

Staff Senate Meeting Minutes
Thursday, May 26, 2022 - 1:00 PM

Senators Present: Richard Robinson, June Guillory, Donald Collins, Junetha Silas, Takeyra Wagner

Absent: Daniel Manuel

Chaired by: Takeyra Wagner

Minutes Taken by: Takeyra Wagner

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 1:02 PM.

Motion to Approve Previous Meeting Minutes

- Minutes for March 17, 2022 were shared with the Senators for approval. Motion to approve minutes were moved by June Guillory and second by Richard Robinson.

Open/Old Business

- Staff Senate Newsletter
 - Takeyra asked the senators what she should do regarding the Staff Senate Newsletter. She only has content for the Staff Spotlight. June reminded Takeyra about the information she sent regarding CTPT training that is available to employees. June said she will send even more information and then she suggested that Takeyra include information on the new way to upload Mandatory Training Certificates to MyLSUA. Also, Richard suggested that we include a link to the TSRL webinars that are offered for free.
- Staff Senate Nominations
 - Takeyra shared her screen with the Staff Senate so they can help her confirm that she has listed the vacancies correctly. Elections for Staff Senate spots will take place in June 2022. There is one vacancy in Category 3. Category 4 is filled. 1 vacancy for Category 1, 2 vacancies for Category 5, and 2 vacancies for Category 6, 2 vacancies for Category 7. We will not reopen Category 3 because it is currently filled from this year's earlier nominations. Takeyra shared the nomination email with Senators and sent it to June for further review. The Senate agreed on June 17th for the deadline for nominations.
- Fundraising Update
 - Takeyra updated the Senators on the list of companies they developed for fundraising. The list was sent to LSUA Foundation for review, and they said none of the companies in the list are companies they are currently working with.

Richard asked Shere' Thaxton if there a was a template email, letter, or form to use when asking for funds from a company. She did not have a letter or template to use but she recommended that we go in person to ask for funds. In addition, we should wear LSUA gear and our LSUA name tag. Richard suggested that we take that list of vendors and see if anyone has experience in those areas of the vendors and if they do then we can divvy up the list to knock on doors and to see if we can get some gift cards or items that we can raffle off. Connie Cooper said that she did this work for years. She recommended that we have a letter and go in person. She said the vendor will typically ask for a letter for their records.

New Business

- Reschedule June Staff Senate Meeting
 - Takeyra asked Staff Senate for approval to reschedule the June Staff Senate Meeting to June 30th at 1PM. Richard and June agreed.
- End of Term
 - Takeyra reminded the Senate that her presidential term will end June 30th and Daniel Manuel will take over as President of Staff Senate. She said she hopes to have new senators moving in to Staff Senate before her term ends.

Other Business/Senator Reports

- June Guillory – June mentioned that a lot of 2021 certificates are being submitted for the 2022 Ethics Training in MyLSUA.
- Richard Robinson – We have received a lot of classroom equipment in IET and we are making progress to see some renovations soon.
- Donald Collins – No reports at the time.
- Junetha Silas – No reports at the time.
- Takeyra Wagner- No reports at the time.

Open Forum/Comments from the Public

- None

Motion to end the meeting: ended at 1:22 pm

- Motion by: Richard Robinson
- Seconded by: June Guillory