School of Medicine Faculty Assembly

Minutes

November 7, 2019

Attendance: S. Alahari; J. Crabtree; T. DeSilva; J. Gidday; R. Gomez; J. Guidry; J. Hart; J. Hunt; S. Kamboj; P. Kozlowski; M. Levitzky; M. Moore; M. Naljayan; S. Primeaux; P. Prasad; L. Tanner; C. Taylor; P. Winsauer; C. Wu

Proxy: J. Gardner (S. Primeaux);

Absent: D. Felipe; T. Goodchild; R. Gupta; K. Happel; S. Holman; M. Houser; E. James; D. LeBlanc; S. Olister; G. Orangio; D. Rivera; C. Roth; J. Surcouf; R. Zambrano

Meeting started 4:02pm

1. Approval of the October meeting minutes (motion: J Crabtree; second J. Hunt)
2. Guest: Rosalynn Martin, HR
	1. HR management Updates
	2. Staff changes: Simone Dedeaux and Samantha Puszcewiz
	3. New Leadership series occurring called TRUST
		1. Series encompasses core competencies that professionals employed at LSUHSC need to embody
		2. Employees are welcome to join the series
		3. In house professional development offering
	4. Completed projects from HR:
		1. Online performance evaluations for unclassified staff
		2. Position management: online library of all campus positions descriptions
		3. New robust applicant tracking system
		4. Online background check process has been initiated
		5. Online I-9/E-verify process (Immigration status form)
	5. Pending projects from HR:
		1. Online boarding
			1. Candidates will receive email link
			2. Eliminate paper hire packets
			3. Plan to roll out by 1st quarter of 2020
		2. Classified applicant tracking system for civil servants
			1. Using people admin software
		3. HRM delivering great service program
			1. Working towards great service program
			2. Utilize technology more efficiently
			3. Engage with more faculty and staff
		4. Campus wide service Recognition Program
			1. Periodic and ongoing raises
			2. If employed for 25 years or more, will be honored in Baton Rouge at President’s Ball
			3. Trying to stop attrition
			4. Crisis leave proposal
				1. Trying to change so faculty and staff can donate sick leave
				2. Working with faculty senate on proposal
			5. Online faculty evaluations proposal
				1. Working with faculty senate
			6. Discussions with Faculty Assembly and brainstorming
				1. Post policies on maternity and paternity leave on website

Many have questions about FMLA

How to add a child, spouse or significant other to insurance

Where to find lactation rooms across the various campuses

* + - * 1. Post policies on special leave (i.e. school closing with Hurricanes or storms)
				2. Webpage dedicated to what to expect while retiring

Retirement handbook to be developed

1. Reports:
	1. Executive Committee (did not meet this past month)
	2. SOM Administrative Council
		1. No meeting this past month
	3. Faculty Senate
		1. Met with Dr. Moershbacher; discussed personnel changes; Roy Clay from Compliance and HR Terri Cunningham are no longer with the institution. Brent Herald also released from his current position.
		2. $22 million to distribute through research mechanisms
			1. Range of grants can be found on Regents website
				1. [LSU Health Foundation New Orleans](https://www.lsuhealthfoundation.org/) has received $360,000 in matching funds from the Louisiana Board of Regents Support Fund for endowed professorships and superior graduate scholarships.
				2. The funds match private donations for these professorships and scholarships: Joseph N. Macaluso, Jr. MD, FACS Professorship of Endourology; Richard A. Culbertson Professorship; The Spirit of Charity Keith Van Meter, MD Professorship in Emergency Medicine; Susan M. Leary and Richard A. Culbertson Professorship; Linda Cao and Phuong Nguyen Scholarship in Pediatric Dentistry; Alliance to the Louisiana Dental Association Scholarship in Dentistry; Committee of 100 Scholarship in Dentistry; and Thomas E. McNeely Scholarship in Dentistry.
		3. Tiger Run is November 10, 2019
		4. Heart Walk is November 16, 2019
2. Old Business:
3. Call for New Business:
	1. Coats for Kids (T. DeSilva) would like to initiate this campus wide. J. Crabtree mentioned bringing this through Faculty Senate so it is a campus wide initiative.
	2. Ombudsman discussion
		1. There is one for medical school and residency programs
		2. Do we have someone for the graduate students or the faculty and staff?
	3. Chief compliance officer
		1. Has position been opened?
	4. Suggestions for future speakers
		1. John Ball to discuss construction?
		2. Dean Richard DiCarlo
4. Adjourn at 5:01pm (J.Crabtree, S.Primeaux)