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## **Staff Forum 2024 with President Dr. Tomikia P. LeGrande**

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Prairie View A&M University  
Staff Council

**Staff Forum 2024**  
**with President Dr. Tomikia P. LeGrande**

RUN OF SHOW

Date: April 18, 2024

Time: 9:00-10:30 a.m.

Location: A.I. Thomas Administrative Building – Julius Becton Auditorium

Schedule of Events

Time	Activity/Task
8:10 a.m.	<b>Staff Council Planning Committee</b> (Lee, Robinson, Williams) arrive at the Becton Auditorium. Make sure room is open and accessible. Check if lights and computer are operable. Monitor room temperature.
8:15 a.m.	<b>CIITS</b> team arrive. Setup AV equipment and check status of virtual link.
8:20 a.m.	<b>Staff Council Board Members</b> arrive. Test Sign-in link. Designate seating for special guests.
8:30 a.m.	Open doors to auditorium. <b>Staff Council Members</b> will monitor room capacity.
8:40 a.m.	<b>CIITS</b> team will opens virtual link to allow staff members to join on the Zoom platform.
8:45 a.m.	<b>President Dr. LeGrande</b> will arrive to the auditorium. <b>CIITS</b> will test presentation.
8:55 a.m.	<b>Staff Council Chair</b> (Thomas) will make an Announcement that the Event will start in 5 Minutes.
9:00 a.m.	<b>Staff Council Chair</b> will approach the Podium and <i>Call the Staff Forum to Order</i> . He will introduce the Members of the Staff Council.
9:05 a.m.	Staff Council Chair will call upon the <b>Staff Council Parliamentarian</b> (Simm) to share the purpose of the Staff Forum. The Parliamentarian will read Section 3 of the Constitution/By-Laws.
9:08 a.m.	Staff Council Chair will call upon the <b>Vice Chair</b> (Lewter) to Introduce the President.
9:12 a.m.	<b>Dr. LeGrande</b> will approach the Podium. President remarks ( <i>35 Minutes</i> )
9:50 a.m.	Dr. LeGrande will conclude her presentation. The <b>Vice Chair</b> will join the President on the stage in chairs for open discussion. (Begin with a submitted questions) The Vice Chair will moderate the Q/A Session between the Staff and the President. (Take questions from audience) (Then check to see if any questions for virtual audiences). Take last question at 10:20 a.m.
10:25 a.m.	Dr. LeGrande will offer her closing comments. (After President’s closing comments the <b>Vice Chair</b> will thank the President and then welcome the Staff Council to the stage to take a group picture.) The President will then be escorted out of the auditorium back to her office.

10:30 a.m.	<b>Staff Council Secretary</b> (Robinson) will approach the Podium and share announcements. Including the time/date of the Staff Council Meeting. And encourage staff to be on the lookout for the Nomination Packet for the Staff Council 2024-2026. Encourage everyone to complete survey
10:35 a.m.	<b>Staff Council Chair</b> will approach the podium and share final remarks then adjourn the Staff Forum.
10:45 a.m.	Staff Council members will clean up room and returned items. CIITS will breakdown AV equipment.

- **CIITS** – Center for Instructional Innovation and Technology Services