



Staff Senate Meeting Minutes
Tuesday, October 17, 2023 @ 10:00 A.M.
Eagles' Nest Building – Multi-Purpose Room

Senate Members:

Angela Clark – President

~~Cathy Falb – Vice President~~

~~Rocio Flores – Secretary~~

~~Monica Pier – Treasurer~~

Sherrri Anderson - Finance and Operations

Jonathon Beritich - Finance and Operations

~~Ashleigh Bordeman – SI/IF, D&F, & M&C~~

Members with ~~striketrough~~ 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: Joul Ghorayeb, Jeremiah Kelly, Krista Hunter, Marlene Jennis, Ami Kamara, Katherine Litynesky

I. Call to Order @ 10:03 by Angela Clark.

II. Introductions all mentioned name and department worked.

III. Minutes Review

- a. September minutes motioned to be approved by Stephanie Finley and seconded by Hind Masoud, all in favor, none opposed.

IV. Executive Team Meeting Update

- a. Staff Spotlight Award in addition to the President's Award and update on Presidents Award
 - i. A concern of creating a popularity contest with the way monthly Staff Senate awards are given we will stick with the one award annually chosen through the executive team that will begin this year.
- b. Mega Bytes opening at 7:30 AM
 - i. Mega Bytes began opening at 7:30 AM on Monday, October 16, 2023. This will allow faculty/staff and students the opportunity to enjoy breakfast before their 8 am class and start times.
- c. Technology Center small lab space
 - i. This lab space was made functional beginning October 12, 2023. A printer will be added to the space once the Eagles' Nest Computer Lab's printer is upgraded.
- d. Eagle's Nest Water Fountain

- i. The Eagles’ Nest building water fountain replacement that includes a water bottle filling spout would cost \$7,000 and will not be replaced at this time. With other projects on going the substantial expense of updating will take place when it’s required and not just for updating to most recent technology.

V. Budget Update

a. FY 24 Proposals

- i. All senate members were tasked with the action item to develop a draft budget of how they would spend the funds. Only one draft budget proposal was submitted (pasted below). A formal vote to approve the budget will be sent via electronic form to senate members.

Event	Budgeted
Welcome Lunch	\$150.00
Sam’s Club Supplies	\$150.00
Poster Board Markers	\$85
Marker Holders (4 qty)	\$70
Poster Printing / Backing	\$100
Winter Treat - Students	\$575
Staff Senate Jackets (Two years’ Worth)	\$750
Staff Appreciation (Approx \$6 per item)	\$1,120

VI. Old Business

a. Staff Appreciation Week (March 1, 2024 Official Day)

- i. Discussions about a week-long event was brought up and it was suggested to poll the Staff to determine who they feel appreciation. The senate doesn’t want it to be a week-long event with small tokens that could have been grouped for a larger take away.

b. Printing Limits

- i. Jamarcus updated that LIT currently doesn't have printing limits so the notes in the learning lab indicating they could only print 10 pages have been removed. LIT students also have a 1,000-page printing limit at the LU Library if needed.

VII. Comment and Concern Submissions

- a. Staff Appreciation- December 2023: Any updates
 - i. Staff Appreciation takes place in March. It was discussed how this might possibly be referencing to the Presidential Holiday event that takes place in December. The Presidents Office will host a luncheon in December and the Staff Senate will forgo having a Fall potluck this year.
- b. LIT Student, Faculty, & Staff possible incentive in Mega Bytes.
 - i. It was mentioned about having conversations with the Executive Team on getting the student's Meal Plans purchased through the dorms to be approved to use at this facility since it's operated by the same vendor as on LU Campus. For the Staff incentive we were unsure of what type of incentive was being requested and would need further clarification of what was being asked. It was mentioned they were possibly referencing to a discount.
- c. LIT Staff Trainings online or in-person on various work-related topics.
 - i. Staff Senate would like to work with the Teaching and Learning Center to email all of Faculty and Staff letting them know they are able to access the LinkedIn Learning training online for free. And to survey our staff for topics they'd like to be trained on.

VIII. New Business

- a. Cake Auction
 - i. Ashleigh Bordeman and Monica Pier were tasked to provide update on software to allow for Online Bidding. They were not in attendance. The executive team did give permission to proceed.
- b. Coloring Boards
 - i. Staff Senate will sponsor putting up poster size coloring boards, markers and marker holders in various spots around campus for all to color in. The posters will be designed by our Graphic Design students. After all posters have been colored a vote will be taken for best design and then the winning design would then be used as the colleges' stationary for the next fiscal year.
- c. Work Schedules

- i. It is imperative for an on-time arrival to greet our students. This is a great customer service tactic that can be the difference of a student continuing enrollment with LIT or not. This means being ready to work and not just walking in the door at 8 am.

IX. Open Floor

a. Angela Clark

- i. Provided details of a potential retention gift to give to current students that was discussed around the table to give out on the first day of finals weeks. Having marketing create a label wrap that reminded students to register for the Spring 2024 semester. With a budget of \$575 dollars we could give 288 students with this departing gift. Was mentioned we'd ask the Faculty Senate if they'd too like to contribute a portion of their budget to increase the number we are able to hand out.



- ii. Currently have 14 entries in the 2023 Spooktacular Door Decorating Contest. A trophy was displayed at the meeting and delivered to Marketing to create an announcement reminding that there is still time to participate and win.
- b. **Krista Hunter** – The foundation office is having a community wide tree lighting event in the quad on November 28th. As part of this event it was discussed about having small 3 – 4 foot trees decorated by the various departments that could then be auctioned off as a fundraiser for the school. All in attendance liked the idea mentioned a few departments mentioning they'd participate depending upon costs.
- c. **Hind Masoud** – Mentioned that with the start of registration Jamarcus and her may not be able to attend the November 14th meeting.
- X. **Adjournment** @ 11:05 motioned by Stephanie Finley, seconded by Jamarcus Corks and all in favor.