

LSU Health
NEW ORLEANS

HRM Liaisons Meeting

March 21, 2024

HRM News!



Cemilia Shaw
Benefits Consultant

cshaw4@lsuhsc.edu

If you would like to have an introductory chat with Cemilia, please reach out.

HRM News!

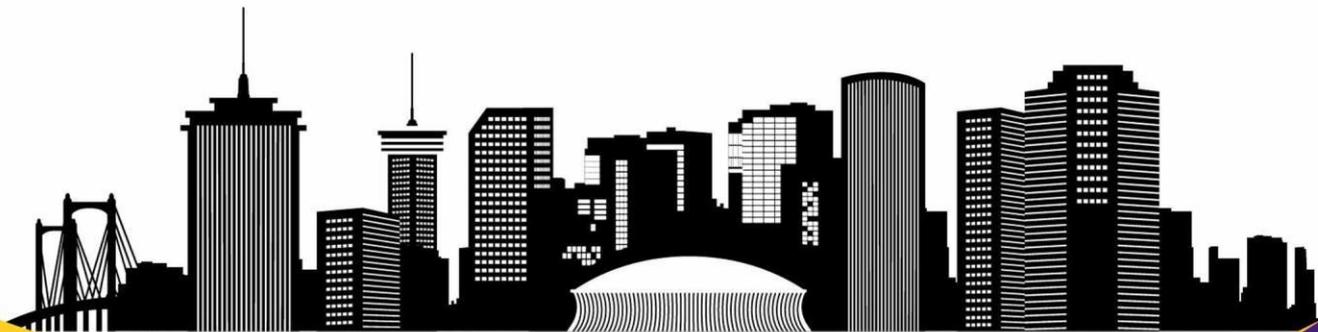


Ora Jones

Talent Acquisition Coordinator

ojone4@lsuhsc.edu

If you would like to have an introductory chat with Ora, please reach out.



LSU Health
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HRM Talent Acquisition

Shauna Caputo, *Talent Acquisition Manager*

Sr. Recruiter Meet and Greet



Please join us for a Meet and Greet to get to know your Sr. Recruiters:
Cathy Martin and Yahti Wooten

Directly after the April 18th liaison's meeting, we invite you to join us for light refreshments to get to know your Sr. Recruiters and learn more about how we can support your hiring initiatives.

We will be sending out an invitation shortly and encourage you to RSVP.

If you are unable to attend this event, we will be happy to schedule a time to meet with you at a later date.

PROTECTION OF MINORS PARTICIPATING IN UNIVERSITY PROGRAMS

[PM 16 \(lsu.edu\)](https://lsu.edu/PM16)

Please provide list to Talent Acquisition/Operations (recruittalent@lsuhsc.edu) of all LSUHSC-NO faculty, staff and students participating in 2024 minor programs by March 31st, 2024.

Required information:

- Employee name
- Employee email address
- Employee ID
- Employee classification
- School/Division
- Department
- Department contact name
- Department contact email address

PROTECTION OF MINORS PARTICIPATING IN UNIVERSITY PROGRAMS

[PM 16 \(lsu.edu\)](#)

Requirements to be completed prior to working with minors (under 18 years old.)

1. Mandatory Reporter Training - completion required every three years.

Step 1: Go to [LCWTA: Log in to the site](#)

Step 2: Create an Account

Step 3: Log in and take the course

Step 4: Once you have completed the course, please email your certificate to recruitalent@lsuhsc.edu

This 1.5-hour mandatory course provides training on your rights and obligations as a mandatory reporter and is designed to help keep Louisiana's children safe and build stronger families.

A detailed email will be sent to those that require completion if this training in 2024 once TA/Ops is advised who will be participating in 2024 minor programs.

