



Staff Senate Meeting Minutes
Tuesday, March 19, 2024 @ 10:00 A.M.
PATC Building – Room 109

Senate Members:

Angela Clark – President
Cathy Falb – Vice President
~~Rocio Flores – Secretary~~
~~Monica Pier – Treasurer~~
~~Sherri Anderson – Finance and Operations~~
Jonathon Beritich - Finance and Operations
Ashleigh Bordeman – SI/IF, D&F, & M&C

Members with ~~strickethrough~~ were absent.

Robin Clements - SI/IF, D&F, & M&C
Jamarcus Corks – Instruction
Stephanie Finley - SI/IF, D&F, & M&C
Chelsea Graves - Instruction
Hind Masoud - Instruction
~~Tammie Rossi – Finance and Operations~~

Guest: Ami Kamara, Joul Ghorayeb

- I. Call to Order @ 10:02** by Angela Clark
- II. Introductions (if needed)**
 - a. No introductions necessary
- III. Minutes Review**
 - a. February minutes were motioned for approval with the correction of the Smith Hudson date and grammar correction in bullet V.a.i.
- IV. Executive Team (ET) Meeting Update**
 - a. A meeting was not scheduled following the February Staff Senate meeting as originally planned. Will request a meeting the first week of April. Topics to be mentioned:
 - i. Mega Bytes addition to meal plan
 - ii. Bike Racks near CB/EN/ Tommy Williams
 - iii. Employee Satisfaction Suggested Initiatives
- V. Budget Update**
 - a. FY 24 – no funds spent. Remaining budget of \$2,165.20. Budget item suggestions were requested.
- VI. Old Business**
 - a. Coloring Boards
 - i. Follow up meeting with Graphic Design students scheduled for Thursday, March 21 @ 11 am. Senate offered to be in attendance for feedback and Angela will send calendar invite to those available and wanting to attend.

- b. Spring Softball / Kickball Event
 - i. Monica unable to be in attendance, no update provided on communications with Student Government Association President to see if students would have an interest.
- c. Salary Scale
 - i. A faculty salary schedule is being worked on by HR. Possibly to include Staff. Ashleigh Bordeman will speak with Beth Knape to confirm.

VII. Comment / Concern Submissions

- a. Comment /concern email was not sent out. Angela scheduled an email to go out for the months of April, May, June and July to ensure this doesn't happen for the remainder of the FY24 meetings.

VIII. New Business

- a. Length of service required to serve on Staff Senate
 - i. Senate will vote to modify the required years of service from 1 year to serve and 6 months to serve before June 1st to 6 months of service required to vote and serve with the removal of the June 1st requirement.
- b. Employee Satisfaction Survey Results Review
 - i. Summary of the satisfaction survey provided to senate members. A total of only 43 staff members completed the survey. 63% of those staff who completed the survey do feel valued working at LIT.
 - 1. Suggestions: Staff Senate considering to help improve the culture to speak with the Executive Team, about: a book club (to be lead in collaboration with Chelsea Graves, Ashley Bordeman, Ami Kamara), monthly staff mingle on a Friday afternoon, Master Campus Scheduler, simple bulleted weekly updates.
 - 2. It was also mentioned to provide additional information, such as a bio area, to the staff directory pages similar to the Faculty.

IX. Open Floor

- a. Jonathon – remodel and expansion of Tommy Williams underway.
- b. Hind – asking about a registration / recruitment gift.
- c. Jamarcus – mentioned the transfer fair happening today, March 19 from 10 – 2.
- d. Robin – mentioned will soon be finalizing the 23 – 24 Annual Unit Plans (AUP) and begin working on the 24 -25 AUP.

- e. Chelsea – Allied Health is reviewing applications and due to the in progress building construction the nursing program will not be able to begin until Spring 2025. Applicants are being notified.
 - i. Cathy mentioned the need for advisors to warn students about expending funds on non-degree classes that could hinder the students ability to receive enough funds to complete their degrees.
- f. Stephanie – Sporting Clay Shoot is Saturday, March 23rd. Volunteers need and welcome. Consideration for Summer and Fall scholarships is beginning with the completion of Spring scholarships.
- g. Ashleigh – Beth Knape is now the Executive Director of LSCO, LSCPA and LIT's HR department. LIT helping to hire, train and establish practices in the other two schools. Ashleigh and Stephanie promoted to HR Managers.
- h. Cathy – FASFA tonight, March 19 and March 28th open to all. With the updates to the FASFA app Financial Aid is still waiting to receive applications.
- i. Angela – Online Learning is having a general template reviewed so students no longer have a blank course shell in Blackboard with no content. Shared that Town Hall meeting was mentioned at the instructional council meeting to include legislative and campus updates. It was also reiterated about timeliness for work schedules and business casual dress on campus.

X. Adjournment @ 11:07 motioned by Hind and seconded by Robin with all in favor.