

MINUTES
Staff Senate Meeting
May 23, 2006
12 noon – 1:30pm
Lear Auditorium

Departments represented: Advancement, Architecture, Humanities, IT Services, Library, Mathematics, Registrar, VITRC

Chair Brian Raymond offered the chocolate fondue table for the audience participation. He extended thank you's to all the committee members for their hard work this year. He then introduced the first guest speaker, Assistant Provost for Enrollment, Lisa Kujawa. Lisa spoke on the topic, "Team Taubman: Students First." Some of the points made by Lisa were:

- SCUP (Society for College and University Planning) chose LTU as one of 13 (out of 100 competing universities) selected for commendation on its strategic planning and improvements to the campus
- Creating change at LTU – "U Serving You"/Students always uppermost in determining decisions
- We are still growing and changing, communication in all facets of campus function has become more evident
- New Engineering Building will be the next project
- Process improvement will require more end-user involvement and common themes for fundraising, with students "in the middle"
- Visits by LTU administrators to several eastern colleges to observe student centers, to find out how change occurred for them, and how they promote core values in all student areas
- LTU was the "observer" in the past, now it has become the "observed"
- Relationship-building between departments and individuals is so important – the Library staff is an example of this

Lisa provided some time for questions. She was asked about a possible phone change for the One-Stop (something easier for the public to remember than 2280). She will take this up with the Administration. The question was asked about priority at the One-Stop Center. Walk-ins get priority. Lisa mentioned that revamping the phone numbering system was being considered. A new campus phone book will be issued in the near future.

Linda Wareck introduced the next guest speakers: Jay Monroe of Campus Safety and Paula Nranian of VITRC. Paula related her experience in getting medical help for a minor injury on campus. She followed the prescribed steps that anyone who is injured on campus should follow:

- Contact Security (x3945), or call 911 (EMS) for serious injury
- Go to LTU's prescribed clinic (24-hour) – Concentra at 26185 Greenfield Rd. If you are incapacitated, someone from the university will need to take you. (Because of a university insurance clause, Security is not allowed to do this.)
- Fill out an incident report with Security

Jay Monroe of Campus Safety further explained campus safety rules and reiterated the steps to follow if injured. He also mentioned:

- If an LTU employee is injured off campus while on university business, the employee will be covered by Workmen's Compensation
- If a student is injured, he/she can also go to Concentra (Linda Height has to be informed of student injuries)
- The "Good Samaritan" law is in effect in Michigan – if you stop to help someone who has been injured before medical help arrives, you are protected from litigation

In the business portion of the meeting, Linda Wareck presented the Staff Member of the Month for May to Will Hughes of Campus Safety. Will received a Barnes and Noble gift card and a certificate.

Brian Raymond thanked Robin Harris, Marilyn Hotaling and Linda Wareck, all of whom will be leaving the Staff Council, for their years of service. He also thanked Joyce McKissen, Linda Wareck and Cathy Phillips for their assistance during the year.

Cathy Phillips presented the results of the 2006 Staff Council election. The following staff members will join the 2006-07 Staff Council: Phyllis Jones, Deborah Callaghan, Cliff Johnson, Lyuba Kagan and Gabe Sauvie.

Handouts were circulated regarding the new proposed amendments to the by-laws. Cathy read the proposed amendments. The amendments will provide for adequate representation on the Council: (1) provision for an Alternate Staff Council Member and (2) wording added to determine member attendance at meetings. The motion was made, seconded and carried to approve Amendment #1. The motion was made, seconded and carried to approve Amendment #2.

Aleta Mack won the raffle, a red, white and blue floral arrangement by Michelle Wareck.

Submitted by Marilyn Hotaling
Acting Secretary