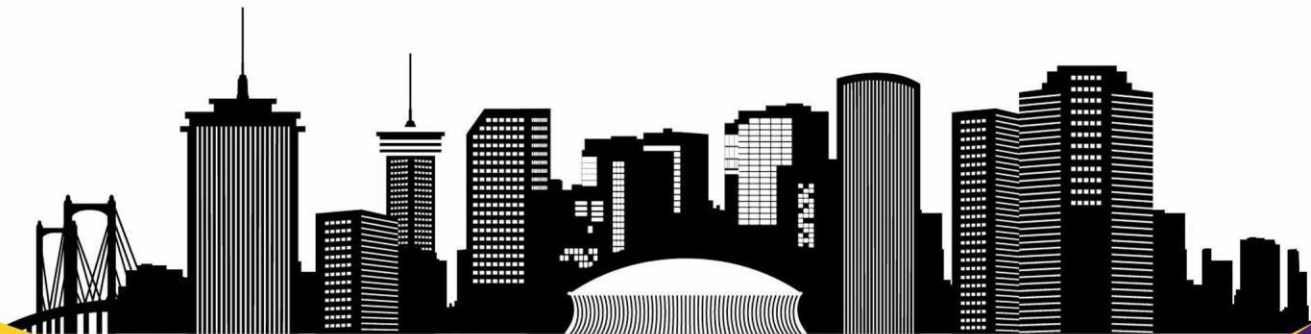


**LSU Health**  
NEW ORLEANS

# HRM Liaisons Meeting

February 2024 Meeting

February 15, 2024



**LSU Health**  
NEW ORLEANS

# HRM Talent Acquisition

Shauna Caputo, *Talent Acquisition Manager*

## [Permanent Memoranda 69 \(lsu.edu\)](#)

### **III. Presidential approval required:**

E. Appointment and termination of tenured faculty.

F. Granting of tenure to an existing faculty member, and/or promotion in faculty rank.

### LSUHSC-NO faculty handbook: **3.4 RANK AND TYPE OF APPOINTMENT**

The type of appointment and designation of rank, consistent with this Handbook, PM-23, PM-69 and the Bylaws and Regulations, are recommended by the Department Head/Chair, subject to approval by the Dean of the School, VCAA, Chancellor, and LSU President.

Memo request should be addressed to VCAA and Chancellor and start date of appointment should not precede presidential approval.



## [Permanent Memoranda 69 \(lsu.edu\)](#)

### **III. Presidential approval required:**

H. Reemployment of a retiree to a position within the entities of LSU that is not significantly different from the position from which the individual retired, unless two or more years have lapsed.

I. Reemployment of an LSU retiree by the campus from which they retired if the appointment is for more than two years and more than 50% effort.

Please contact: [nohrmbenefits@lsuhsc.edu](mailto:nohrmbenefits@lsuhsc.edu) for questions regarding retirement implications.

Please contact: [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) for questions regarding confirmation when presidential approval is required.

Memo request should be addressed to VCAA (when academic appointment) and Chancellor and start date of appointment should not precede presidential approval.

## [Permanent Memoranda 69 \(lsu.edu\)](#)

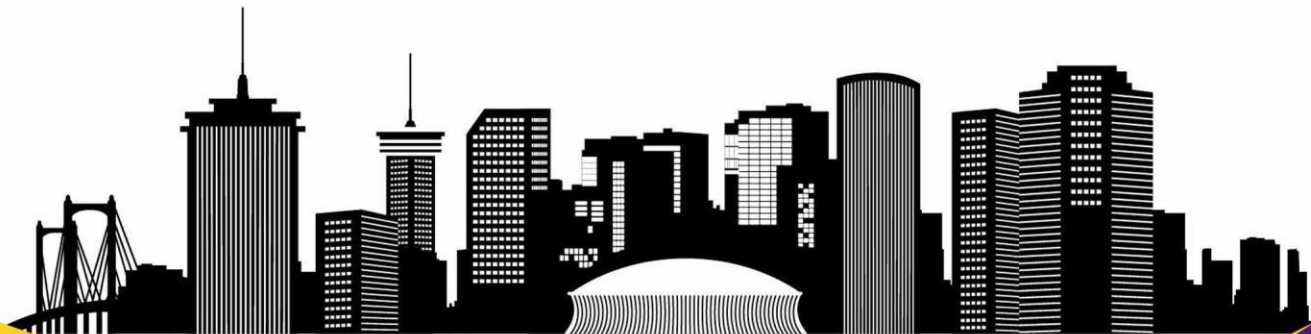
### **III. Presidential approval required:**

