

**LSU AgCenter  
Faculty Council Meeting  
April 15, 2011  
Sullivan Conference Room  
9:30 a.m.**



**Members Present:** Joan Almond, Quincy Cheek, Wayne M. Gauthier, Allen Hogan, Clayton Hollier, Jeff Hoy, Natalie Hummel, Joan King, Robin Landry, Nicole LeMaire, Ken McMillin, Ross Pruitt, Johnny Saichuk, Ed Twidwell, Richard Vlosky, and John Westra.

**Members Absent:** Guy Padgett

**Proxies:** Nikki LeMaire for Lisa Benoit, Quincy Cheek for Sharman Charles, Joan Almond for Dianne Glasgow, Allen Hogan for Guy Padgett, and Richard Vlosky for Hallie Dozier.

**Guests:** Dr. William B. Richardson, Chancellor, LSU Agricultural Center (LSUAC); Mark Legendre, Chief Fiscal Officer, Accounting Services; Ann Coulon, Director, Human Resource Management and Kathy L. Loyd, Manager, Human Resources.

**Highlights**

- . **Redistricting Compounds Work for LSU AgCenter (1)**
- . **Chancellor Pleased with Selection of Dr. Purcell as Commissioner of Higher Education (2)**
- . **Richardson, Purcell and Rainwater to Review Formula for Funding LSU AgCenter (2)**
- . **Take Care in Interpreting Reports to Include 2011 Political Context (3)**
- . **Rural Caucus Supportive of LSU AgCenter (4)**
- . **Updates on Calhoun, Citrus and Rosepine Experiment Station Closures (5)**
- . **Implications of Interstate Highway Siting for Pecan Station (5)**
- . **Greater Budget Certainty Expected After June 25, 2011 (5)**
- . **Problem: Absence of Tuition to Buffer Budget Reductions (6)**
- . **Animal Sciences Complex Still in Construction Budget (7)**
- . **Elected Officials Lacked Faith in Board of Regents (8)**
- . **Extension's Smith & Lever Funds Cut (9)**
- . **LSU-BR's Proposed Mergers of Selected LSU AgCenter Units Halted (10)**
- . **LAES's Vice-Chancellor & Director Search is an On-going Process (11)**
- . **Use Annual Physical and Other Health Related Benefits Available as Employees (12, 33)**
- . **Council Observes Moment of Silence in Memory of Trent Guidry and Larry Brock (12)**
- . **Legendre Analyses Impacts of Fluid Budget While Numbers; Staff Handles Routine Matters (13)**
- . **Unintended, but Positive Consequence of LaCarte Card Adoption (14)**

- . Recipient Shares of Indirect Cost Revenues As Between P.I., Unit Head and Vice Chancellor (15)
- . Vice-Chancellors Identified as Recipients of Salary Savings. A Parish's Contribution to Salary Reverts to its Region (15)
- . In Extension, Any Sum Received From Parish Above 10% Treated as Indirect Cost (15)
- . Question for Baumgartner: "How Much of a Person's Salary Can Be Assigned to a Grant"? (15)
- . Grant and Contract Monies Expended According to Grantor and State Guidelines (16)
- . LSU-BR's Accounting Provides Oversight on LSU AgCenter's Grants and Contracts (17)
- . Use State Vehicle Before Using an Enterprise Rental Car (18)
- . No Out-of-State Travel Except on Grant Money (19)
- . Increase in LASERS Retirement Contributions Today Might Signal Increases for Other Retirement Programs Tomorrow (20)
- . Health Care Benefit Programs Transitioning to CY Period From FY Period (21)
- . Boone-Chapman Assuming Administration of Health Care Benefit Programs (22)
- . IRS Prohibiting Use of FLEX Accounts for Over the Counter Medications (22)
- . Prudential Life Plan Provides Benefits for Child Under 26, Even if Married (23)
- . LSU First Provides One Vision Exam Per Year (24)
- . Regional Meetings Slated for Office of Group Benefits and Vantage, where offered, Plans (25)
- . LSU First Provides \$250 Credit for Pregnancy Exam in First Tri-Semester (26)
- . Employees Need to Change Tax Saver Plan (27)
- . LSU First Plan Promoting Lifestyle Changes (28)
- . Emergency Contract with Blue Cross Remains in Effect Until Circuit Court Issues Ruling (29)
- . P&T and Violence in Workplace Topics Need to be Mandated for Meetings (30)
- . Frequency of Unit Head Evaluations Should Be Same as Frequency of Faculty Evaluations (31)
- . Criterion for Distinguishing Between A Claim of Sick or Annual Leave (32)
- . If Accumulated, Employee Can Use Full Month of Annual Leave Prior to Day of Retiring (32)
- . Very Little Salary Increases Awarded During 2010 (34)
- . Council Represented at LSU BOS and Council of Louisiana Faculty Senates Meetings (35)
- . Question Remains As To Whether LOUIS Available to All LSU AgCenter Employees (36)

