

Louisiana State University of Alexandria
Staff Senate Meeting Minutes
February 15, 2024

Call to order

The meeting was called to order by Connie Cooper at 1:05 pm.

Attendance

Senators Present: Connie Cooper, June Guillory, Linda Smith, and Junetha Silas. Guest(s): Caleb Funderburk, Alacia Caillier, and Cieltia Adams.

Adoption of Previous Meeting Minutes:

The January 18, 2024 meetings minutes were not presented. The Staff Senate unanimously agreed to vote on the said minutes electronically.

Adoption of the Meeting Agenda:

New Business, Item B was removed from the agenda. There were no objections to the adoption of the agenda with the noted amendment.

Old Business

- The Spring Social poll has not been finalized. It was recommended that we add the courtesy fund idea to the poll to: (1) capture input from Staff and (2) define courtesy guidelines and process for issuing a courtesy.
- Senator Junetha Silas will learn the process how to more about establishing a Staff courtesy fund in accordance with university guidelines.
- Linda Smith was designated as the individual who will collect the gift cards for the scholarship raffle. The raffle launch date is February 19th. Haylee Malone approved announcing the raffle winner at the Crawfish Boil event in April.

New Business

- There was an EEO Category three vacancy. The Louisiana State University at Alexandria Staff Senate Bylaws Article I, Section B provides: "In the event that no one files for a particular Staff senate position, that position shall be filled by appointment from within the category in which the vacancy occurred. Such appointment shall be made by the President with approval of the Staff Senate and with the subsequent majority approval of that entire category." June Guillory moved and Linda Smith seconded to appoint Cieltia Adams Senator for Category three. The motion passed.
- Boss of the Year, Staff Scholarship, Rising Star, and Four-Star Service Awards were discussed. The consensus was to keep each of the awards. It was recommended that we check the Staff Senate account balance before determining whether to award one or two Staff Scholarships. Junetha Silas volunteered to look into the account balance and report the same. Connie Cooper asked for a Staff Senate officer to manage the nomination process for the awards. There were no volunteers. Connie Cooper will manage the said process.
- June Guillory provided an update on the new electronic nomination process for the Employee Recognition Dinner awards.

Other Business/Senator Reports

- **Senator Junetha Silas:** Accounting is in the process of issuing student refunds.

- **Senator Linda Smith:** She [Linda Smith] and Beverly Williams are working on assisting with meeting faculty and student needs for the Spring semester. The College of Liberal Arts has some openings including student worker positions.
- **Senator June Guillory:** The Professional Level Exam (PLE) and Office of Support Exam (OSE) have been discontinued. For more information, individuals should refer to the State Civil Service General Circular 2023-065. There is a spam/false email regarding TRSL circulating and advised everyone to be vigilant.
- **Senator Cielia Adams:** Anticipating a new tutor for physics for the tutoring center.

Guests/Comments from the Public – None

Hearing no objections, the meeting was adjourned by Connie Cooper at 1:38 pm.