



Staff Senate Meeting Minutes

Tuesday, February 8, 2022

10:00 A.M.

Eagles Nest Building – Multi-Purpose Room

Senate Member Attendance

Members with ~~strikethrough~~ were absent.

Angela Clark – President

VACANT – Vice President

Kathy Hawsey - Secretary

VACANT – Treasurer

Monica Pier - Student and Academic Success

Lauren Case - Finance and Operations

Justine Landry - Student and Academic Success

Joul Ghorayeb – Finance and Operations

~~Homero Lozano – Strategic Initiatives~~

~~Luke Bourgeois – Strategic Initiatives~~

~~Amber Clark – Strategic Initiatives~~

~~John Randall – Student and Academic Success~~

Stephanie Finley - Finance and Operations

VACANT – Past President/Member at Large (nv)

~~Luke Bourgeois – Parliamentarian (nv)~~

I. Call to Order @ 10:07 am

II. Minutes Review

- a. October – Monica motioned to approve, Stephanie seconded, all in favor.
- b. November – Kathy motioned to approve, Lauren seconded, all in favor.

III. Old Business

- a. Staff Appreciation
 - i. Budgeted a total of \$750 toward the appreciation gifts. Senate voted on the variety pack instead of choosing the same for all. Justine volunteered to follow up with Positive Promotions to order the 100-count assortment of gifts.



- b. Service Awards
 - i. Completed at the Spring 2022 convocation.
- c. Parking Funds/ Pot Holes
 - i. To remain on agenda. There are still holes in the TC parking lot. The city has come and repaired the street that runs behind T4. Updates to be requested from facilities.
- d. Emergency Fund
 - i. Angela to create e-mail survey to be created and sent out to Staff and Faculty to determine if there is an interest to pursue developing such a fund.
- e. Room Naming Update
 - i. According to Chapter 3, Section 9 and Texas law - building and room names are associated with monetary and substantial community contributions.
 - ii. Due to having to define this and research back for other individuals who have passed it was agreed that this motion would drop from the agenda.
- f. Door Decorating Contest
 - i. Discussed adding in a Spooktacular door decorating contest in addition to the Christmas door decorating contest. Sending out notification in August of 2022 for individuals to prepare.
- g. Pot Luck
 - i. Scheduled originally for March 24th. Faculty Senate preferred week before Spring Break. Will request a date change to either March 8th or 9th depending on room availability. Angela to e-mail and request date change.
- h. Inspirational Communication
 - i. Will be requesting a follow up from the executive team from no response in original request.

IV. New Business

- a. Engagement Activities
 - i. Suggestion of a “Popping Friday” where staff come together on a Friday afternoon in a come and go event to commune have popcorn and drink. Suggest first event date to be Friday, April 8 (week before Good Friday) with the theme “Hoppin Poppin Friday” in honor of Easter.
- b. TSUS Staff Award
 - i. Proposed process for nominations
 - 1. Email eligible employees of requirements to accept or decline nomination.

2. Send email to all staff to make nominations
3. Notify nominated they were selected
4. Vote on those to nominate

ii. Draft e-mail voted and approved to be sent out to eligible award recipients. Draft e-mail below :

Good afternoon,

As you have heard on many occasions, LIT has the best faculty and staff! Well...we have a grand opportunity to highlight and showcase **one** staff member for their achievements, hard work, community service, collegiality, and dedication to higher education with a nomination for a TSUS Regents' Teacher and Staff Excellence award.

Award includes:

- designation of TSUS Regents' award
- \$5,000, a framed Board of Regents resolution, and a commemorative medallion bearing the seal of the System
- formal recognition at a regular meeting of the Board of Regents.

Eligibility:

- Must have been employed at a TSUS component institution for a minimum of five years in a non-faculty, non-Cabinet position;
- Must not have previously won the award, and
- Must not be a member of the executive leadership of a component institution.

Requirements (must be submitted by Friday, March 4, 2022):

- Copy of current resume
- Brief letter/summary speaking to your commitment to the institution and its mission, job competency, collegiality, length of service, community involvement and exceptional achievements.
- 2 letters of recommendations from community members

Staff Senate is requesting that you reply to this email either accepting or declining the opportunity to be nominated on behalf of LIT for this prestigious award by Friday, February 11, 2022.

Sincerely,

2021 – 2022 Staff Senate

V. Open Floor

- a. Monica – New executive associate joining next week. Multiple people working at gateway should have one individual working.
- b. Justine – 2 new students workers to begin working for Student Success. Black History events scheduled for this week. Panel from 12 – 1 on 2/9 and Quad event 11:30 – 12:30 on 2/10.
- c. Lauren – Working on payment completions.

- d. Stephanie – Scholarships are available. Big push on Smith Hudson Scholarship. Students must fill out FASA, general application, and specific application that requires 2 references, Texas residency, and 2.5 GPA.
- e. Joul – Department reorganization with title changes coming to the department per executive leadership team. Policy changes are being developed to encourage e-mail tickets. Soon to hire new student workers.
- f. Kathy – Workforce Education is seeing an overload in Truck Driving Academy calls with the new Federal Motor Carrier regulations taking effect. In addition to standard duties.

VI. Adjournment @ 11:15 am