

# LSU | Staff Senate

MEETING MINUTES  
March 20, 2024

President Joshua Duplechain presided over the March 20, 2024; Staff Senate meeting held in the Event Room on the Second Floor of the Barnes & Noble Bookstore at LSU at 10:30 a.m.

Unclassified

Executive/Administrative/Managerial

P - Tammy Millican ('24)

Professional/Non-Faculty

P - Bonner, Amber ('26)

A - 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)

A - Hicks, Emmy ('24)

A - Jeffcoat, Danielle ('26)

P - Kennison, Jennifer ('25)

P - Lee, Quinneka ('24)

P - Martin-Whitaker, Neely ('25)

P - Miller, Cassandra ('24)

Pr - Mimms, Anissa ('26)

P - Oster, Anthony ('24)

A - Owens, Jace ('26)

P - Phelps, Olivia ('26)

A - Rafati, Karina ('24)

A - Robison, Becca ('26)

P - Smith, Henri ('24)

A - Trahan, Amy ('25)

A - Washington, Valori ('26)

P - Waters, Bradley ('26)

P - White, Dayton ('25)

P - 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)

A - Nehlig, Mark ('24)

Clerical/Secretarial

A - Jensen, Jerri ('26)

P - Smith, Celeste ('26)

Service/Maintenance

A - Robertson, Winkeyssa ('24)

P - Indicates Present

Pr - Indicates Proxy

A - Indicates Absent

A/P – indicates Absence not Counted

## **GUESTS:**

Tricia Cobb, Faculty Senate Coordinator  
Clay Benton, Office of the University Registrar  
Ryan Landry, Office of Academic Affairs  
Robin Ethridge, Information Technology Services  
C.J. Avory, Office of Emergency Preparedness  
Symantha Dandreano, Office of Emergency Preparedness  
Trey Jones, Legal Affairs & General Counsel  
Zacki Soliman, Campus Federal Credit Union

## **CALL TO ORDER**

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

## **ATTENDANCE**

There was a quorum with one proxy noted.

## **PLEDGE OF ALLEGIANCE**

Senator Ginger Guttner led the Pledge of Allegiance.

## **APPROVAL OF THE MINUTES – February 21, 2024, Staff Senate Meeting**

A motion to accept the minutes was made by Secretary Quinneke Lee. The motion, seconded by Senator Bradley Waters, carried.

## **GUEST SPEAKER – CLAY BENTON, RYAN LANDRY, & ROBIN ETHRIDGE, WORKDAY STUDENT**

President Joshua Duplechain introduced Clay Benton, Ryan Landry, and Robin Ethridge who are part of the Workday Student Team.

They thanked the Staff Senate for the opportunity to speak today.

Clay Benton began by presenting the overall timeline of the Workday Student Implementation project. As well as mentioned, some of the change management efforts that are being put in place due to the last Workday roll out and establishing some best practices, so employees are prepared to use Workday Student when we go live.

This deployment is for the entire system that includes LSU, LSU Eunice, LSU Alexandria, and LSU Shreveport where all student information will be kept in one environment. The timeline is broken down by 2 cohorts for implementation purposes. Cohort 1 is LSU and LSU Eunice. Cohort 2 is LSU Alexandria and LSU Shreveport which will be one year behind Cohort 1.

Clay spoke about “work sets” which are teams of people who have been working configuration and limitation throughout the work sets. We are currently in work set D which is towards the end of the

work configuration time. During these sessions, we are taking a piece of workday functionality to compare how we do things here in Baton Rouge compared to how Eunice does it and we are finding ways to configure the system to allow us to continue to do our standard business process. That doesn't mean that it will be the same as some processes which may take more or fewer steps to complete.

Clay mentioned that there will be a shift from Mainframe to Workday. There will be 2 moves to production in August of this year for recruiting and admissions and financial aid packaging for incoming students only. Testing will continue during this time. In January 2025, all of the registration, course, billing, and financial aid functions will begin in Workday. There will be a period of time where the information will be housed in both Mainframe and Workday as pieces of the new functionality start shifting more in Workday.

Ryan Landry discussed the change management functions. Many organizations think about change by using the ADKAR model. This model focuses on the objectives necessary at the individual level to enable successful change across the institutions, like LSU. ADKAR stands for Awareness of the need for change, Desire to support the change, Knowledge of how to change, Ability to demonstrate new skills and behaviors, and Reinforcement to make the change stick.

The goal of change management is to minimize disruption across the organization and support adoption of behaviors required to achieve the future state by preparing, equipping, and supporting individuals as they move through change. Effective leadership actions are critical to bridging this gap. Individual success behaviors are supported by effective change management activities throughout the process.

The LSU Organizational Change Management (OCM) workstream ensures that LSU can prepare, equip, and support its faculty, staff, and students in successfully adopting new processes, procedures, and system changes as they transition from the old systems to Workday. Organizational Readiness assess each unit's willingness to adopt the new system, from process changes to employee readiness.

Communications provides transparent, regular, and proactive communication that ensures community and key stakeholders' voices are heard. Ensures risks are escalated quickly, questions are answered in a timely fashion and stakeholders are knowledgeable about Workday. Training will develop and deliver quality training materials by roles that match the configuration and business process determined by the project teams.

