

Staff Senate Meeting Minutes Tuesday, October 18, 2005

Departments Represented:

Architecture, Arts & Sciences, EDCC, Dining Services, Electrical & Computer Engineering, Engineering Dean, Engineering Technology, Finance & Administration, Humanities, ITSDO, Library, Math & Computer Science, Mechanical Engineering, Natural Sciences, President, Registrar, Safety Services, Student Affairs, University Advancement, VITRC

Brian asked everyone to review to minutes, and they were approved.

Solana Windsor, Chair of the Staff Recognition Committee, presented the **Staff Member of the Month** awards for the months of August, September and October:

- **August – Gayle Schaeff.** Gayle is the Faculty Secretary for the College of Architecture and Design. Throughout the years Gayle has served the faculty and staff, who heavily rely upon her organizational skills to get the many staggering jobs requested of her accomplished. Gayle always has the ability to take a difficult situation, and approach it in a cheerful manner, and at the same time produce results in a timely fashion.
- **September – Michelle Juras.** Michelle is the Administrative Secretary for the College of Architecture and Design. Michelle services a combination of Administration, staff, faculty, students and outside contingencies on a daily basis. Not only this, but she graciously takes on many tasks that are not ordinary duties for her office. She handles this admirably, with a smile, and keeps the balance. Michelle is a print-line team player for the college, and is an asset to all who rely upon her.
- **October – Charlton Hunt.** Charlton is one of the Campus Safety Sergeants for Safety Services. Mr. Hunt is extremely dedicated to providing exceptional public safety and mailroom services. He quickly steps in to help out with moving packages with a courteous and cheerful attitude. Not only has he shown loyalty to LTU with his 20 years of service, but he is an excellent example of what LTU is all about!

Congratulations to all!

Harry Butler, Director of Safety Services, spoke about traffic issues and safety. He is in the process of forming a committee with one representative from each school and department. They have already had one meeting and plan to schedule more.

- Harry also passed out some handouts:
 - Each department should determine rally points in case of fire emergencies
 - Brief description of services
 - Article from Free Press
 - Safety Poster
 - Parking Regulations
- Updates:
 - Campus is inspected by Southfield city inspectors yearly, and there are no major violations this year.
 - There were two assaults on campus (not serious)
 - Laptop theft:
 - 2004 18 stolen
 - 2005 13 stolen
- Parking:

- Cannot park in areas where emergency vehicles need access.
- Students need to have their parking decals on their cars. First offence w/o decal, the offense is dropped – second offence, the student pays for both tickets. Students can't fool security by not getting parking decals, security has the ability to look up licenses in Southfield.
- Security is empowered to write 46th District Court tickets for handicapped violations – this is the most common issue can be up to a \$500 fine.
- Questions
 - Any thoughts to the new design of Parking Lot C?
 - Speed bumps have to be carefully engineered – this is one reason LTU is reluctant to do this
 - Snow
 - Cutting lot C in half by putting in a walkway is not ideal.
- Other Concerns:
 - Students are driving badly while talking on cell phones. If you see this happening, please make a note of the license plate number and let security know.
 - Faded YIELD signs and directional signs – is there a possibility of using above-ground signs? This is somewhere in the works.
 - Reckless driving [by students] automatically goes to the Dean of Students without a ticket.
 - Security does not unlock locked vehicles anymore, they have a specialist come out instead to do this.

Any concerns not addressed/resolved at this meeting that you feel strongly about, give to Harry and he'll take it higher.

Deshawn Johnson spoke about Performance Evaluation Model.

- If you need a blank copy of the PEM, ask your supervisor for a copy. This is a good time to be a little more proactive and ask your supervisor what their expectations are.
- PEM is a way of providing feedback and counseling – not just for the employee, you can use it to provide feedback to your boss.
- It's a way for allocation for rewards and opportunities – the performance evaluation discussion will provide these things. Keep in mind it can be a stressful time for both the employee and employer.
- This is a time for you to determine what your expectations or development needs are:
 - i.e. computer skills, etc.
- Three things the PEM will accomplish for you:
 - Improve your productivity. You should have a better understanding of what your supervisor really wants you to do.
 - Identify training needs.
 - Communicates expectations – it is important to understand what they are.
- **Self-Assessment** –
 - Helps you to present yourself in a better way by answering the following:
 - Where am I today? Where do I want to be? What goals do I need to fill to get there?
 - What you should do in your self-assessment:
 - Highlight your accomplishments since the last year.
 - Highlight contributions:
 - Ex. What strategic initiatives have you participated in?
 - Special projects:
 - Ex. How have you saved the University money?
 - Education or training
 - Career Development – Let your supervisor know where you want to go.
 - Job Enrichment – Cross training opportunities.

Starlett Sinclair spoke briefly about our benefits and open enrollment. Everyone should be receiving their benefit packets soon.

- This is the 6th year the University has incurred double digit increases for health insurance, and every year HR strives to negotiate competitive rates.
- There are no new increases in the EyeMed and AND Dental insurance plans.
- Pre-Paid Legal is adding on an Identity Theft shield
- Flex-Spin changing over to Wage Works.

Marquita Poinsetta from the VITRC presented on user training services available to staff and faculty free of charge:

- **Collaboration Techniques**
- Learning to collaborate using MS Office Reviewing Options
- Collaboration
- Literally: "to labor together"
- "A process in which two or more entities work together to achieve their independent and collective interests through a joint problem solving process. ..." OR
- Two (or more) heads are better than one!

Who can use this service?

- Instructors, Professionals, Administrators, Staff, Students

When to use?

- Correspondence, letters
- Documents, budgets
- Group projects
- Homework assignment feedback

Why use?

- Reduce time expended manually revising
- Route to number of recipients at once
- Track report's progress
- Allows for electronic integration

How to use?

- Prepare project
- Turn "Track Changes" on
- Insert initial comments
- Save project
- Route for review
- Compare / merge
- Finalize

Learn how?

- VITRC published sessions
- Using MS Office for collaboration
- E-learning Options
- Using Captivate
- Using Blackboard effectively

- Using Impatica

AND MORE!

Find out when at www.ltuvitrc.com

Solana Windsor won a \$20.00 Café Cash card from Dining Services for the October raffle.

Meeting adjourned: 13:40