B. Appointments not based on a pre-approved salary range and a salary of \$250,000 or above.

C. Salary increases associated with additional duties, merit increases, counter offers, and retention raises in excess of 15% annually for positions with a base salary of \$100,000 or above.

Please contact: [nohrmcompensation@lsuhsc.edu](mailto:nohrmcompensation@lsuhsc.edu) for questions regarding salary implications.

Memo request should be addressed to Chancellor and start/increase date of appointment should not precede presidential approval.



**LSU Health**  
NEW ORLEANS

# HRM Talent Development

Braylin Artigues, *Manager, Talent and Organizational Development*



# Faculty & Staff Performance Evaluations

- Same process as last year
- Forms and submission portal are on the website
- We welcome walk-ins to our office
- Evaluation Deadline **March 1, 2024**
- Appeal Deadline March 15, 2024

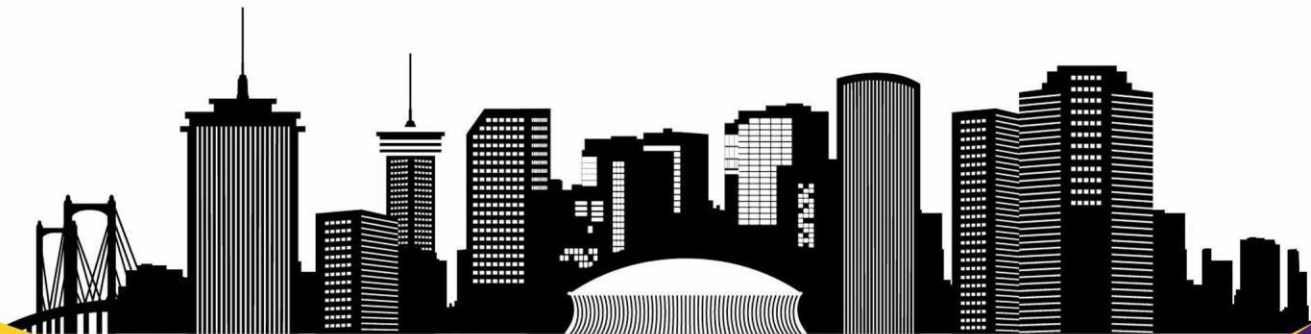
Review Period	Unclassified Performance Evaluations Activity
January 1, 2023 – December 31, 2023	2023 Evaluation Period opens <b>Monday, February 5, 2024</b> . Employee Evaluations must be completed with all parties' acknowledgement and submitted to Human Resources via the online submission portal (Microsoft Forms) by the established due date of <b>Friday, March 1, 2024</b> .
Resources	
LSUHSC-NO Resources	<a href="#">Performance Evaluations Administrative Policy</a>



# Reminder

Please share the information from these meetings on to your supervisors, department heads, hiring managers and other employees you work with.

Slides are linked on our website.



**LSU Health**  
NEW ORLEANS

# Campus Assistance Program

Scott Embley, *Director*



## Responsible Use of Alcohol Server's Training 2024

In accordance with LSUHSC Policy (CM36),  
the Campus Assistance Program  
is offering Alcohol Server's Training on:

### **Downtown Campus:**

March 04. | 10:00 am – 12:30 pm

June 12. | 10:00 am – 12:30 pm

November 13. | 10:00 am – 12:30 pm

### **TBA at Dental School:**

September | date will be announced

Registration is limited, so register early by contacting CAP:  
*(504) 568-8888 or [ast@lsuhsc.edu](mailto:ast@lsuhsc.edu)*