PROTECTION OF MINORS PARTICIPATING IN UNIVERSITY PROGRAMS

[PM 16 \(lsu.edu\)](https://lsu.edu)

2. Fingerprint Card Background Check Clearance - completion required every three years

A minimum of one **authorized adult (completed a fingerprint card background check clearance) and one additional adult is required at all times in the presence of minors.*

To be completed in one of two ways:

- Saturday hours will be scheduled in April 2024 for New Orleans Sheriff's Office to come to LSU Health campus to complete fingerprint cards.
- Go to the New Orleans Sheriff's Office (2800 Perdido Street) to have fingerprint taken and receive fingerprint card. Return fingerprint card to HRM office to be sent to Baton Rouge Sheriff's office for processing.

Processing/clearance takes 6-8 weeks to be obtained after fingerprint is taken.

All LSUHSC-NO faculty, staff and students working with minors will be required to complete this updated process this year.



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HRM Talent Development

Braylin Artigues, *Manager, Talent and Organizational Development*

Faculty & Staff Performance Evaluations

THANK YOU!

Leadership Fundamentals

Conflict Management

Downtown Campus Lions Eye 632
04/04/2024 1:30pm to 3:00pm
04/15/2024 9:00am to 10:30am
04/26/2024 9:00am to 10:30am

Dental School Large Classroom 8401 D
04/25/2024 12:00pm to 1:00pm

Effective Interviewing

Downtown Campus Lions Eye 632
06/07/2024 9:00am to 10:30am
06/10/2024 9:00am to 10:30am
06/26/2024 1:30pm to 3:00pm

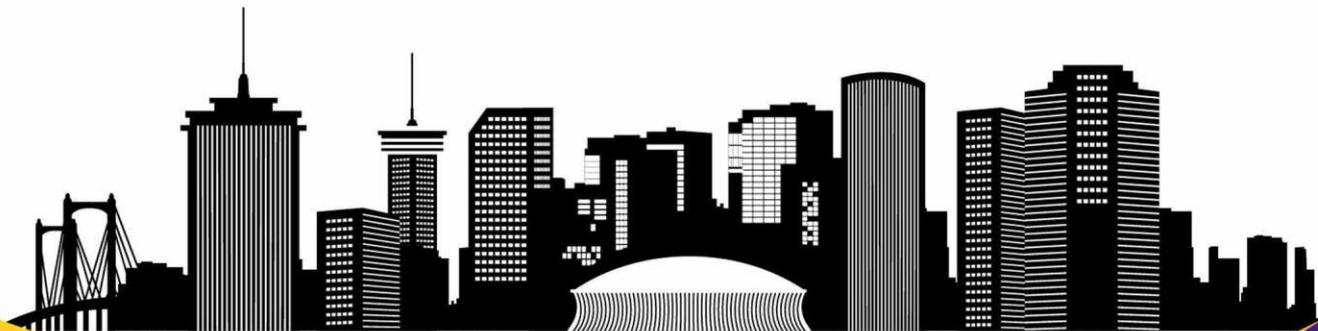
Dental School Large Classroom 8401 D
06/21/2024 12:00pm to 1:00pm

Coaching for Performance

Downtown Campus Lions Eye 632
05/08/2024 1:30pm to 3:00pm
05/17/2024 9:00am to 10:30am
05/22/2024 1:30pm to 3:00pm

Dental School Large Classroom 8401 D
05/20/2024 12:00pm to 1:00pm





LSU Health
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Teaming with Facility Services

Steven Zimmerman, *Director, Facility Services*

Topics:

- Work Requests & Keys
- Facilities Use Manual - Toasters
- Signs

Work Requests

- Provide Facility Services three names who will be assigned to submit work requests. Of those three names, assign two of them as Key Custodians. Due 30 Sept 2023.
 - Provides control by the organization on what is being requested.
 - Reduces duplications
 - Reduces errors in work requests
 - Improves key accountability
 - Improves security of spaces

Common Work Request Issues

- Accounting Line – no longer required. We generally only charge for after-hour event custodian support.
- Selecting only the building for location. The system takes several seconds for the next layer of locations to appear. Make sure selecting building, floor, room number.
- Not using “Equipment Purchase – Review for Approval” when purchasing a new piece of equipment. I am not authorized to install or allow the installation of equipment that was not reviewed by us prior to purchase.
- Unauthorized submitters
- Key requests – Not providing the name of the person that will be assigned the key.

