

**MINUTES**  
**Staff Senate**  
**January 27, 2009**  
**12-1pm M218**

**Departments represented:** Advancement, Architecture, Arts/Sciences Dean, Business Services, Career Services, Civil Engineering, Counseling Services, Electrical/Computer Engineering, Engineering Dean, Engineering Technology, Enrollment Services, Help Desk, Information Technology, Library, Marketing, Math, Mechanical Engineering, Natural Sciences, President/Provost, Student Affairs, VITRC

The Minutes of the November Staff Senate meeting were read and approved.

Beth St. Thomas introduced new staff members: Kimberly Osantowski (University Housing), Sara Moss (Math/Computer Science), Kyla Jackson (Enrollment Services), Sarah Anderson (Admissions), and Bruce Johnstone (Mailroom).

Varvara gave some brief announcements:

- Tim Chavis is the new director of IT Services
- The St. Patrick's celebration set for March 12 is still on despite cutbacks
- Lunches for the Staff Senate meeting will be replaced by lesser fare to help support the cutbacks; Varvara will remind everyone to bring their brown bag lunches to future meetings
- President Walker's State of the University speech will be on Thursday, January 29
- Employees can help save money by printing out their W-2 tax statements from the online listing

The main speaker of the meeting was Marquita Poinsetta, from VITRC, presenting Microsoft's new *Office 2007*. Reference card handouts were passed out, as well as the PowerPoint slide copies of Marquita's presentation. (Extra copies of the reference cards may be obtained at the Help Desk.)

*Office 2007* has been installed on all new LTU laptops, but the upgrade will not be campus-wide. Those who wish to have the upgrade installed on their computers can contact the Help Desk (x2330).

Marquita presented the main features and differences of Office 2007:

- A redesigned interface: menus have been removed, replaced by the "Ribbon," which is a set of toolbars; tabs appear as needed
- The "Ribbon" consists of tabs on the top, groups, commands and a "launcher"
- The Office Logo icon replaces File/Menu, which contains commands (New, Open, etc.), and an Options menu
- Quick Access and mini-toolbar can be used for often-used commands
- If using Outlook Calendar, there may be compatibility issues – can contact Help Desk if have problems

- If working in Office 2003 and need to work in a document from Office 2007, a “plug-in” is available to facilitate this
- VITRC can be contacted (x3750 or [vitrc@ltu.edu](mailto:vitrc@ltu.edu)) for assistance
- If practice on Office 2007 is needed: <http://www.ltu.edu/vitrc/index.asp>, under the MS Office 2007 tab, instructions and practice exercises can be printed
- “Smart Art” graphics are enhanced

Submitted by Marilyn Hotaling  
Staff Senate Secretary