# Campus Assistance Program

- What is CAP? Benefit provided by LSUHSC-NO to assist faculty/staff, residents, students and their immediate family members in the resolution of personal problems that may impact academic/job performance or emotional well-being
- Services Available: 24-hour crisis line, community information, problem assessment & short-term counseling
- STRICTLY CONFIDENTIAL
- Contact CAP staff: 504-568-8888 or email: [cap@lsuhsc.edu](mailto:cap@lsuhsc.edu)
- Where is CAP located?:
  - Human Development Center (HDC), Suite 233
  - 411 S. Prieur St., New Orleans, LA 70112
- Bilingual services available
- For additional information visit:  
<http://www.lsuhs.edu/orgs/campushealth/cap.aspx>

# Campus Assistance Program

## Campus Health

- Campus Assistance Program
- Drug Testing Program
- Diversity, Equity & Inclusion
- Community Health, Wellness & Safety Resources
- Employee, Faculty & Staff Health, Wellness & Safety Resources
- Student Health, Wellness, Safety & Academic Resources
- Peer Advocate Liaison
- Campus SaVE Act / Title IX
- Responsible Use of Alcohol - Server's Training
- Downloads & Links
- Forms

## Campus Assistance Program (CAP)

The mission of the LSUHSC Campus Assistance Program (CAP) is to support the mental, emotional, and physical well-being of students, faculty, staff, and immediate family members in order to promote the overall health and effectiveness of the LSUHSC-NO community.

The Campus Assistance Program is a free service provided by LSU Health Sciences Center at New Orleans to assist faculty, staff, residents, students and their immediate family members in resolving personal, academic or work related problems. Faculty, staff or residents who are enrolled or employed with LSUHSC-NO programs in other cities are also eligible for CAP services.

LSUHSC-NO recognizes that everyone, at sometime, needs a "helping hand" or assistance. Whether you have a simple or a complex problem, the Campus Assistance Program can help.

**A counselor is on call 24 hours a day to assist in time of crisis. If you feel you have an emergency or need immediate assistance at any time, contact the counselor on call by following the instructions on the main line (504) 568-8888.**

### Questions about...

- Workplace Conflict?
- Academic Problems?
- Relationships?
- Stress?
- Alcohol & Drug Use?
- Mental Health?



## Campus Assistance Program

(504) 568-8888

Free, confidential services available to all faculty, staff, residents & students.

### CAP Location and Contact Information

Human Development Center  
 411 S. Prieur St., Suite 233

Dr. Lauri Byerley  
 Eat Well, Be Well!



Take our confidential online  
**STRESS & DEPRESSION SCREENING**

If you are in crisis, call  
 1-800-273-TALK (8259)  
 National Suicide Prevention Lifeline

Forgot your User ID/Password?

Welcome
Returning User? Login
User ID: 
Password: 
Login

**Welcome!**

Thank you for taking action to find out how stress and depression may be affecting you - and how you can get help for these problems at Louisiana State University Health Sciences Center - New Orleans.

This website and the services offered are intended **ONLY** for students, residents, faculty, and staff at LSUHSC-NO. Your participation is completely **voluntary and anonymous**.

This is **not** a crisis intervention service. If you are in crisis, please use the resources listed on this page.

**Take 3 Easy Steps**

1. Click the "Sign Up" button below
2. Create a User ID and password, allowing for complete anonymity
3. Take and submit the Questionnaire, which takes less than 10 minutes to complete

**What Happens Next?**

A campus counselor will review your Questionnaire and post a personal response to you on this secure website. The response will include information, recommendations, and options for next steps.

**You decide what's next.** You'll have the option of communicating with the counselor through this website, on the phone or in person. Or, you can decide to do nothing further at this time.

*It's up to you. No follow-up services will be provided unless requested.*

Sign Up »

**Privacy Statement**

Your identity will **not** be known to the counselor unless you decide to share it.

Before you submit the Questionnaire, you'll have the option of providing an email address so the computer system can notify you when the counselor's response is ready. **Your email address is encrypted and will not be revealed to anyone, including the counselor.** Having your email address will also enable the system to retrieve a forgotten User ID or password.