Common Work Request Issues

- Wrong priority – “Routine” is for everyday work – As the saying goes, lack of planning on your part does not constitute an emergency on my part. If there is no danger to people or the facility, then it is routine. We have 10 working days to complete a Routine work request. We will change the priority to Routine if improperly marked.
- Wrong Priority – Urgent – Urgent is for room temperature is out of standards, a toilet continuously runs but is not overflowing, there is a drip not a flow, power is out in the room or to a vital piece of equipment that can't be plugged in somewhere else, etc. We should respond “immediately” and have issue repaired in 5 days.
- Wrong Priority – Emergency – Immediate danger. This is the power is out in the building, a pipe is broken, and the place is flooding, an elevator has an entrapment. Something that is an immediate threat to life, the facility, or to the security of people or the building that can cause immediate harm.
- Wrong Priority – Scheduled – If it is less than 10 working days, it may not be supported. If you are a multiple offender, this may not be supported.

Common Work Request Issues

- Description does not provide enough information. We are looking for detailed description of the problem. Don't exaggerate the problem.
- Selection of the "Other" Problem Code – "Other" sends a work request to the Admin Box. May delay when it is processed. Could be delayed hours or longer. If you know the proper code, please use it.
- Initial issue key requests – Always a Routine request. We will change it. Broken or stolen key is urgent.
- Requesting Facility Services staff to submit a work request for you. Please don't do it. We don't have a POC to ask questions to if needed and you don't know if the work request has been submitted.
- Room numbers are the numbers on the door frame. Wall signs are sometimes Hall Designators. Meaningless to us.

Work Request 2023 Approximate Numbers

- Nursing – 482
 - Avg 1.8 a day
- Allied Health – 764
 - Avg 2.9 a day
- Public Health – 127
 - Avg 1 every other day
- Dental – 461
 - Avg 1.8 a day
- Medicine – 2578
 - Avg 9.9 a day
 - 3 people avg 3.3 a day

