



Staff Senate Meeting Minutes
Tuesday, September 19, 2023 @ 11:00 A.M.
Eagles' Nest Building – Multi-Purpose Room

Senate Members:

Angela Clark – President
 Cathy Falb – Vice President
 Rocio Flores - Secretary
 Monica Pier– Treasurer
 Sherri Anderson - Finance and Operations
~~Jonathon Beritieh – 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: Paula Chavis

I. Call to Order @ 11:01 Staff invited to make plates by Angela Clark.

II. Introductions

- a. Round the table introductions of all present and brief overview of Staff Senate purpose.
- b. List of Senate Members with year of term completion listed provided.

III. Meeting Schedule

- a. Schedule of FY24 meetings provided: October 17th. November 14th, February 10th, March 19th, April 16th, May 21st, June 18th, July 16th. (Same document emailed to all Staff, Sept 18, 2023.)
- b. Due to low attendance and peak registration times no meetings are scheduled for December, January or August.

IV. Minutes Review

- a. June minutes motioned to approve by Cathy Falb and seconded by Monica Pier, all in favor.

V. Budget Update

- a. FY 23 Review
 - i. Document provided of total expenses for the FY 23 being \$1,480.57.

Event	Budgeted	Actual Expense	Balance
Staff Senate Jackets - FY 22 Budget Item	0	-737.30	\$1,262.70
Staff Appreciation – Amazon.com	\$1,000	-379.10	\$883.60
Staff Appreciation / Pot Luck – Sam’s Club	\$500	-364.17	\$519.43

b. FY 24 Proposals

- i. \$300 Open Purchase order to Sams for Opening Meeting Lunch as well as for future meeting events – Total spent \$146.53.
- ii. All staff senate members presented with the action item to return to October meeting with how they'd spend the remaining \$1,700.
- iii. Multiple Fundraising Options discussed
 - 1. Dessert Auction
 - 2. Raffle Items
 - a. Mentioned about making the Development Office aware of Staff Senate asking for items to be donated for auction and to ensure that we don't have to run items through the foundation office.

VI. Old Business

- a. Discussion on Peanut Allergy food in vending machine never formalized
 - i. After discussion with Executive Team this could boil down to having to have a peanut free machine which wouldn't be feasible for the vendors who provide the service. Though we can always make recommendations to have added to the machine.
- b. Staff Appreciation Week (March 1, 2024 Official Day)
 - i. Suggested to making a location for coffee and donuts during the week.
 - ii. All staff senate members charged with the action item to return to October meeting with how they'd celebrate staff appreciation with one week or one day.

VII. Comment and Concern Submissions

- a. No Submissions Made – Survey sent out late.

VIII. New Business

a. Fall / Spooktacular Door Decorating Contest

i. Timeline Provided

Fall Spooktacular Door Decorating Contest	September 25 – Announcement w/ Entry Form
	October 2 Reminder with Entry Form Emailed
	October 16 Final Reminder with Entry Email
	October 26 Entry Deadline
	October 27 Voting Opened
	October 31 Voting Closes @ 9:00 AM
	October 31 at 12:00 pm – Winner Announced

ii. Draft Entry Provided for review

Contest Rules :

Submit registration via Google Forms by 5:00 PM, Thursday, October 26, 2023 in addition to **submitting a photo to litstaffsenate@lit.edu.**

Doors must be completely decorated by 5:00 PM, Thursday, October 26, 2023 , to allow for posting to social media and creation of a survey monkey for judging by Friday, October 27.

We encourage you to be extra in your door decorations. Be creative, but do not cause a fire hazard.

Only the decorations on the actual door and two feet outside of the door frame can be included in judging.

Any entry found to be a fire hazard or a disturbance to others will be immediately disqualified from the contest.

Contest judging will be conducted via the posting of the doors to LIT's Social Media accounts before the close of Business on Friday, October 27, and open for voting until 9:00 AM, Tuesday, October 31, 2023.

The individual door with the most likes will be deemed the winner.

IX. Open Floor

a. Robin

- i. Perhaps one Staff Senate Spotlight aware in addition to Presidents Award?
 1. Will discuss the possibility with the Executive team.
- ii. Inquired if there was a campus calendar of events on campus being kept up with.
 1. It was mentioned the technology exists through the website but no one was aware of who kept up with the calendar of events.

b. Jamarcus

- i. Printing Limit on students in learning lab. The lab has signage of 10 pages per student.
 1. Jamarcus to email IT to determine if this is actually set up or just there to deter students from over printing.
- ii. Mentioned the lab printer is now larger.

c. Multiple

- i. Mentioned the improvements around campus following executive team meetings to include repairing the walls and painting /signage around campus.
- ii. Vending Machines in the Eagles' Nest
- iii. Computer access for faculty and adjuncts started in the Technology Center
- iv. Future plans for Quad improvements after building completion.

X. Adjournment @ 12:19 motioned by Robin and 2nd by Ashleigh all in favor.