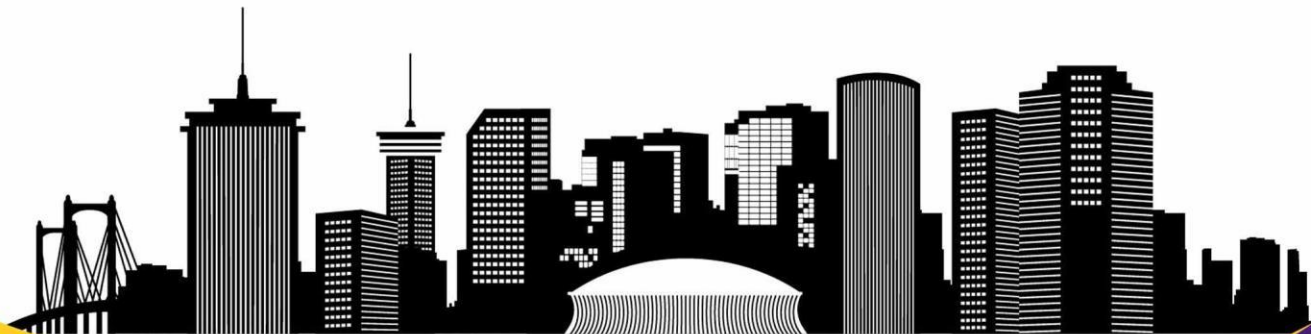
**[+] Campus Assistance Program Services**

LSUHSC-NO Campus Assistance Program  
 Human Development Center  
 411 S. Prieur St., Suite 233  
 New Orleans, LA 70112  
 (504) 568-8888

**Campus Assistance Program Hours**  
 Monday - Friday  
 8:30am - 5:00pm  
 24 hour on-call crisis counselor available

[\[+\] Emergency Contacts](#)

[\[+\] Additional Resources](#)



**LSU Health**  
NEW ORLEANS

# Office of Title IX

Leigh Smith-Vaniz, *Director Student Services & Title IX  
Coordinator*



The Louisiana Board of Regents will be inviting all faculty, staff, and students to participate in a  
**Power-Based Violence Campus Climate Questionnaire**  
**Monday, February 26 - Tuesday, March 19, 2024**

Responses will be anonymous and IP addresses will not be collected.  
We encourage everyone to complete the questionnaire, but participation is voluntary.

A campus-wide email will be sent with the questionnaire link on Feb. 26th.

Information & resources regarding Title IX & Power-Based Violence can be found here:

<https://www.lsuhs.edu/titleix/>



# **LSUHSC Office of Diversity, Equity, and Inclusion**

*Alicia Edwards*  
*Dionne Payton*

**A Place Where Everyone can **Belong and Succeed**:  
Constructing an Institutional Model for Inclusive Excellence**

- Leveraging diversity as an *institutional core value*
- Understanding and articulating the benefits of a *broad and encompassing diversity framework*
- Promoting a *sense of belonging* for all members of our community
- Preparing our constituents to navigate an *increasingly diverse society*

# Diversity, Equity, and Inclusion

**The Office of Diversity and Inclusion** at LSU Health Sciences Center New Orleans is committed to building and sustaining an academic and professional environment that welcomes diversity among its students, faculty, and staff.

Through intentional, strategic, and coordinated efforts, we encourage all members of our community to embody a commitment to access, equity, inclusion and belonging in their professional practice and campus contexts. In addition to preparing our institutional leaders, faculty, and staff with the principles needed to engage an increasingly diverse demographic, we are actively engaged in ongoing efforts to ensure our students are prepared to work in an increasingly-diverse health context.

**Further, we are committed to:**

**Organizing a campus unit that provides consultative support and facilitates collaboration and strategic partnerships between LSUHSC's six schools and non-academic units.**

Fostering a climate that embraces inclusive integrity, inclusive innovation, and inclusive excellence. Creating, refining, and collaborating to ensure equitable access for historically underrepresented populations.

Building a community that fosters a culture of inclusive dialogue, critical conversations, and dynamic community spaces.