Work & Key Request Bottom Line

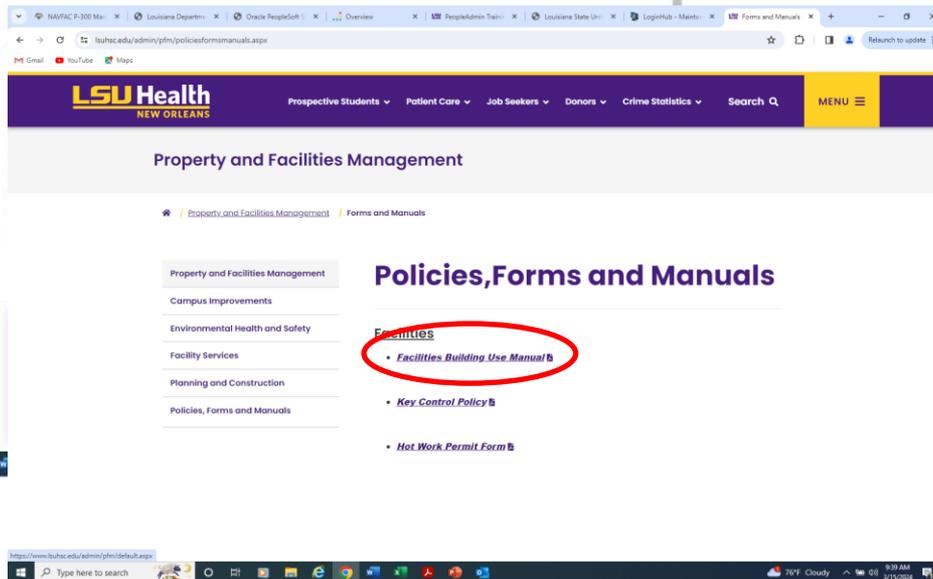
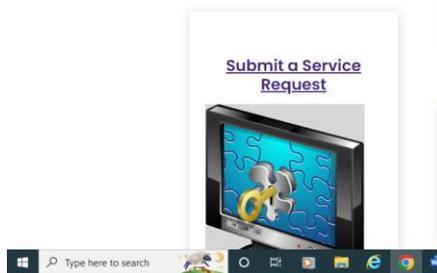
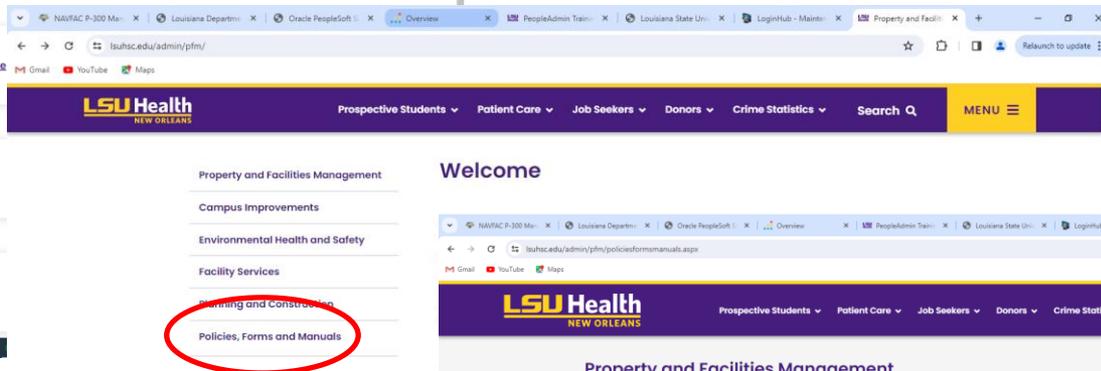
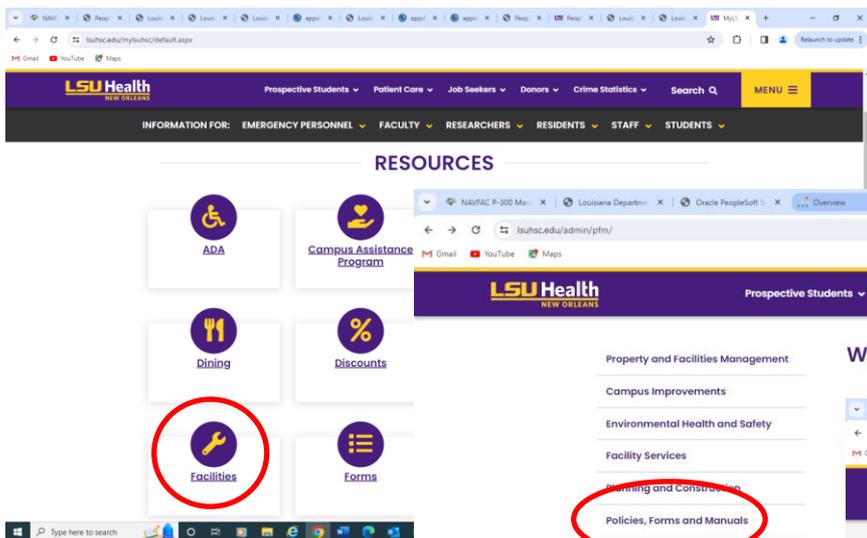
- Policy:
 - Only authorized individuals can submit work requests and key requests
 - Please notify your groups of the assigned work request submitters and key custodians/submitters.
- Currently Procedure:
 - Key requests - We are sending emails to the key custodians and the original submitters to get approval when unauthorized individual submits a key request.
 - Work requests - We are hit and miss on work requests. When we catch them and have the time we will send an email. Depending on issue, we may let it go, for now.
- Status:
 - This is a time-consuming process to email back and forth to get approvals.
- Conclusion: More time is needed to get the system working. Organizations need to let individuals know who to go to for submitting requests.
- Solution:
 - We will continue to work with the organizations that have not provided the names or appropriate number of names.

