

LSUHSC Staff Senate meeting minutes November 11, 2025 Lions Eye Center 632 and Zoom

Senators present included:

Patricia “Patty” Oates – President

Cody Palazzolo – President-Elect

Kyle Walker -Secretary

Treva Lincoln – At Large

Pam Galindo

Angelica Bruno

Michael Boutte

Michele Holmes

Courtney Martin

Toya Shanklin

Tonika Lockhart-Mackie

Jessica Riche

Registered proxies included:

Dale Prince (Patricia Oates, proxy)

Nic Manuel (Patricia Oates, proxy)

Call the Meeting to Order at 2:00pm by Senator Patty Oates

Thank you to our Veterans

Invited Speakers / Special Presentations and Questions/Answers

Vice Chancellor for Academic Affairs Announcement –Tonika Lockhart-Mackie, VCAA Senator

- Request from LSU Health Sciences Center - New Orleans to Approve the Reorganization of the Basic Sciences Departments in the School of Medicine
 - Board of Supervisors (BoS) approved October 24, 2025
 - Next step: Board of Regents (BoR) approval -hopefully on their December 10, 2025 agenda.
- Request from LSU Health Sciences Center - New Orleans to Convert the Doctor of Nursing Science Degrees Awarded between 1988 and 2021 to the Doctor of Philosophy in Nursing Degree
 - BoS approved on October 24, 2025
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) changes: New president. Principles of accreditation will be revised over the next 2 years. QEP may become optional.
- Office of Research Services (ORS) Executive Director: Joseph Constans has been hired. His full-time start date is January 12, 2026. He begins working part-time Nov 21, 2025.
- Dental school regarding Notification of Change: Internationally Educated Dentists Program 2025-2026: Letter sent to LSU Baton Rouge to be submitted to Board of Regents.

- Integrated Postsecondary Education Data System (IPEDS) Data Change: The Dept of Education has changed the requirements for reporting admissions information for the upcoming Winter Survey. Whereas LSUHSC used to be exempt from the admissions survey as we do not admit First-Time Freshman, the Dept of Ed is now requiring admissions data on transfers-in. For now, this requirement is only for undergraduate programs. We are therefore now required to report disaggregated data on race, gender, admit rates, and other metrics for matriculants and applicants to all our undergraduate programs.

Interim Vice Chancellor for Administration and Finance -Ben Lousteau

- LSU System Updates: LSUHSC New Orleans reports to Chancellor/Executive Vice President James Dalton.
- UNO transition committee meetings in progress

Human Resources Information Systems Manager (HRIS)- Emily Hernandez conducted a tutorial regarding navigating the [Coursera Career Academy online courses](#)

- Contact HR for course recommendations such as getting started with Microsoft excel
- Navigating the website:

Option 1 Explore

Options 2 Search within the LSU faculty and staff academy search bar for free to you classes

Utilize Career Tracks

Approval of Minutes from October Senate Meeting:

- Senator Kyle Walker motioned to approve the minutes. The motion was seconded by Michael Boute and seconded.

President's Report

- Working with Human Resources and Chancellor Nelson to conduct an employee survey.

Committee Reports

- Communications – Chair: Senator Courtney Martin. Senator Co-Chair- Kyle Walker
 - [Added Events and More Section to the website: Scarecrow decorating contest; Staff recognition.](#)
- Community Engagement and Development- Chair: Senator Patty Oates
 - [Scarecrow decorating contest and Harry Thompson Center donations](#)
 - Voting ends November 20 at 11:59pm.
 - [Cookie Exchange December 9th at 2pm - LE 1st floor](#)
- Elections Committee – Chair: Patty Oates
 - Candidate information will be on the website for the next election
- Staff Advocacy and Retention- Chair: Michele Holmes
 - Researching Emergency Preparedness and Safety policies & identifying gaps to improve training

- Implemented staff recognition on the staff senate website. Working towards adding success stories to the website.
- Requested and received the Coursera Career Academy tutorial

Old Business

Provided responses to online submissions of [staff senate feedback and questions/concerns for General Assembly](#) and questions during the meeting.