Ryan Landry is on the Workstream Team and well as Nancy Creel with Deloitte Consulting. Allie Prest is working on the organizational readiness, Samantha Hartmann is working on Communications, and Jonathon Sorge, Aarslan Rafique-Criz and Tyler Wodarski with Deloitte Consulting are working on training.

Landry mentioned Change Liaisons which are individuals who are in the functionally workstreams who serve as Ambassadors to us as a conduit of information as things are getting built out in the system and who are also engaging with communication officers across campus. There are also the technical support personnel along with different advisors.

Landry highlighted a Change Impact Inventory which houses information on what changes will need to occur. This helps track our current state to what our future state will be. Some of those changes are

captured by topic, description, area, and institutions which look at the type of change, the benefits or rationale, the number of people impacted, and the level of change. The team has identified some low, medium, and high impact areas with regards to the organization and roles, knowledge and skills, policies and procedures, process and tasks, ways of working and behaviors, technology, and tools.

Landry spoke about the Focus Groups where the training leads hosted 5, 45-minute focus group discussions. The groups aimed to include a cross-section of staff from across LSU who were student focused and were divided as follows:

- Group 1: Academic Advisors
- Group 2: Admissions & Financial Aid
- Group 3: HRM Trainers
- Group 4: Department Schedulers
- Group 5: HCM & FIN users of Workday Student

The training leads also met with the LSU Eunice team to understand their training approach, including opportunities for partnership with the LSU team and to begin identifying stakeholders to support the development of training materials for LSUE.

LSU's communication plan depends on the timeline and the objectives by phase. Key audiences that will be informed of the project, champion the Workday cause, and cascade communications as defined by the engagement approach include the Workday Team, Leadership, Advocates and End users (faculty, staff, and students). It's important that we tailor the communications across the different audiences. These channels and tools will serve as the key avenues for messaging and updates with key stakeholders to include Newsletters, Email, Website and MyLSU, Presentations, Toolkits and Videos.

Landry shared the Workday Student Website at [www.lsu.edu/workdaystudent](http://www.lsu.edu/workdaystudent) which has information about the project, the timeline, any updates, and training. They have learned some valuable information to help guide their approach to the development of the training efforts. Training materials will be developed based on the scope of work and prioritization of business processes users will need to understand for go-live. Training courses will have meaningful curriculum.

Many processes in Workday Student will be cyclical, meaning users may only use parts of the system certain times of the year based on the academic calendar. Users will likely need to reference back to training materials throughout the year. Job-Aids should be organized simply by topic, including clear screenshots, and limiting the number of topics covered in one job-aid. User participation should be tracked. Requiring users to pass a post assessment will create anxiety and frustration towards Workday Student. Training resources should align with ADA/504/503 requirements, but also acknowledge the large number of users that are still fully remote. Some Workday platform training materials become outdated during certain releases. Workday student training materials and communications should inform users how to report outdated information directly on training materials and the website.

President Duplechain announced that the Executive Committee is working with Ryan Landry on revising the Flag Presentation Policy for employees who pass away while employed at LSU from being in service for 5 years instead of 10 years to be recognized. Duplechain thanked Landry for those efforts.

The floor was opened for questions.

President Duplechain thanked Clay Benton, Ryan Landry, and Robin Ethridge for attending today's meeting.

#### **GUEST SPEAKER – C.J. AVORY & SYMANTHA DANDREANO, OFFICE OF EMERGENCY PREPAREDNESS**

President Joshua Duplechain introduced C.J. Avory and Symantha Dandreano who work with the Office of Emergency Preparedness.

They thanked the Staff Senate for the opportunity to speak today.

Samantha Dandreano circulated an Emergency Preparedness Pocket Guide along with a Disaster Supplies Checklist, and How to Stay Safe in the Sun Guide to everyone present.

C.J. Avory began by explain that the LSU 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.

Their purpose is to handle emergency planning, risk assessment, training and education, coordination and communications, continuity of operations, drills, and exercises and to monitor and evaluate the campus environment for potential threats.

Some of the benefits that they provide to campus include the Emergency Operations Center which provides command and control for all major emergencies, disaster events, and special events. They maintain a 24/7 Operational Emergency Operations Center for largescale emergencies. They direct the mobilization and activation for emergency shelters and public health sites utilizing LSU Facilities. They also coordinate with local, state, and federal entities.

The OEP assesses, develops, and implements LSU policies, plans, and procedures to adapt to new and emerging Homeland Security and Emergency Preparedness threats. They also coordinate with communication teams to streamline communications across the campus both internally and externally. They manage the LSU Emergency Alert System where everyone is encouraged to sign up to receive campus alerts.

There is information on their website at [www.lsu.edu/oep](http://www.lsu.edu/oep) that includes their current plans and future plans. Some of those future plans are a reunification plan, evacuation plan, and stadium evacuation plan. They hope to mutually aid support for the entire LSU University System.

The floor was opened for questions.

President Duplechain thanked C.J. Avory and Symantha Dandreano for attending today's meeting.

