

**Staff Senate Meeting Minutes**  
**Thursday, September 16th- 1:00 PM**

**Senators Present:** TaKeyra Wagner, Kaitlyn Norton, Daniel Manuel, Junetha Silas, June Guillory, Richard Robinson, Donald Collins

**Absent:**

**Guests:** Laura Fowler, Chancey Slider

**Chaired by:** Takeyra Wagner

**Minutes Taken by:** Kaitlyn Norton

**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 1:00 PM.

**Motion to Approve Previous Meeting Minutes** (*August 19, 2021*)

- Moved by: --
- Seconded by: --  
\*Kaitlyn Norton has not finished minutes from previous meeting. Therefore, the minutes could not be approved. We will approve these minutes at the next meeting.

**Open/Old Business**

- Staff Senate Newsletter: it was sent out to every for feedback. Takeyra has received replies from Daniel and Juneatha, also Kaitlyn has been very helpful with that the last two days. June did not have any suggestions. If anyone thinks of anything to add to the next newsletter, let Takeyra know. The plan is to send the monthly newsletter out right after the monthly meeting. Takeyra will be sending out reminder emails for any information to add closer to production.

**New Business**

- Staff Senate Email Suggestion: Previously the mailroom offered somewhat of a delivery service of incoming and outgoing mail. The email suggestion would like to see the student workers in the mailroom bring back the rounds on campus where they pick up outgoing mail and packages and delivery incoming items directly to the office. The email states the location and distance to the mailroom provides issues and this could be a good resolution, as well as, the student workers gaining more responsibility. Takeyra will be sending out an anonymous survey to the members and create a plan of action after that.

## Other Business/Senator Reports

- Donald Collins- Citations will begin on Monday. UPD will be little laid back issuing these citations considering the construction on campus. Lot 3 is now closed. Since this lot held about 300 cars, most of the other parking lots are full at high traffic times. We will be strict on students who park in the incorrect places, but will be lenient to Freshmen considering they are not as informed as upper classmen.
- June Guillory- Open Enrollment begins October 1<sup>st</sup> and ends November 15<sup>th</sup>. There are new updates to the enrollment tasks in WorkDay, so if you have any questions about these changes please let Human Resources know.
- Daniel Manuel- Black Girl Magic was yesterday and was a big success. September 23<sup>rd</sup> will be Tank Fest. There will be giveaways, food trucks, bands and lots of other fun things happening that evening. September 28<sup>th</sup> will be the Service and Volunteer Fair held on campus. This will be an opportunity for students and faculty and staff to meet with nonprofits about volunteer opportunities in the community. Advising starts October 4<sup>th</sup>. Our program for October will be dating and domestic violence related, so be on the lookout for that information.
- Kaitlyn Norton- Our new application system, REACH, is officially live. The way students previously applied will be completely altered, as well as, the way we process and admit applicants. The new system has a lot of improvements and helpful tools within it. There are a lot we are still working on and a lot we haven't learned yet. We will be able to track students from an inquiry all the way to graduation. The entire DOESE team will be utilizing this new product. Additionally, we did buy a new system for campus tours. It is not completed implemented yet, but the new system can automate a lot of current manual processes. The new registering system looks more collegiate and has a product within it that allows us to share information about student ambassadors, while allowing students to connect with them directly. We have officially offered to the Dual Enrollment Coordinator (DEC). This will really help us make our DE program competitive and take it to the next level. We will also be hiring for a new Admissions Counselor and Recruiter position, as well. Recruitment season is still up in the air due to the hurricane, so we are still working through the in-state schedule. However, we did book out of state fairs in Texas and looked at the Louisiana and Arkansas. We are trying to be at as many in person fairs, as possible.
- Richard Robinson- no updates
- Junetha Silas- no updates
- Takeyra Wagner- main focus has been on completion of the Staff Senate Newsletter. Other than that, there are no updates.

**Open Forum/Comments from the Public (as the time allows)**

- Laura Fowler- Tuesday, September 28<sup>th</sup>, mark your calendar for another lunch with the Chancellor. Please change the name of Quein' with Coreil to Lunch with Coreil. Official name is still pending.

Motion to end the meeting by TaKeyra: ended at 1:20 pm

- Motion by: TaKeyra Wagner
- Seconded by: Daniel Manuel