



**Executive Board + VCAA Meeting Minutes  
Thursday, September 4, 2025  
Library Conference Room RCB302D**

In Attendance: VCAA Demetrius Porche, President Jennifer Cameron, Past-President/Secretary Tom Lallier, President-Elect Allison Augustus-Wallace, Board of Supervisors Representatives Shelly Dolan and Suresh Alahari, and special guests (listed below)

Convened 2:32PM

- I. Introductions of Faculty Senate Executive Board Members and Special Guests  
Guests:
  - Jessica Rivera, MD, PhD, Chair, Institutional Review Board
  - Stephanie Sonnier, RN, Assistant Director of Office of Research Services
  - Frank Wasser, JD, Compliance and Privacy Officer
  - Lori Ferro, CIA, CISA, CRISC, CRMA, Compliance Auditor
  - Richard DiCarlo, MD, Dean, School of Medicine
- II. Research training compliance
  - a. Process for communication of training needs
    - a. Information contained on ORS website
    - b. Demonstrated by S. Sonnier
  - b. CITI training
    - a. Imports from CITI platform into Kuali
    - b. Basic/Refresher training are distinct and therefore recorded separately
    - c. IRB staff and board members are aware; faculty need to be aware as well
  - c. Onboarding of researchers
    - a. Responsible party unclear; Dean DiCarlo indicated Departments are responsible
    - b. HR has worked with Compliance office – some positions are automatically assigned basic research training (COI module and lab safety) in Bridge (CATS) based on position descriptions in Peoplesoft
    - c. All parties in agreement that onboarding could be improved
    - d. Onboarding checklist found on ORS website
  - d. Improving communication
    - a. Discussion revolved around ways to bring down the temperature and increase efficiency
- III. Office of Research Services update
  - a. Restructuring
    - a. 6 analysts on staff (2 temps) – still hiring, expect to fill 6 permanent positions
    - b. Continuing to recruit a Clinical Trials Manager
    - c. Director recruitment

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- i. 3 candidates for in-person interviews
    - ii. Scheduled for week of Sept. 22-26
  - b. Accreditation
    - a. Meeting with AAHRPP accrediting body Sept. 12
  - c. Research Administration Software
    - a. Kuali contract expires end of Oct
    - b. Discussions ongoing about future Kuali product and upgrades to system
    - c. Cayuse still under contract – building out our system behind the scenes
    - d. Determination of product going forward is still ongoing
    - e. System will need to integrate with Encore Clinical Trials management system
- IV. LSU President Search
  - a. System is still discussing whether the LSU President and LSU main campus Chancellor will remain one position or be split into 2 positions; leaning toward staying combined
  - b. Search committee is formed
    - a. Lacks representation from faculty, LSU system-wide campuses
    - b. BOS representatives will bring this up at the BOS meeting, framing it that the Health Sciences Centers have very different administrative and business operational structures and therefore should have representation on the committee
- III. Faculty Evaluation Process
  - a. Announcement of Faculty Senate intention to pursue an improved process for faculty evaluation, approved by Dr. Porche
  - b. HR is completing a revised staff evaluation process and is beginning to look at the faculty evaluation process
  - c. Senate will contact HR and propose to partner on the initiative
- IV. Other Business
  - a. Process established for MOUs between LSUHSC and external academic institutions for students who come to our campus to train
  - b. Student Health
    - i. Hires complete
      - 1. Dr. Barbara (Bar-BEAR-ah) 60% effort devoted to student health
      - 2. NP
      - 3. Coordinator
    - ii. Service announcements will be sent to students once office is up and running
    - iii. Accepting insurance
    - iv. Located on the 3<sup>rd</sup> floor of the Seton building

Adjourned 3:45PM

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