#### **PRESIDENT'S REPORT**

President Joshua Duplechain reviewed relevant meetings in which he attended.

- Duplechain mentioned that he doesn't have any updates on the Parental Leave Policy, waiving the Tuition Exemption Fees, or the 100% Tuition Remission for Online Classes but he is fairly certain that these three items will be accomplished when he finishes his presidency.
- Duplechain announced that the Executive Committee has another meeting scheduled with Provost Roy Haggerty, Jane Cassidy, and Jackie Bach on April 11, and will hopefully receive updates during that meeting.
- March 5 – attended the Executive Committee meeting in preparation for the March General Meeting.
- Duplechain attended a meeting with some of the SEC Staff Senates and/or Councils Presidents and we are behind the times with regards to 50% Tuition Remission for dependents, 100% Tuition Remission for dependents if both parents work at the university, 403B matches, and regular meetings with their University President. At South Carolina, their President gave them \$500,000 to implement a Wellness Program. At Auburn, there is a stipend for the Staff Senate and Faculty Senate Presidents. These topics of discussion will be discussed with the Provost. If LSU is truly going to be a leader in the SEC, then we need to catch up and do these simple things.
- Duplechain announced that he attended the Parking and Advisory Committee Meeting. Yonas Yokob has been named as the new Parking and Transportation Director. He will be invited to attend a future general meeting. There are some proposes for the 2024-2025 Academic Year that include window decals for commuters and different hangtags. The license plate readers are on hold and as of right now, there will not be any permit increases. The appeals process will be changing as well costs for replacement tags. Garage Parking for "B" tags is also being discussed. Metered Parking space fees may go up as well.
- Duplechain reminded everyone that Giving Day is March 27. The Staff Senate Executive Committee would like to receive at least 20 donations for Staff Senate initiatives.

## **COMMITTEE REPORTS**

### **Communication and Marketing**

President Duplechain asked Senators to submit known resources at LSU to Senator Ginger Guttner to be included on the Staff Senate Website.

### **Education and Professional Development**

Treasurer Henri Smith reported that the committee has finalized and submitted the application process for the Professional Development Fund to begin receiving applications to Duplechain and Guttner to post on the website. Senator Guttner is working on created the online form.

President Duplechain plans on announcing in the next Newsletter.

## **Staff Benefits and Policies**

Senator Ryan Campen announced that he met with Senator Robyn Canady are researching alternate fertility benefits for the LGBTQ+ community at LSU. There are three companies that they are looking at. A packet of information has been put together to be reviewed and then ultimately a report will be sent to Human Resource Management to further explore.

## **Staff Appreciation and Events**

President Duplechain mentioned that the crawfish boil is a challenge due to the current cost. He has asked for some monetary support from upper administration. We have received about \$4,000 in funding which will help in making the crawfish boil a success.

Member-at-Large Mo Carney reported that Staff Appreciation Week will be held April 22-26.

Below is an outline of events being planned:

- Monday – Treasure Hunt and Brain Teasers
- Tuesday – LSU vs Nicholls with a baseball tailgate
- Wednesday – Deans, Directors, and Department Heads departmental staff appreciation
- Thursday – Crawfish Boil on the Parade Grounds
- Friday – Happy Hour at Lod Cook

Information about Staff Appreciation Week will be posted on the Staff Senate Website.

Volunteers are needed and sign-up has been sent out electronically for participation.

President Duplechain plans on announcing in the next Newsletter.

## **LIAISON REPORTS**

### **Civil Service Commission**

Senator Taylor Constance submitted a written report for the meeting that was held on March 7, 2024, which was included in the meeting packet for review.

## **OLD BUSINESS**

### **General Elections**

President Duplechain announced that there is still time to nominate for the elections. There were nomination forms on hand for those interested to run. The deadline was extended until March 22.

### **Staff Senate Budget**

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

## **NEW BUSINESS**

### **Geaux Big BR**

President Duplechain has been in conversations with Past-President Tammy Millican and Senator Anissa Mimms about getting a team together to serve on Saturday, April 13, with Human Resource Management staff members. If anyone is interested, please let Duplechain know by 4:30 p.m. today.

### **April Meeting**

Duplechain announced that no guest speakers have been lined up, but he hopes to have updates on ongoing initiatives. We will also announce the Executive Committee Elections during the April Meeting.

## **ANNOUNCEMENTS**

Secretary Quinneke Lee announced that she and Past-President Tammy Millican have been working on ways to have a virtual event for staff who may not be able to attend events in person. Next Thursday, there will be an expectant parent panel to discuss wellbeing at work for those who are interested in attending.

Past-President Tammy Millican announced that Spring Greening Day is scheduled on Thursday, April 25, for those who are interested in participating. There are plans to plant at the Greek Amphitheatre which will be 100 years old in 2025. Volunteers are needed. They are hoping to liven up that area to be of more use.

**MOTION TO ADJOURN** – With there being no more business, Past-President Tammy Millican made a motion to adjourn. The motion, seconded by Senator Deanna Gresham, carried.

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

Quinneke Lee, Secretary

QL/mm