## **Call to Order**

Chairman McMillin called the meeting to order at 9:30 a.m. on April 15, 2011 in the Sullivan Room of the John M. Parker Agricultural Center.

## **New Business**

The sets of February 2011 and March 18, 2011 minutes were approved on a voice vote.

## **Chancellor's Report**

### **Dr. William B. Richardson, Chancellor, LSU AgCenter**

1. Chancellor Richardson noted that the task of redistricting had been completed by the Louisiana legislature. Although there were no direct ramifications for the Louisiana State University Agricultural Center (LSU AgCenter) resulting from that process, its outcome is going to make it tougher to get things done going forward.

2. Chancellor Richardson reported on events occurring at a meeting of the heads of Louisiana's higher education units and members of the Louisiana House Appropriations Committee. It was a positive meeting for the LSU AgCenter. The matter of the nine million dollar cut of 2010 levied against the LSUAC was reviewed. Dr. Richardson was impressed with Dr. Purcell, a former 4-H'er and the recently appointed Commissioner of Higher Education. Chancellor Richardson feels that there is now a Commissioner of Higher Education who will work with the LSU AgCenter. Drs. Richardson and Purcell are scheduled to meet with Mr. Paul Rainwater, the Louisiana Commissioner of Administration. The purpose of that meeting will be to address the formula that has been used in allocating monies to all of the institutions of higher education and to fill the short-run budget hole.
3. Chancellor Richardson reminded everyone that 2011 is an election year and that it will influence the actions of government officials. Chancellor Richardson cautioned that news reports should be interpreted against the reality of the 2011 election year. Therefore, be cautious and prudent in the assessments of reports of their intended actions.
4. The Chancellor observed that the Rural Caucus makes positive contributions to the LSU AgCenter.
5. As an organization, the LSU AgCenter needs to be as efficient as possible. To that end, the Rosepine, Calhoun and Citrus Experiment Stations are going to be closed. Notices of these closures had to be given to the affected employees by April 1, 2011. There are no longer any scientists stationed at the Rosepine Experiment Station. The LSU AgCenter owns the Rosepine Station and it will be made available for leasing. Chancellor Richardson indicated that nothing from these stations is to be sold. All of the research being done at the Calhoun Experiment Station is going to be moved elsewhere. All of the research being done at the Citrus Station is being brought to Baton Rouge either to the Burden station or to the campus. Other experiment stations are being assessed as well as programs in Extension. At the present time, an interstate highway is scheduled to go through one of two places on the Pecan Station. The alternatives are to either relocate the Pecan Station or work with less land. At the moment, plans are to slow the process of downsizing down until the FY 2011-12 budget becomes clearer following the June 25, 2011 adjournment of the state legislature. If the LSU AgCenter's budget is reduced by nine (9) million dollars, major adjustments within the institution will be necessary.
6. In response to the question of "What is our problem?", the Chancellor said it was the inability to offset reductions in funding by raising tuition as is done by the sister campuses in the LSU and University of Louisiana Systems.
7. Construction of the Animal Sciences Complex remains in the capital outlay budget. Plans are to break ground in June.
8. A problem plaguing all of higher education up to the present time has been the Legislature and the Governor's lack of faith in the Board of Regents (BOR).
9. At the federal level, the Smith and Lever funds that support Extension have been cut by one percent (1%) for 2011. That cut, however, has not been finalized.

