fellowship**
Chancellor Search: 2 sub committees were formed
1. Job description-draft (Kristin) for system approval
2. Focus groups-forums instead
A forum will be necessary for business community, Chamber of Commerce. Forums will also be necessary for students, staff, and faculty.

According to Kristin Fiser, the search committee wants to move forward but with a new president of the LSU system, they need a timeline

Eddie Samhan brought up the reimplementation of “Lunch & Learn.” This was acknowledged by Pres. Miller and Sen. Wojcik (incoming president.)
Thursday, April 25: Optional date to meet and discuss chancellor search details.

**Comments/Observations**
Don Bloxom brought up the need for the incoming president (Wojcik) to attend meeting with Pres. Miller to meet and address the new LSU system President Alexander. Sen. Wojcik expressed that she could most likely go but must check schedule first.

Pres. Miller brought up the possibility of holding a closed staff senate meeting. Don Bloxom expressed that it is possible as long as procedures are followed and that a governing body is more prestigious.

Meeting adjourned at 3:45 pm. Motion by Sen. Wojcik, 2nd by Sen. Wynn.