

MINUTES
STAFF SENATE
October 29, 2008
12 – 1pm M218

Departments represented: Architecture, Arts & Sciences Dean, Civil Engineering, Engineering Dean, Dean of Students, Electrical & Computer Engineering, Engineering Technology, Enrollment Services, Humanities, IT Services, Library, LTU Online, Management, Marketing, Mechanical Engineering, Provost, Registrar, University Advancement, VITRC

Cathy Phillips, Chair of the Legislative Committee, went over the changes to the Staff Senate Bylaws, which were then approved.

Megan Fuhlman, Chair of the Social Committee, reported that a Halloween pumpkin decorating contest would be held on October 31, with everyone urged to come in costume.

The annual St. Patrick's Lunch will be held on March 12, 2009.

Ali Barnard, Chair of the Community Outreach committee, reported on the latest community project – toiletries collection for the Cass Community Shelter in Detroit. Toiletry products (soap, shampoo, hair brushes, etc.) may be dropped off at any committee member's office, or the President's Office, by November 25. A January/February business suit collection is being considered, as well as the "Give a Little Sunshine" gift collection for Detroit Children's Hospital in the spring.

The annual Giving Tree party will be held on Friday, December 5, from 11:30 – 1:30pm. The Giving Tree with children's and teen's tags will be put up on Friday, November 7. Wrapped gifts may be brought to the Giving Tree event or donators may call Ali Barnard at x2805, or Varvara Burden at x2000, to set up another date and time.

Marilyn Hotaling, Co-chair of the Facilities committee, reported on the Facilities committee meeting. Specific questions about safety and health issues were raised (crumbling steps to the Architecture building, unsalted/unshoveled steps early on winter mornings).

Marilyn gave a brief rundown on "What's New on Campus":

- The Facilities department will be moving to the opposite side of the Campus Facilities Building (formerly the MS Building)
- Facilities has requested that only one key person in each department be responsible for reporting a facilities issue. This person will be reporting issues via the ISIS online system
- LTU will be hosting the Student Chapter of ASCE (American Society of Civil Engineers) conference in April, 2009
- The HR Wellness Fair will be held on Thursday, October 30 from 11am-3pm
- University Advancement reports that the last Matt Rousch WWJ LTU Wrap-up will be on Thursday, October 30

- David Brandon, CEO of Domino's Pizza, will give a talk, "An Entrepreneurial Journey," on November 11 at 6pm in A200 –this talk is free, but space is limited
- The Women's High Tea will be held on November 12 at 3pm in the UTLC

Joyce Genat reported on the latest happenings in Student Affairs:

- The Great Student Political Debate and the Indian student Diwali celebration were held on Tuesday, October 27
- A Thanksgiving party for LTU's international students will be held on November 19 – everyone is welcome, but a pass will need to be obtained from Student Affairs

Linda Wareck reported on the Viraldi Instructional Resource Center (VITRC):

- VITRC provides Instructional Technology Support with resources and FAQs on their website at: <http://www.ltu.edu/vitrc/index.asp>
- VITRC workshops include the following: a WIMBA workshop presented by Marquita Poinsetta scheduled for staff
- a Blackboard Grade Center workshop presented by Linda will be focused on calculating final grades for instructors
- Staff can let the VITRC know of their interest in topics for training workshops by sending an e-mail to vitrc@ltu.edu

A question was asked whether this workshop would include advanced Windows. *Linda will check on this.

Joyce McKissen presented the Staff Member of the Month award to Sheppard Sternthal, from ITSD. He received a certificate and a \$20 gift card to the LTU Bookstore.

The main presentation of the meeting was given by Gabe Sauvie and Beth Gierada, of the Registrar's Office, who spoke on CORE (Calendar of Reservations and Events) – the new online event reservation system:

- CORE can be accessed by typing in www.ltu.edu/core, or vcore.ltu.edu
- after a reservation has been made, you will receive an e-mail confirmation
- be sure to designate an alternate room choice
- the system can't book too far in the future, since campus courses take precedence, and these sometimes aren't booked until shortly before the beginning of the semester
- an Events form will still need to be submitted for Dining Services, AV and Facilities
- if there are special considerations, Campus Safety will need to be notified

Joyce mentioned that Dining Services has an online form that can be used.

The Minutes from the September 23 Staff Senate meeting were read and approved.

Submitted by Marilyn Hotaling
Secretary, Staff Senate

*designates action items