10. In the past month, Mr. Legendre, Ms. Coulon, Drs. Russin and Coreil have met with administrators on the Baton Rouge campus regarding the impacts that various proposals were likely to have on the College of Agriculture (COA) as well as on the LSU AgCenter. Their reports were not encouraging to Chancellor Richardson. However, initiatives that are not going to be advanced include mergers of: (a) the Department of Agricultural Economics & Agribusiness with the Department of Economics and (b) the Department of Entomology and the Department of Plant Pathology. For the present time, any talk of a merger of Nutrition into the School of Human Ecology is simply talk.
11. The search for the Vice –Chancellor and Director of the Louisiana Agricultural Experiment Station is an on-going process.
12. A moment of silence was observed in memory of Trent Guidry and Larry Brock. Chancellor Richardson was requested to make it mandatory that LSU AgCenter employees avail themselves of their annual health benefits of a wellness examination and counseling opportunities.

### **Mark Legendre, Chief Fiscal Officer, Accounting Services**

13. Mr. Legendre reported that he was well pleased with his staff of ten (10) who were providing services once provided by fifteen (15). Legendre expends time and energy addressing the impacts of uncertainty on the LSU AgCenter’s budget. The staff handles the majority of routine accounting matters. Legendre noted that Dr. Jim Purcell, the new Commissioner of Higher Education, recognizes that the non-tuition campuses such as LSU AgCenter and Pennington need to be taken care of throughout the budget allocation process.
14. Most of the employees in Accounting Services are classified employees who have gone without raises for the last three years. The use of the LaCarte card has helped the unit to maintain its level of services despite the reduction in its staff.
15. Policy statement 13 specifies the distribution of the indirect costs generated from grants and contracts to be as follows: Twenty-five percent (25%) to the faculty member; twenty-five percent (25%) to the department head; and fifty percent (50%) to the vice-chancellor’ pool. The distribution is made in September and based on the previous fiscal (July 1 – June 30) year’s receipt of monies from grants and contracts. F&A used to be referred to as indirect costs. The sentiment was expressed that the principal investigator (PI)’s opinion should count as to how their 25% gets expended. In extension, anything over 10% raised at the parish level is treated like indirect costs and used in the parish office for operating costs. Salary savings go to the appropriate vice-chancellor. Sometimes, salary savings are rebated back to the departments. The question to ask Mr. Baumgartner is “how much of a person’s salary can be assigned to a grant?” It was speculated that the answer is probably proportional to the amount of time the person expends on the grant. A parish’s percentage (%) contribution to a salary that is saved goes back to the region with which that parish is affiliated.
16. The accounting practices governing expenditures on grants and contracts are that the expenditures have got to be in accordance with grant guidelines and state procedures. A fixed price contract has a three year life after it expires. Monies not expended within established and/or specified time frames

go into a vice chancellor's pool. The LSU-Baton Rouge campus (LSU-BR) accounting unit expects that at least 80% of the monies received on a specific grant in support of that grant.

17. The LSU-Baton Rouge campus (LSU-BR) accounting unit has oversight over the LSU AgCenter's grants and contracts. LSU AgCenter's Accounting Services provides pre-audit procedures, but LSU-BR closes out the grants and contracts after the fact. Following LSU-BR close-out actions, the documentation goes to the State of Louisiana's Legislative Fiscal Office. The LSU-BR accounting unit provides overview services and handles post award administration for all units in the LSU System with the exception of the Pennington Biomedical Center.
18. Legendre did not foresee any major changes coming in the immediate future. The only exception may be with the mileage allowance due to the expected increases in fuel costs. The LSU AgCenter is still fighting the 99 mile round trip restriction before using Enterprise's car rental services. An exception to this state travel regulation has been obtained for all extension travel. The employee is to either claim the 99 miles round-trip or rent a car. Legendre advises employees to first use an available state vehicle before using a rental car from Enterprise.
19. The ban on out-of-state travel on state dollars is still in place. An employee can use grant money for out-of-state travel.

