



Staff Senate Meeting Minutes
Tuesday, February 20, 2024 @ 10:00 A.M.
PATC Building – Room 110

Senate Members:

Angela Clark – President	Robin Clements – SI/IF, D&F, & M&C
Cathy Falb – Vice President	Jamarcus Corks – Instruction
Rocio Flores - Secretary	Stephanie Finley - SI/IF, D&F, & M&C
Monica Pier– Treasurer	Chelsea Graves - Instruction
Sherri Anderson – Finance and Operations	Hind Masoud - Instruction
Jonathon Berittech - Finance and Operations	Tammie Rossi - Finance and Operations
Ashleigh Bordeman – SI/IF, D&F, & M&C	

Guest: Dara Jenkins, Marlene Jennis, Tracielynn Boles, Brandon Greer, Jeremiah Kelly, John Randall

- I. Call to Order @ 10:02 am** by Angela Clark
- II. Introductions** - Roundtable introduction of those present
- III. Faculty Senate – Retention Efforts**
 - a. Brandon Greer, Faculty Senate President, spoke about conversations with the Executive Team in how we could create LIT to be the best place to work where people want to retire from here. Mentioned a survey to be sent out and completed anonymously to all faculty and staff polling their opinions on ways to improve morale outside of pay raises. Senate discussed the questions mentioned and Brandon will present to the Faculty Senate before approving with the Executive Team.
- IV. Minutes Review**
 - a. November motioned to approve by Monica Bradley and 2nd by Stephanie Finley, all approved.
- V. Executive Team (ET) Meeting Update**
 - a. Mega Bytes / Student Meal Plan – To be address in March ET Meeting
 - i. This remained on the minutes because an ET meet was not had since being mentioned.
- VI. Budget Update**
 - a. FY 24 – no funds have been spent. Remaining budget of \$2,165.20
- VII. Old Business**
 - a. Staff Appreciation Week (March 1, 2024 Official Day)

- i. Will request the purchase of candies to go inside of the cups, with the keychain lanyards purchased previously.
- a. Cake Auction
 - i. Considered to have at April 9th professional development day, but then later decided to table the idea until we had a pre-defined expense to spend the funds on.
- b. Coloring Boards
 - i. Angela met with the Graphic Design Program students and instructors on February 13 to explain the visions of the posters. They will be developing 5 designs and have for feedback and review – March 21st
- c. Snowman Candy – Registration Event
 - i. This retention/registration effort proved to receive great feedback from the students who received and the faculty/staff that handed the snowmen out to students.

VIII. Comment and Concern Submissions

- a. Spring Softball / Kickball Event
 - i. Senate agreed this would be a great event with Students Versus Faculty/Staff. Monica will speak with Ja'Mycheal Robertson, SGA President, to have him poll students for an interest in such an event.
- b. Students need to be made more aware of deadlines for payment, payment options, and consequences of dropping classes (percentages owed or financial aid recalculations).
 - i. It was discussed that text messages, emails, phone calls, website and Blackboard and campus screens all contain information about payment deadlines. Cashier's office receives paper copies of this information to hand out to those making payments. It was also brought up that Student Success is working on updating the new student orientation handbook, that would also include this information.
 - ii. Conversations about having the privileges in Starfish made where all users can see the notes for students to help know when students were contacted and what was discussed when they were contacted.

IX. New Business

- a. Salary Scale
 - i. Request around campus for a salary schedule has been discussed. Angela will reach out to the HR Office and see if such a salary schedule exists and the process that needs to be completed to get one released for staff.

X. Open Floor

- a. Stephanie Finley – March 3rd is the Smith Hudson Scholarship deadline. All other scholarship applications are always open. March 23rd is the Annual Clay shoot.
- b. Jeremiah Kelly – Mentioned we consider updating the length of service required to be able to serve on the senate from 1 year. This will be added to next months meeting agenda and discussed more thoroughly.

XI. Adjournment motioned by Rocio @ 11:03 and 2nd by Monica, all in favor.