



## **STAFF SENATE MEETING MINUTES** **September 25, 2007**

**Council members present:** Nancy Bunton, Varvara Burden, Frank deHesselle, Joyce Genat, Beth Gierada, Clifton Johnson, Phyllis Jones, Mary Power, Gabe Sauvie

**Staff present:** Ali Barnard, Tamara Botzen, Diane Cairns, Kathy Charbeneau, Larry Chesnutt, Rachel Cronover, Reka Dobbins, Yi Feng, Dorrie Frontera, Kathy Gilman, Marilyn Hotaling, Sallie Ilg, Tracy Kash, Aleta Mack, Joyce McKissen, Cathy Phillips, Debbie Przybylo, Brian Raymond, Gayle Schaeff, Maria Vaz, Linda Wareck

### **✚ Welcome Greetings**

Provost Vaz welcomed all staff, and announced that she will be meeting with all colleges to discuss enrollment and new initiatives starting in October. Staff members are welcome to attend those meetings.

Fall 2007 enrollment numbers are excellent: 13.6% increase in students, and 5.9% increase in credit hours. The administration does not anticipate a large increase in students in the Spring and Summer terms, since not many students enroll during those terms. However, this increase is quite significant, and is notable in both US and international student pools. Dr. Vaz thanked all the staff for their contribution to excellent student services, and for their continuous hard work.

### **✚ Approval of Minutes**

The staff present unanimously approved the minutes from the last 2006-07 season meeting on April 24, 2007.

### **✚ Survival Kits**

Varvara briefly talked about the content of Survival Kits, which contained water, LTU pencil, gum, candy bar, razor, and a folder with materials promoting the Staff Senate, such as the schedule of upcoming meetings, information about committees, history of LTU, and a ½ page directory-at-a-glance. The kits were a success.

### **✚ What is Staff Senate?**

Gabe used a Power Point presentation produced by Beth Gierada to inform the staff about the Senate. Staff were told about the Senate website, and asked to consider becoming alternates for the two open positions. Staff members were introduced to the new members of the Staff Council. Departing members of the Council were given gifts, and the new staff members were welcomed with LTU mugs.

### **✚ Introducing Committees**

Chairmen of the Senate committees each provided a description of their committee's function and goals to recruit new members. The following staff members signed up during the meeting.

#### ***Social Committee***

Ali Barnard

Rachel Cronover

***Staff Recognition Committee***

Tamara Botzen  
Aleta Mack

***Community Outreach Committee***

Ali Barnard  
Dorrie Frontera

***Staff Development Committee***

Ali Barnard  
Phyllis Jones

***Health and Wellness Committee***

Ali Barnard  
Tracy Kash Thomas  
Cathy Phillips

\*The full list of committees follows.

 **Roundtable Discussion**

***Topics for Future Meetings***

A brief discussion of topics for future meetings resulted in selecting two additional topics for 2008:

- Campus Safety
- Diversity

***Parking***

Parking still remains an issue, particularly with residential students who park permanently and in the most convenient spots, thus taking up the space otherwise designated for employees. A discussion with Linda Height about an idea of long- and short-term parking, as well as building/painting additional sidewalks will continue.

# STAFF SENATE COMMITTEES

<http://www.ltu.edu/facultyandstaff/committees.asp>

## Legislative Committee

- ◆ Sets up a balloting procedure for Staff Council nominations and for elections
- ◆ Informs all staff members of nomination and election procedures
- ◆ Verifies that all nominees are willing and eligible to run for Staff Council
- ◆ Makes and distributes ballots
- ◆ Counts ballots and determines results
- ◆ Announces election results to staff
- ◆ Interprets Staff Senate bylaws and recommends changes

Chair - Cathy Phillips

Library

248.204.3004

[phillips@ltu.edu](mailto:phillips@ltu.edu)

## Social Committee

- ◆ Plans and arranges staff events and staff activities
- ◆ Plans programs to welcome new staff members

Chair - Varvara Burden

President's Office

248.204.2000

[fitsova@ltu.edu](mailto:fitsova@ltu.edu)

## Staff Recognition Committee

- ◆ Honors staff for excellence in work or dedication to the University

Chair - Linda Ridella

IT Services

248.204.3702

[ridella@ltu.edu](mailto:ridella@ltu.edu)

## Community Outreach Committee

- ◆ Develops and coordinates campus-wide outreach programs, including the annual Giving Tree program

Chair - Beth Gierada

Office of the Registrar

248.204.3117

[bgierada@ltu.edu](mailto:bgierada@ltu.edu)

# STAFF SENATE COMMITTEES (Cont.)

## Facilities Committee

- ◆ Reviews and evaluates facilities problems
- ◆ Reacts to issues of staff health and safety
- ◆ Follows up with administration

Chair - Cliff Johnson

Arts and Sciences

248.204.3550

[cjohnson@ltu.edu](mailto:cjohnson@ltu.edu)

## Staff Development Committee

- ◆ Develops and coordinates training and workshops to improve staff productivity, skills and morale

Chair - Nancy Bunton

Natural Sciences

248.204.3600

[bunton@ltu.edu](mailto:bunton@ltu.edu)

## Health and Wellness Committee (*NEW!* Committee)

- ◆ Promotes healthy life style at the workplace
- ◆ Organizes wellness fairs and other activities

Chair - Varvara Burden

President's Office

248.204.2000

[fitisova@ltu.edu](mailto:fitisova@ltu.edu)

## Recycling Committee (Campus-wide)

- ◆ Implements various recycling strategies to improve campus environment while doing something great for our planet

Co-Chair - Lisa Anneberg

Electrical and Computer Engineering

248.204.2539

[anneberg@ltu.edu](mailto:anneberg@ltu.edu)

Co-Chair - Marilyn Hotaling

Library

248.204.3000

[hotaling@ltu.edu](mailto:hotaling@ltu.edu)