Facilities Building Use Manual – Highlighted Issue

- Policy: All toasters, toaster ovens and any other small appliance which would be subject to activating smoke alarms and/or fire alarm systems are prohibited.
- Current Procedure: Notes are being placed on the appliances found around campus that need to be removed.
- Status: Many toasters were removed. Some were relocated. Some ignored the request.
- Conclusion: Compliance with the State Policy is not consistent when a request has been made to remove the appliance.
- Solution: Starting 1 April 2024 - when an unauthorized toaster or other similar type appliances are found, Facilities will remove the appliance for disposal.



Facilities Building Use Manual



Signs:

Facility Services has a sign shop.

- Types of signs:
 - Event directional signs on stands
 - A-frame signs
 - Door numbering and name plates - not desk name plates
 - Magnetic Signs
 - Required postings for meetings
 - Visitor Parking in garage – please don't tape signs to our signs
- No cost to requester – haven't run into the exception yet.
- Minimum 10 working days request. If we must have them made out on town, it can take longer.
- Unauthorized signs on campus will be removed.
- **We are not authorized to do event advertisement signs** – the monitors around campus are for advertising events.
- If you want some signs made for an event and have artwork you want on them, send us the artwork. Prefer Illustrator. PDF doesn't enlarge well, Bitmap bad.



Questions?

Please reach out to:

Facility Services

szimm1@lsuhsc.edu

(504) 655-7673

Questions about this meeting ?

Please reach out to TalentDevelopment@lsuhsc.edu

**The next Hybrid Liaisons Meeting will be held on
Thursday, April 18th, 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](#)



Human Resources Management Contacts		
Chief Human Resources Officer	Jill Fragoso	#3-2634
Employee Relations		
Employee Relations Manager	Leila McConnell	#3-4947
Employee Relations Consultant	Mike Jarvis	#3-1680
Benefits		
Associate Director, Human Resources	Aaron Miley	#3-2954
Benefits Manager	Maddie Hopkins	#3-8742
Benefits Generalist (Leave Administrator)	Mark Gelé	#3-7812
Benefits Consultant	Laurie Kirzner	#3-8741
Benefits Consultant	Terry Varnado	#3-2799
Benefits Consultant	Cemilia Shaw	#3-8742
Human Resources Information Systems (HRIS), Talent & Organizational Development		
Assistant Director, HRIS and Talent/Organizational Development	Jane Behlen	#3-1616
HRIS Manager	Emily Hernández	#3-5798
File Room Coordinator	Janet Magee	#3-8158
Administrative Coordinator 4	Michael Mosley	#3-4834
Human Resources Analyst	Beverly White	#3-3916
Manager, Talent & Organizational Development	Braylin Artigues	#3-1609
Consultant, Talent & Organizational Development	Donnie Watkins	#3-8640
Coordinator, Talent & Organizational Development	Krystal Cityy (Cityy-Cisneros)	#3-2214
Compensation & Talent Acquisition		
Assistant Director, Compensation and Talent Acquisition	Sara Schexnayder	#3-4226
Talent Acquisition Manager	Shauna Caputo	#3-2047
Human Resources Specialist	Timethia Brown	#3-4835
HRM Talent Acquisition Specialist	Cristina Guillory	#3-2044
HRM Talent Acquisition Specialist	Tannia Jacob	#3-4832
Talent Acquisition Coordinator	Ora Jones	#3-7378
SR. Recruiter	Cathy Martin	504-512-1610
SR. Recruiter	Yahti Wooten	504-512-4401