**Ms. Cathy Lloyd, Manager, Human Resources**

20. Ms. Lloyd observed that there is an issue regarding employees whose retirement program is through LASERS that is under discussion and awaiting legislative action. The core question for all LSU AgCenter employees is: "If LASERS employees have to contribute more towards their retirements, then how soon might it be before everyone else will also be paying more to fund their retirements?"
21. The next annual enrollment into a health and wellness plan will be in October, 2011. The plans are transitioning to a calendar year (January – December) basis from the current fiscal year (July – June) time periods. The Office of Group Benefits (OGB) needed to transition in order to qualify for federal funds. Once the OGB implemented its transition, the LSU System followed suit.
22. Boone-Chapman is taking over the administration of the health care benefit programs which has implications for employees' FLEX accounts. Ms. Lloyd indicated that there will be a grace period for implementing changes, but she doesn't know its length or starting date. Current Internal Revenue Service (IRS) regulations prohibit the use of funds from one's Health Savings Account to pay for over-the-counter medications.
23. One significant change in the health benefits under the Prudential Life plan is that a child under 26 years old can now be enrolled under the parent's plan even if the child is married. Ms. Lloyd cautioned that this provision was not in the Hartford Life.
24. Under the LSU First plan, an employee is entitled to one vision examination per year. Other provisions of the plan can be viewed at [www.lsufirst](http://www.lsufirst).

25. Meetings to explain the OGB plan will be held around the state. There will also be regional meetings in those areas where the VANTAGE health plan will be available.
26. An incentive program has been incorporated into the LSU First plan. Under this plan, the employee who visits their health provider within the first tri-semester of their pregnancy will receive a \$250 credit. This incentive is an example of how health plans are promoting wellness and preventive medicine.
27. There is a need for LSU AgCenter employees to go change their Tax Saver Plan even if that is the only plan that needs changing.
28. A Lifestyle Management Program is being promoted under the LSU FIRST plan.
29. Note was taken of the status of the Blue Cross-Humana lawsuit. That lawsuit is now before the First Circuit Court of Appeals. Under the provisions of an earlier district court decision, the LSU AgCenter has the authority to continue its emergency contract with Blue Cross until the First Circuit Court render its decision.

**Ms. Ann Coulon, Director, LSU AgCenter Human Resource Management**

30. Information regarding Tenure & Promotion (T&P) will be talked about at regional and departmental meetings. Discussions of T&P topics need to be mandated at meeting in a manner similar to the discussion of topics mandated at quarterly safety meetings. Violence in the Workplace is also a topic that needs to be discussed at these meetings.
31. There is a sentiment that evaluations need to be made of interim heads given that some interim services have become extended. The frequency of reporting on unit head performance should match the frequency of reporting of faculty member performance. In response to a question, it was reported that post tenure evaluations aren't implemented until two unsatisfactory ratings have been given to the employee.
32. A clarification distinguishing between sick and annual leave was made. "Going to see one's doctor for oneself should be reported as sick leave. Taking one's child to see the doctor should be reported as annual leave to take care of your child". It was also observed that "Immediately preceding retirement, the employee can use the full amount of leave normally accumulated in an entire year; that is, the employee can take one full month of annual leave prior to retiring".
33. A wellness visit once a year is provided for in the health plans. All employees should make use of that benefit. Note was taken that the Chancellor was requested to include that observation in his wellness message. It was also observed that a memorial to Trent Guidry and Brock \_\_\_\_\_ should be posted to the website.
34. The response to the question of whether any salary increases had been awarded to anybody in the LSU AgCenter in the last year was "very little".

**Committee Reports**

35. Natalie Hummel represented the Council at meetings of both the LSU Board of Supervisors (BOS) and the Council of Louisiana Faculty Senates (CLFS). She rendered both a verbal report and distributed paper documents.
36. McMillin reported on the status of LOUIS. This web-based, state-wide library service costs the Board of Regents \$4.1 million dollars annually. The LSU library's share is \$3.1 million dollars. However, this \$4.1 million dollar subscription fee would likely cost these state libraries, if individually billed, over \$90 million if they were to individually subscribe to the various reference services made available to their patrons through LOUIS. The LSU-BR library no longer maintains or stores repository records. The motion to support LOUIS was made and passed on a voice vote. McMillin was authorized by the Council to take any and all actions necessary to support LOUIS. It was noted that extension employees need to make full use of E-extension. To the question of whether all LSU AgCenter personnel have access to LOUIS, there was a positive response with the caveat, "if they have a PAWS account". The follow-on question for which there was no response is "whether their access via PAWS is as a student or as an employee?"

The meeting was adjourned on a voice vote.

Respectfully submitted,

Wayne M. Gauthier  
Secretary