HRM Liaisons Meeting

February 2024 Meeting
HRM Talent Acquisition
Shauna Caputo, Talent Acquisition Manager
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.
Please utilize selection box to indicate appointment type:
• Non tenure
• Tenure on track
• Tenured

Hiring Proposal Funding sheet can be found:
• PeopleAdmin home page - My Links, bottom right-hand side
• HRM website, PeopleAdmin tab
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 for questions regarding retirement implications.

Please contact: 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.
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 for questions regarding salary implications.

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

<table>
<thead>
<tr>
<th>Review Period</th>
<th>Unclassified Performance Evaluations Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2023 – December 31, 2023</td>
<td>2023 Evaluation Period opens <strong>Monday, February 5, 2024</strong>. 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 <strong>Friday, March 1, 2024</strong>.</td>
</tr>
</tbody>
</table>

**Resources**

**LSUHSC-NO Resources**

[Performance Evaluations Administrative Policy](#)
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.
Campus Assistance Program
Scott Embley, Director
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*
• **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

• **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](http://www.lsuhs.edu/orgs/campushealth/cap.aspx)
Campus Assistance Program (CAP)

The mission of the LSU Health 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 LSU Health 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 students who are enrolled or employed with LSU Health NO programs in other cities are also eligible for CAP services.

LSU Health NO recognizes that everyone at sometime needs a "helping hand" or assistance. While you have a simple or 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?
- Mental Health?
- Alcohol & Drug Use?

Campus Assistance Program

(504) 568-8888

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

CAP Location and Contact Information

Human Development Center
410 Freret St., Suite 222

LSU Health NO

Welcome!

Thank you for taking the time to find out how stress and depression may be affecting you, and how you can get help for those 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 of LSU Health NO. Your participation is completely voluntary and anonymous.

This is not a crisis intervention service. If you are in crisis, please see 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 you complete anonymity.
3. Complete and submit the Questionnaire, which takes less than 15 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 whether to respond. You have the option of communicating with the counselor through this website, on the phone or in person. You can choose to do nothing further at this time. It's up to you. No follow-up services will be provided unless requested.

Privacy Statement

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

Before you submit the Questionnaire, you 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.
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.c.edu/titleix/](https://www.lsuhs.c.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*
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

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<th>Leadership Development</th>
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<td>Email Listserv</td>
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<td>Welcome Reception/Lunch</td>
<td>Leadership Engagement and Development</td>
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<td>Website</td>
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<td>Employee Resource Groups (Collaboration with HR)</td>
<td>Resources Data Sharing</td>
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<td>Campus-wide Diversity Committee</td>
<td>Awards and Recognition</td>
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<th>Learning and Education</th>
<th>Policy and Practices</th>
<th>Strategy and Structure</th>
<th>Branding</th>
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<tr>
<td>New Orientation programs</td>
<td>Institutionalize Diversity and Inclusion Principles in the Search Process</td>
<td>Synthesizing of reports and recommendations</td>
<td>Connecting inclusive excellence with LSUHSC mission</td>
</tr>
<tr>
<td>Campus-wide Education, Learning &amp; Training</td>
<td>Maxient for Reporting, Discrimination and Bias CM56</td>
<td>DEI Mission and Vision</td>
<td>Increasing DEI visibility and resource support</td>
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<tr>
<td>Preferred Name Badges</td>
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<td>Diversity Reporting and Audits</td>
<td>Building National Reputation</td>
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<td>Strategic Plan</td>
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Diversity, Equity, and Inclusion

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

• Phone: 504-568-1830

• Website: 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
# Human Resource Management Contacts

## Chief Human Resources Officer

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Fragoso</td>
<td>#3-2634</td>
</tr>
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## Employee Relations

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Leila McConnell</td>
<td>#3-4947</td>
</tr>
<tr>
<td>Consultant</td>
<td>Mike Jarvis</td>
<td>#3-1680</td>
</tr>
</tbody>
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## Benefits

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Maddie Hopkins</td>
<td>#3-8742</td>
</tr>
<tr>
<td>Consultant</td>
<td>Mark Gele</td>
<td>#3-7812</td>
</tr>
<tr>
<td>Consultant</td>
<td>Laurie Kirzner</td>
<td>#3-8741</td>
</tr>
<tr>
<td>Consultant</td>
<td>Terry Varnado</td>
<td>#3-2799</td>
</tr>
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## Human Resource Information Systems (HRIS), Talent and Organizational Development

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Jane Behlen</td>
<td>#3-1616</td>
</tr>
<tr>
<td>Manager</td>
<td>Emily Hernandez</td>
<td>#3-5798</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Janet Magee</td>
<td>#3-8158</td>
</tr>
<tr>
<td>Manager</td>
<td>Michael Mosley</td>
<td>#3-8348</td>
</tr>
<tr>
<td>Specialist</td>
<td>Myra Christophe</td>
<td>#3-1781</td>
</tr>
<tr>
<td>Analyst</td>
<td>Beverly White</td>
<td>#3-3916</td>
</tr>
<tr>
<td>Manager, Talent and Organizational Development</td>
<td>Braylin Artigues</td>
<td>#3-1609</td>
</tr>
<tr>
<td>Consultant</td>
<td>Donnie Watkins</td>
<td>#3-8640</td>
</tr>
<tr>
<td>Consultant</td>
<td>Krystal Citty</td>
<td>#3-2214</td>
</tr>
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## Compensation and Talent Acquisition

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Sara Schexnayder</td>
<td>#3-4226</td>
</tr>
<tr>
<td>Manager</td>
<td>Shauna Caputo</td>
<td>#3-2047</td>
</tr>
<tr>
<td>Specialist</td>
<td>Timethia Brown</td>
<td>#3-4835</td>
</tr>
<tr>
<td>Generalist</td>
<td>Cristina Guillory</td>
<td>#3-2044</td>
</tr>
<tr>
<td>Specialist</td>
<td>Tannia Jacob</td>
<td>#3-4832</td>
</tr>
<tr>
<td>Recruiter</td>
<td>Cathy Martin</td>
<td>504-512-1610</td>
</tr>
<tr>
<td>Recruiter</td>
<td>Yahti Wooten</td>
<td>504-512-4401</td>
</tr>
</tbody>
</table>