# Campus DEI Committees & Offices

- **Allied Health** – *JEDI Committee*
- **Public Health** – *DEI Committee*
- **Graduate Studies** – *DEI Committee*
- **Dentistry** – *Multicultural Affairs and Diversity, Equity and Inclusion Committee*
- **Nursing** – *DEI Advisory Council (DEIAC)*  
*DEI SON Office - Dr. Kendra Barrier, Associate Dean*
- **Medicine** – *Multicultural & Diversity Affairs Committee*  
*Office of Diversity and Community Engagement*  
*Dr. Robert Maupin, Associate Dean*

# LSUHSC-NO Office of DEI Priorities

## Communication

- Email Listserv
- Website
- TV Monitors

## Coordination

- Consortiums or Workgroups (e.g., Diversity in STEM)
- School based Diversity Committees
- Campus-wide Diversity Committee

## Climate, Culture, and Community

- Welcome Reception/Lunch
- Employee Resource Groups (Collaboration with HR)
- Awards and Recognition
- Climate Surveys
- Health Equity Academy

## Leadership Development

- Leadership Engagement and Development
- Resources Data Sharing
- Campaign Equity NOLA

## Learning and Education

- New Orientation programs
- Campus-wide Education, Learning & Training
- Preferred Name Badges

## Policy and Practices

- Institutionalize Diversity and Inclusion Principles in the Search Process
- Maxient for Reporting, Discrimination and Bias CM56

## Strategy and Structure

- Synthesizing of reports and recommendations
- DEI Mission and Vision
- Diversity Reporting and Audits
- Strategic Plan

## Branding

- Connecting inclusive excellence with LSUHSC mission
- Increasing DEI visibility and resource support
- Building National Reputation

## We encourage every member of our community to embrace the TIGER model

**T**rust--actively create a climate where people feel safe

**I**nclusion—engage all members of our community, regardless of their identity or lived experience.

**G**enuine Inquiry—work to create an institutional culture where curiosity and inquiry are celebrated rather than silenced and where growth in DEI is seen on a continuum

**E**mpathy—to learn from other’s experiences and expand their understanding of different perspectives.

**R**espect—to contribute to a climate where civility and mutual respect are expected and required.

# Contact Information

- Email: [diversity@lsuhsc.edu](mailto:diversity@lsuhsc.edu)
- Phone: 504-568-1830
- Website: [www.lsuhs.edu/diversity/](http://www.lsuhs.edu/diversity/)
- Office: 433 Bolivar, Resource Building, Suite 806



Questions?

**The next Hybrid Liaisons Meeting will be held on  
Thursday, March 21, 2024 (10:00a-11:00a)**

Please let us know if there is  
a topic that you would like to  
hear about!

MS Forms: [LINK HERE](#)



<b>Human Resource Management Contacts</b>		
Chief Human Resources Officer	Jill Fragoso	#3-2634
<b>Employee Relations</b>		
Employee Relations Manager	Leila McConnell	#3-4947
Employee Relations Consultant	Mike Jarvis	#3-1680
<b>Benefits</b>		
Associate Director, Human Resources	Aaron Miley	#3-2954
Benefits Manager	Maddie Hopkins	#3-8742
Benefits Generalist (Leave Administrator)	Mark Gele	#3-7812
Benefits Consultant	Laurie Kirzner	#3-8741
Benefits Consultant	Terry Varnado	#3-2799
<b>Human Resource Information Systems (HRIS), Talent and Organizational Development</b>		
Assistant Director, HRIS and Talent/Organizational Development	Jane Behlen	#3-1616
HRIS Manager	Emily Hernandez	#3-5798
File Room Coordinator	Janet Magee	#3-8158
Administrative Coordinator 4	Michael Mosley	#3-4834
Human Resources Specialist	Myra Christophe	#3-1781
Human Resource Analyst	Beverly White	#3-3916
Manager, Talent and Organizational Development	Braylin Artigues	#3-1609
Talent & Organizational Development Consultant	Donnie Watkins	#3-8640
Talent & Organizational Development Coordinator	Krystal City	#3-2214
<b>Compensation and Talent Acquisition</b>		
Assistant Director, Compensation and Talent Acquisition	Sara Schexnayder	#3-4226
Talent Acquisition Manager	Shauna Caputo	#3-2047
Human Resources Specialist	Timethia Brown	#3-4835
HR Generalist	Cristina Guillory	#3-2044
HRM Talent Acquisition Specialist	Tannia Jacob	#3-4832
Sr. Recruiter	Cathy Martin	504-512-1610
Sr. Recruiter	Yahti Wooten	504-512-4401

