



MEETING MINUTES  
March 20, 2024

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

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Administrative/Managerial  
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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

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 MC /P AMCID 91sr01 TiansT (nd)1

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: HR & Support Services

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

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 po 2

- 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.

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

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

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.

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

