



## Staff Senate Meeting Minutes

*Tuesday, October 11, 2022*

*10:00 A.M.*

*Eagles Nest Building – Multi-Purpose Room*

### Senate Members:

Angela Clark – President

Cathy Falb – Vice President

~~Monica Pier – Treasurer~~

Ashleigh Bordeman – Finance and Operations

Lauren Case - Finance and Operations

Monica Cuccia - Finance and Operations

~~Homero Lozano – Strategic Initiatives~~

Guest Attendees:

Chelsea Graves

Michayla Davis

Members with ~~strickethrough~~ were absent.

~~Ebony Simpson – Strategic Initiatives~~

Stephanie Finley - Strategic Initiatives

Jamarcus Corks - Student and Academic Success

~~Hind Masoud – Student and Academic Success~~

Melinda White-Davis - Student and Academic Success

Kimberly McWhirter

John Randall

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### I. Call to Order @ 10:02 AM by Angela Clark

### II. Minutes Review

- a. September – Cathy motioned to approve and Monica C. seconded, all in favor.

### III. Old Business

- a. Door Decorating (Spooktacular) – There are currently 3 members of the staff signed up to participate. Expecting additional entries before the deadline. All of staff senate to send \$5 to Monica Pier to put together the prize basket for the winning door. Angela to request marketing to send out the flier one additional time. Angela to create a trophy for the winning door.
- b. Staff Training – No suggestions were mentioned. It was discussed with HR having absorbed the teaching and learning center and sending out surveys for the suggestion of topics that we would remove this from our current agenda of items to discuss unless an issue arises.
- c. 2022 – 2023 Staff Senate Budget – The tentative budget was discussed to put \$500 toward a Staff Senate Scholarship fundraiser, \$250 for a Fall/Holiday Pot Luck, \$250 toward a Spring Pot Luck, \$500 for a Spring Fundraiser to be defined at a later time, and \$500 for the end of year Staff Senate meeting. This budget will be brought up again at our November meeting for approval.

#### **IV. New Business**

- a. Adjunct Instructor – Submission via the comment form was concerning information on the need for a particular pay grade to be an adjunct instructor. This requirement is based on the classification of the employee on their ability to earn comp time. This is not a policy that LIT can change as this is mandated from the US Department of Labor Laws.
- b. Insurance / Prescription Coverage – The addition of medications and procedures is not at the control of the school and depends on the benefit plan the State of Texas opts for. There is a “contact us” form on the OptumRX Website : [https://www.optumrx.com/oe\\_ers/landing](https://www.optumrx.com/oe_ers/landing) where employees can contact them directly and make submissions.
- c. Bylaws – Cathy motioned and Jamarcus seconded that we develop a subcommittee and reach out to the entire Staff seeking volunteers that are willing to help with the review and revisions of the Bylaws. Angela agreed to serve as the chair of the Bylaw committee and all changes will be submitted to the Senate to vote on the proposed changes. A google form will be developed and sent out to the staff for volunteers.
- d. Pot Luck / Holiday Celebration – The board was unanimous in wanting to do an event for the fall. It was discussed of either supporting the event of the President’s Office or the Pot Luck our Allied Health Office had put on in the past near Thanksgiving. Cathy will reach out to the Presidents office to gather additional information.
- e. Fundraiser – Cathy and Stephanie agreed to co-chair the subcommittee to develop the details surrounding a Staff Senate Scholarship fundraiser.
- f. Senate Updates – The need for an announcement news letter of the events discussed at the Senate Meetings, outside of the formal meeting minutes, was discussed. This being not all areas are equally represented on the senate. Jamarcus will contact the Marketing office for the development of a one-page form that will allows us to type in information to send out to the staff following our meetings as an update.

#### **V. Open Floor**

- a. Cathy provided an update that back dating to October 1 our work study students will receive a pay raise from \$8.25 per hour to \$11.00. It was also brought up the need for the Staff Senate to get out in the community and utilize the 2 hours per week volunteer time that we get at the food bank, in the local schools, etc.
- b. Jamarcus provided an update that most of the advisors are out in the field with recruiting events and there are several openings in the office and student services needing to be filled.

c. Monica C. mentioned that our Silsbee students are not feeling like they are apart of the school.

When events are hosted on campus and giveaways are given they are not included in the giveaways. It was suggested that when give away events happen that we coordinate with our satellite campus locations and provide them with goodies for their locations.

d. Melinda provided an update that they are beginning conversations to have some continuing education classes at the Gateway location. They currently have TDCJ conducting classes as well as Pharmacy, Sonography, General Education on Saturdays, HVAC and Cosmetology.

e. Stephanie provided an update that before the end of the month the 2023 scholarship application will be opening. Cathy offered to use the Connect Ed system to send out additional reminders to the students. It's vital to encourage students to complete the "share your story" part of the application to increase their scholarship opportunities.

f. John mentioned the need for raises on the one time pay employees. He was informed that the One Time Pay amounts would be through the department chairs as they are part of the budget building process and each department has different rates to pay for the different one time pay positions.

**VI. Adjournment @ 11:00 AM motioned by Stephanie and seconded by Cathy. All in favor.**