

**Staff Senate Meeting Minutes**  
**Thursday, March 18, 2021- 1:00 PM**

**Senators Present:** Takeyra Wagner, Kristen Meche-Miller, Adam Jonson, Titus Belgard, Kaitlyn Norton

**Absent:** Lakeisha Williams

**Guests:** Sheila Hudson, Cynthia Thomas, Laura Fowler, Linda Smith, J. Silas

**Chaired by:** Takeyra Wagner

**Minutes Taken by:** Kaitlyn Nichols

**Purpose:** To address Staff Senate issues addressed by the agenda and hear updates from senators and the LSUA community

Takeyra called meeting to order at 1:03 PM.

**Update from Diversity and Inclusion Committee Chair, Dr. Cynthia Thomas, and member, Sheila Hudson**

- We are looking at the campus to make sure we are diversified and including everyone. The committee sent out a survey and has been reviewing the data to create initiatives on campus. It did reveal some areas that we need to work on and do better in. Better ADA accommodations facilities for both students and staff was something that was noted. Also, gender issues are another initiative the committee is exploring. These are two examples that we thought we did well in, but the survey revealed we could do better. We welcome all input. Anything you think we should consider, please email or meet with Sheila or Dr. Thomas privately. The committee is very excited about where we are moving and the hiring of our first Diversity and Inclusion Director. That way there is a point person who handles these issues and can make a more meaningful impact. If a student does come to you about an issue they experienced on campus, please inform us or welcome to student to speak to Sheila or Dr. Thomas. Thank you to everyone who did complete the survey.

**Motion to Approve Previous Meeting Minutes**

- Moved by: Adam Jonson
- Seconded by: Kaitlyn Norton

## Open/Old Business

- Staff Senate Scholarship- email sent calling for applications. These applications will be due April 1<sup>st</sup>. This year we only have the funds available for one scholarship, instead of two, since we were not able to do any fundraisers the past two semesters. The scholarship will be presented at the Employee Recognition Dinner on April 13<sup>th</sup>. We discussed what the 'proof of enrollment' could be. We all concluded that any proof of their schedule, including a screenshot of their Self Service, will work.
- **Questions from last meeting-**
  - Preventing Sexual Misconduct Training- Daniel said he is waiting for LSU to roll it out and then we will customize it to our campus. It might be a couple months before this is released.
  - Network Security Training- should be released at the end of March. This year it is developed by Louisiana State Civil Service, instead of our IET team. It will be due by 12/31/21 at 11:59 AM.

## New Business

- Employee Recognition Dinner- April 13, 2021 at 5PM
- All Campus Meeting- March 31, 2021 at 3 – 4PM  
\*If anyone has any announcements they would like TaKeyra to present at either event, please email them to her directly.

## Other Business/Senator Reports

- Adam Jonson- Coming off conference tournament that we hosted, very successful event. Plus, hosting the national tournament with an abundance of teams from several states was a great opportunity and an awesome event. Homecoming week this week- athletic events have been hit or miss, but we have been able to pay a lot. Homecoming Brunch is Friday at 10AM. The crowning will be a bit different than normally during halftime during the basketball games. It will actually be outside in the Quad at noon. We are also hosting the softball conference tournament in May. Five sports playing at one time and finishing out their regular season now.
- Kaitlyn Nichols- We have a new admissions counselor beginning on Monday, March 29<sup>th</sup>. We are still waiting to hear about the recruitment season schedule and if it will be all virtual or in- person. Spend the Day at A is this Saturday. We did try and center this around homecoming events happening this weekend too. Currently, we have 90 students registered. My team has been more aggressively communicating and reminding these pre-registered students by email and texting about the event. We are hoping this will increase participation. April 10<sup>th</sup> and April 24<sup>th</sup> will be half preview days.

It will not be as big and a full day event like Spend the Day at A, but we will have the admission and financial aid offices open. We will also have tour guides and advisors available to cater to whatever the students need are. Since these dates are after registration begins, we are encouraging the admitted students who attend these half days to already register and bring their schedule or the advisors will mock up a schedule for them. This way we can show them exactly where their courses will be this Fall. Additionally, we are partnering with the City of Alexandria for two events. One of those is happening Thursday, March 25<sup>th</sup> and is it an ACT Prep Workshop. This will be a Zoom virtual event and will be recorded and live on the City of Alexandria's website for future use. Dr. Rowan and my team will be running this event. The next event is April 22<sup>nd</sup> and we are hoping to do this in person. It will be a ReadyExpo, similar to a mini college fair. Hopefully, we can utilize the ThinkTank and help students complete their FAFSA or admissions applications. We are very excited to be partnering with the city for these events. We love building our relationship and continuing to be visible as much as possible in the community. Another change is our Saturday tour schedule. In the past, we have offered tours every Saturday, however, we have been unsuccessful in being about to get into the buildings to show. That being said, beginning in May, we will only offer Saturday tours on the first Saturday of every month. That way we can push these dates out to everyone on campus and campus police can unlock the buildings for us. Also, we are looking at trying to add another online application processor to help with the surge of online applications. Lastly, we are making rounds to all the local high schools to see if we can get in and talk to students since we are in the third phase. Anyway, we can get in front of students, we will make it happen.

- Kristen Meche- Miller- Currently, she is building payment plans. These should all be available first thing tomorrow. We did have a lot of issues with Cashnet, but all adjustments have been made between us and IET. Summer payment plan will definitely be available tomorrow. Fall payment plans will hopefully be available tomorrow. All of these important dates were made into a user-friendly handout. This was emailed out earlier to week to all students. We did receive our second round of CARES dollars. The position at the front desk of Accounting is still available- please send any candidates their way.
- Titus Belgard- The library is open 8 to 4:30PM during spring break week. The Library will attend Spend the Day at A Saturday from 10 – 2PM. Also, Rusty sent out the library newsletter this week. This will be monthly and include events at the library and other important information.
- Takeyra Wagner- Moodle will be down 6 am to 1 pm next week. Another update for the wireless network will be happening soon-expect an email. Some students have reached out about training opportunities for their selves covering, Zoom, excel, Moodle, etc. This

is offered for free to students so if you have any students interested, please send my way. They can even book an appointment directly with TaKeyra.

Motion to end the meeting: ended at 1:33 pm

- Motion by: Adam Jonson
- Seconded by: Kristen Meche-Miller