1. Feedback: Similar to IT Office Hours, can it be set up where when the meeting notice is sent, we can add it to our Outlook calendars?
 - Response: Yes, it now exists on the [website-meetings schedule](#)
2. Feedback: I think something that would be very helpful for staff is an explanation at the beginning of each general assembly meeting on what the purpose of the staff senate is. I am still unclear what that is and I attend most meetings. I would like to see the staff senate be a united team that has actionable plans to advocate and retain staff.
 - 2a. Feedback: It is unclear what the staff senate's purpose and responsibility is. Is this a group that functions as a liaison between institution leadership and administrators? Is this a group that plans pumpkin carving events? Is this a group to help promote and advocate for staff? I would like to see the staff senate elevate the staff into leadership conversations and be taken seriously by institutional leaders.
 - Response: Staff senate mission: The Louisiana State University Health Sciences Center Staff Senate promotes and protects the welfare of the LSUHSC-NO staff by representing the interest of and the issues impacting all staff members.
We focus on internal and external community engagement.
3. Feedback: Where are the donation boxes around campus?
 - 3a. Feedback: The locations should be listed in the request emails and digital signs.
 - Response: These are the approved campus locations for collecting donations for a maximum of 30 consecutive days and no more than 60 days total within the calendar year:
 - Center for Advanced Learning and Simulation- 2nd floor lounge by the display case in front of room 2082 & 2083
 - Dental School- glass display wall in the cafeteria- the side facing the student parking lot
 - Human Development Center- 4th floor Lounge back wall (room 406)
 - Lions Eye Center- 2nd floor under the digital sign
 - Medical Education Building- 4th floor outside of the Medical Student Lounge
 - Resource Center Building- 6th floor breakroom
 - School of Nursing and Allied Health- 4th floor in the open sitting area outside of the elevator lobby
4. Feedback: Can someone on the staff senate provide a brief explanation of the speaker (full name and title/department), purpose for their presentation, and education on their role during general assembly meetings? Every meeting begins with an update from Ben. Not everyone knows who "Ben" is and what his office is responsible for.
 - Response: Yes

5. Feedback: Can the senate pick one charitable organization to promote/give to? You could support the food drive that happens every year or raise money for it.
 - Response: The Harry Thomson Center is the charitable organization for 2025. Please provide suggestions for 2026.
6. Feedback: When will we be getting our service pins? Is there an estimated delivery date?
 - Response: HR distributed the pins. See your Department head or Dean. Pins are for full time employees.
7. Feedback: Can the staff senate consider gathering and publishing more information on candidates for the next staff senate election. I think it would be easy and important to have their department, position, years of service, and reason for wanting to sit on the staff senate. This can be collected when nominations are accepted. I think it would give the staff a chance to select a diverse group and not just vote based off of name recognition.
 - Response: Yes, Candidate information will be on the website for the next election
8. Would it be possible for LSUHSC to do salary adjustment not a raise for staff that have been here over 25 years? What is the process of obtaining a salary adjustment ?
 - Response: We are a state entity. Salary adjustments (equity) occurred earlier this year. See your department head, Dean or HR as needed. Salary isn't listed on the job postings. Most people are hired around the midpoint. Contact Michele Holmes for the Staff Advocacy and Retention Committee minutes.
9. Can we buy gift cards from the cafeteria ?
 - Response: Contact the Cafeteria
10. What are the benefits of working here ?
 - Response: There are many benefits, discounts and a generous vacation, annual and sick leave program . Review the [HR website](#).
11. We should have more events with meals.
 - Response: There are State rules regarding using institutional funds to pay for meals. There are also Foundation rules regarding using foundation funds to pay for meals.

New Business -Updates from LSUSHC Committees and Schools

- Wellness Committee-Angelica Bruno - Hunger Free Campus work force
Food collection through Nov 19. Donation boxes are located:
 - Center for Advanced Learning and Simulation- 2nd floor lounge by the display case in front of room 2082 & 2083
 - Dental School- glass display wall in the cafeteria- the side facing the student parking lot Human Development Center- 4th floor Lounge back wall (room 406)
 - Lions Eye Center- 2nd floor under the digital sign

- Medical Education Building- 4th floor outside of the Medical Student Lounge
- Resource Center Building-6th floor breakroom
- School of Nursing and Allied Health- 4th floor in the open sitting area outside of the elevator lobby

Adjourn- 2:53pm. Motion by Senator Patricia Oates, motion was seconded by Senator Kyle Walker

Attendance: 40