

Staff Senate Meeting Minutes Tuesday, September 20, 2005

Departments Represented:

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

Brian welcomed everyone to the first Staff Senate meeting. And he did a special welcome to the new employees that were hired since September 2004. They are:

- Elisha S Ables Office of Admissions
- Jessica D Adams-Porchia Continuing Education-Administrative
- Leslie L Ashford Engineering-Mechanical
- Gladys Aviles Academic Achievement Center
- Rosalie Beck A & S-Natural Sciences
- Lori J Birman A & S-Math & Computer Science
- Carla D Boykin Office of Admissions
- Janail N Chatman Office of the Registrar
- Teresa Cruz Office of Admissions
- Sara E Ericson Continuing Education-Administrative
- Matthew P Goodrich Laptop Program & Helpdesk
- Anthony R James Campus Safety & Mail Services
- Phyllis C Jones Office of University Advancement
- Stanley J Kurek Campus Safety & Mail Services
- Michael J Livermore IT Service Delivery
- Vasant A Matsagar Engineering-Civil
- Donald William McAlister Laptop Program & Helpdesk
- Cynthia L McMichael Student Affairs-Career Services
- Leslie O Moss Campus Safety & Mail Services
- Camisia M Watts Office of Financial Aid
- Laura K Wicklund A & S-Natural Sciences
- Leslie R Wilson Student Affairs-Student Activities

Each new employee will receive a mug from Staff Senate.

Brian went over achievements of Staff Senate from the 2004-05 academic year:

- Hosting a New Staff Members Welcome reception in September, at which all new staff members were introduced to the LTU community and given a commemorative gift **--This tradition will continue as we have today.**
- Working with administration to explore alternative compensation in the wake of budgetary constraints on campus **--We will further our attempts with regard to this ongoing matter.**
- Staff Council members representing the staff to the visiting accreditation team from NCA **--This of course continues as it presents itself...**

- Staff Council members representing the concerns of staff in the creation of an effective complaint policy for employees, with implementation targeted for the 2005-2006 year. – **The door is open, feel free to contact your council.**
- Working with the Provost's office and the Vice-President of Finance and Administration to develop a program of casual conversations between administrators and staff members every other month as part of a new birthday recognition program. – **This is continues...**
- Hosting all-staff social events in January (Welcome Back Lunch), March (St. Patrick's Day Lunch) and June (Year-end Celebration) 2005. – **A continued tradition...**
- Creation of a page on the LTU website for the Staff Senate, designed to improve communication and exchange of ideas –**Continued... Ideas for additional links or enhancements are welcome and encouraged!**
- Creation of an on-line nomination form and presentation of Staff Member of the Month awards for each month from September through June. – **Continued. Nomination forms can be obtained by contacting Staff Council members, or visiting our site.**
- Organizing the Giving Tree event for the Southfield Goodfellows, which provided nearly 140 gifts to needy children, up from 125 gifts the previous year. – **To obtain further information, please contact us via email.**
- Sponsoring our second annual fundraising event to support the Susan G. Komen Foundation for breast cancer research, and doubling our contributions from the previous year. – **Again, contact us via email for more details...**

Brian thanked the efforts of the previous year's staff senate.

Deshawn Johnson spoke about future leadership training available to all staff. In 2003, the University as a whole participated in an Employee Satisfaction Survey. There were a few opportunities for improvement that fell within the HR realm. Interesting enough both areas for improvement did make it into the Strategic Plan 2004 – 2005. We will not be getting the details of program just yet, this was just another heads-up to let us know that HR has developed a program that provides opportunities to learn, expand or refresh our professional skills. This program will address the desire for training that was expressed by all staff in the Employee Satisfaction Survey. Also, it accomplishes Strategic Objective 11.3 of the strategic plan. Watch your email and mailbox because there will be more thought provoking information coming your way soon.

Gail Nastwold spoke about copier paper inefficiencies vs. budget responsibility. She's indicated the amount of paper being wasted is a serious issue, and we need to think about the things we need in each of our office situations – a lot of times we take them for granted and sometimes we do not consider the cost of things. Gail's indicated that on average we use enough paper to fill two large semi-trucks per year. On a positive note, she has managed to negotiate a lower cost of paper per carton from \$33 to \$27 now.

Gail has a few suggestions on how we could save on paper:

- Run one copy of your document to make sure everything is correct **before** running all copies at once.
- Recycle paper by using it more than once. For example, the flag sheets that print out from Banner and the sheets that print with your name on them – they could be flipped over and used as cover sheets for the next print job.
- Faculty uses a lot of paper. Blackboard's resources should be used more to post syllabi, power points, handouts, etc. Leaving the choice up to the students to print only what they need.

- Just print the portion of the document you need. If you have a 20 page work document, for example, and only the 6th page is relevant to you, only print that page and not all 20 pages.
- You can request the EDCC to turn off the automatic printing of flag sheets.
- You do not have to submit paper copies of requisitions because everything she needs is in Banner.

Suggestions from the audience:

- Cut up excess forms and use them as scratch pads.
- Correctly identifying printing location before sending your job to that queue. This mainly refers to students printing documents multiple times because they aren't sure of where (or if) their job has printed.
- There's a need for more accountability [for blatant wasting of paper].

Dr. Jerry Webster and Brent Bishop spoke about the new changes to Café Lawrence. Together they have been working on ways to strengthen the relationship between Taher Food Services and Lawrence Tech. Taher has been with the University since 1999 and they are the first third-party vendor that has really stuck with us. Dr. Webster commended Brent on all of his hard work over the years.

Brent spoke of some of the goals for the new academic year:

- Offer the most nutritious food for the best value in a setting that brings students together in a “family” community setting.
- Continuous process to improve.
- Joint decisions in upgrades, plan offerings, menu selections, pricing, new concepts.

The more Brent is involved the better the partnership works out. This directly impacts his relationship with LTU and what he can do for us, and it's important because it helps all of us heading in the right direction.

Capital Improvements

- Committed to improving the aesthetics of Café Lawrence

Facilities Upgrades

- New char-broiler and flat-top grill
- New refridgerator & freezer
- New pizza oven
- Refurbished salad bar & hot bar
- New trash bins

What Café Lawrence Offers

- “On Display Wednesday” – In the tradition of Iron Chef, Taher staff prepares a themed lunch.
- New menu items
 - Baha Fish Wraps
 - Michigan Salad w/ chicken
 - 7” Personal pizzas
 - Southwest Quesadillas

Things are definitely different that what they have been. Pizza is better than before – you can call ahead and it can be delivered billing it to your department's account. Larry Joe is designed and run by the students with a coffee blend that was selected by students.

The new “South @ 112” in south student housing [room 112] has the convenience store concept. I idea is that students living on campus who can't make it to the grocery store, can buy a ½ gal of milk and other similar items when they need it.

The meal plan forms have been revamped and everyone including staff and faculty can fill one out. Meal plan options now give the students the opportunity to purchase items other than “meals” in the cafeteria.

Gift certificates can be purchased in the amounts of \$5 and \$1 amounts.

For the free raffle, a beautiful fall arrangement was created and donated by Michele Wareck for our first meeting. The winner of the raffle was Solana Widnsor-Silvia, from Engineering Technology.

Meeting was adjourned 13:42.