

**MINUTES**  
**Staff Senate**  
**November 25, 2008**  
**12 – 1pm M218**

**Departments represented:** Advancement, Campus Safety, Civil Engineering, Dean of Students, Electrical & Computer Engineering, Engineering Dean, Engineering Technology, Enrollment Services, Human Resources, Humanities/Social Sciences/Communication, Information Technology, Library, Marketing, Mechanical Engineering, Natural Science, Payroll, Student Affairs, VITRC

Lunch provided: Make-your-own Salad

Chair Varvara Burden called the meeting to order. The Minutes of the October Staff Senate meeting were read and approved.

Announcements:

- There are still tags on the Giving Tree
- Thursday, December 18 will be the Faculty/Staff Holiday lunch
- Campus will be closed between Wednesday, December 24 and Sunday, January 4
- The January Staff Senate meeting will feature an explanation of Microsoft's new software, *Office 2007*
- Watch for an announcement of Dr. Walker's next especially-important Open Forum
- The All-campus 2008-2009 online Directory is updated
- Welcome back to Paula Nranian, who maintains the web Directory; please continue sending directory updates to [ltudirectory@ltu.edu](mailto:ltudirectory@ltu.edu)

Beth St. Thomas introduced the recipient of the November Staff Member of the Month – Rasheda Kelsey of Human Resources. Rasheda received a certificate and a gift card to the LTU Bookstore.

Linda Wareck reported that there will be an advanced Microsoft Windows session for staff before classes start in January. It will be taught by Marquita Poinsetta. Times will be announced.

Angelina Card announced that the CEO (Collegiate Entrepreneurs Association) Club will be hosting a "Secret Santa" signup December 1-3 in the Atrium. Payment is expected by December 5 and deliveries are limited to campus. The charge is \$3.00 per delivery.

**Noreen Ferguson**, of the Registrar's Office, the first speaker of the meeting, presented an informative program on FERPA (Family Educational Rights and Privacy Act). Key points were:

- FERPA is a federal law, and compliance is mandatory
- If non-compliant, an organization could lose its federal funding and be open to possible lawsuits
- Students in post-secondary schools are key recipients, beginning as soon as they are registered in a post-secondary school

- Any records directly related to a student, in any form (including handwritten), are covered: registration forms, transcripts, class schedules, classes taken, grades, or anything with a student's ID number on it
- Personal notes are not included, unless information in them is shared with another person for the purpose of passing information
- Not included are employment, medical or criminal records
- Information may be released only by written consent of the student
- "Directory" information (student name, major, dates of attendance, degrees and honors received) may be released without consent of the student
- Students have the right to inspect their records and amend them
- Students may file a complaint with the U.S. Dept. of Education if he/she finds a discrepancy or error
- Persons or agencies that may access student records are: LTU employees with legitimate intent, financial aid lenders, court agents, state and federal agencies, military agencies, and emergency officials
- Parents may request access to records with student's consent and submittal of an Authorization to Disclose form

Noreen suggested some items to be aware of:

- Requestor must get student's signed consent before gaining access to records
- Records must be used in official business, not out of curiosity
- When in doubt, don't disclose information
- Computer information is the same as written information
- Student IDs, Social Security numbers, grade reports, class schedules, etc., must be carefully disposed of

Questions raised were:

1. What about the student IDs that are e-mail addresses and are on the cover page of printed documents? Answer: The Registrar's Office is aware of this.
2. What about verbal permission? Answer: It should eventually be obtained in written form.
3. What about students under 18? Answer: They will soon be 18 – the consent form will still need to be filled out and signed.

**Harry Butler**, Director of Campus Safety, gave an informative speech on safety issues on campus. He passed out fact sheets on LTU's Emergency Response Plan, Evacuation Plan, First Aid, and the Safe Student and School Program.

Harry reported that:

- If someone is concerned about a student's behavior, he/she should send a message via the Dean of Student's site: [studean@tu.edu](mailto:studean@tu.edu)
- It's better to err on the side of notifying Campus Safety than to wait
- All 9-1-1 calls are routed to Campus Safety first
- Everyone's cell phone call list should have an ICE (In Case of Emergency) number(s) listed
- Southfield Police have the main road around campus covered by radar
- There are pedestrian and traffic changes written into the next Master Plan

- Harry's direct line is x3925
- Parking rates per area universities are: Oakland – free; U-M Dearborn - \$80/year; Wayne State - \$180/semester; University of Michigan - \$1,381/year; LTU – free (however, the cost of maintaining parking lots is expensive, and this may eventually necessitate a parking charge at LTU)

Questions posed to Harry were:

- Is the name of the person who reports on a problem student listed in the student's record? Answer: Protecting the reporter is essential. The reporter's name would be given a "Refused Caller" status. It wouldn't be listed in the report.
- How are "snow days" determined? Answer: Harry is up at 4am on inclement days. He checks with the snow removal company to see how the removal is progressing; he contacts Linda Height, who finds out how conditions are in outlying districts; Eric Pope and Bruce Annett are informed and they contact the media before 6am, the LTU Weather Hotline (x2222) is programmed with the information.
- What if a faculty member can't get in to teach his/her class on snow days? Answer: In the past, it was required for students to be in class if school wasn't closed, however, this rule has been left more frequently up to each faculty member. The best thing would be for faculty to post a closed class on Blackboard.
- Is it possible for closings determined during the day to be posted earlier for night students? Answer: Harry will consider this.

The meeting was adjourned at 1:15pm.

Submitted by Marilyn Hotaling  
Staff Senate Secretary