Chair Dane Johnson welcomed everyone present to the first Staff Senate meeting of the new school year, and informally introduced the members of the 2004-2005 Staff Council: Joni Starr (Vice Chair), Marilyn Hotaling (Secretary), Nancy Catalina, George Charbeneau, Kathy Gilman, Tracy Kash-Thomas, Frank Marcum, and Linda Wareck.

The Minutes of the May 18th Staff Senate meeting were passed out, read, approved and seconded. There was a request for a report on the Ten Mile Road entry beautification project, which Dane briefly described. He mentioned that Linda Height has suggested that the Staff Senate include a member of the Campus Facilities staff in the meetings of the Facilities Committee to help us improve communication and responsiveness. A member of the audience thanked the Staff Senate for the end-of-year dinner at Buca di Beppo last spring.

Brent Bishop of Dining Services provided information on the opening of the new “Larry Joe” coffee and cappuccino bar in the Atrium of the Buell building. He also gave a brief description of the new ID Café Card, which can be purchased through his department. Amounts ranging from $40 - $450 can be initially put on the card, which can then be used to purchase food and drink from Café Lawrence or the new coffee/cappuccino bar, “Larry Joe.” Hours of operation for the coffee bar are: 7:30am – 10:00pm, Monday- Thursday; 7:30am – 6pm on Friday, and 7:30am – 2pm on Saturday. There will be an official grand opening and ribbon cutting ceremony on September 21st. The question was raised about getting daily menu information. Brent said the information is available by calling the café (x3203), by e-mail (foodservices@ltu.edu), and will in the near future be available on the LTU website. The precise timeframe for this is not known.

The raffle drawing winner was Debra Kollenberg of Financial Aid. She won a $30 LTU Café Cash card underwritten by Food Services and the Staff Senate.

Dane reviewed the 2004 Staff Senate activities, which included the New Staff Members reception, the institution of Staff Member of the Month program, the expansion of the Giving Tree fundraiser, the Susan G. Komen Breast Cancer fundraiser, the St. Patrick’s Day and Welcome Back luncheons, and the year-end celebration dinner. A brief description of each Staff Senate committee and its functions was given.

Solana Windsor of the Engineering Technology department spoke on her participation in the Susan G. Komen Breast Cancer walk-a-thon, a 60-mile, 3-day walk from Ypsilanti to Orchard
Lake. Her 6-member team raised $12,000. The total raised by Michigan entries was $4.4 million. Cash donations from LTU for the fundraising event totaled $164, plus $100 from Staff Senate members who donated the unused portion of their spring dinner cost. Nancy Catalina, chair of the Community Outreach Committee, will investigate sponsorship of another fundraiser in October, which is Breast Cancer Month. The Mars Candy Co. has created a special pink and white M&M color mix. A portion of the sale of this candy will go to breast cancer research. The Community Outreach Committee is considering using the candy as part of their fundraising.

Linda Height, Interim VP of Finance and Administration, gave a talk briefly outlining the budget situation at LTU. The budget, which is still under review, will be finished in October. At this point, there is only $101,411 of unrestricted assets left, suggesting that there may be some belt-tightening ahead. Business Services org charts were distributed. A suggestion was made that each department provides an org chart for distribution to the entire LTU staff and faculty. Linda will follow up on this. Linda’s talk included the following information:

- The goal for Business Services is to become more user friendly
- LTU’s enrollment is down 4% in credit hours from the budget projection – we may have to adjust expenditures
- Merit pay increases will be determined based on enrollment increases
- Plante Moran has replaced Price Waterhouse Cooper as LTU’s auditing firm
- A new process for managing budget variances has begun, which requires budget holders to review any identified variances and return an explanation to the Budget Office by the 20th of each month
- Departments will eventually receive their budgets by email; for the present, copies will be hand-delivered by Lisa Yarbrough to be sure they are received and are being used by the departments in managing their areas.
- The new Student Services Center building will be financed entirely by donations—no Operations money will be used for its construction
- Any freed-up space resulting from departments moving to the future Student Services Center will be renovated using Operations money
- Staff performance evaluation is important – know what you need to work on and consider how attractive you can be to your department
- The pay adjustments process will be reviewed, and should be determined before health care enrollment in December

Dane welcomed the new staff members: Nancy Bunton, Bill Drummond, Beth Gierada, Tim Goodrich, Laurette Karnes, Debra Kollenberg, Celia LaPinta, Kierston Nunn and Linnea Stromer. Each received an LTU mug. Mugs will be delivered to those who were unable to attend the meeting.

Dane opened the meeting to general discussion. The following issues and comments were discussed:

- It was suggested that resident students who do not use their cars every day, park in an area further out in the parking lot, freeing up the nearer spaces for those who drive in daily
• Parking tickets are being issued for outdated parking stickers
• Martha Thompson reported that the Southfield Goodfellows would like to increase the Giving Tree recipient number from 125 to 140
• It was suggested that we might want to ask Brenda Lawrence, mayor of Southfield, to speak at the Giving Tree reception
• The Staff Senate meeting day may vary, since Tuesdays seem to have more scheduled events
• The question was raised on how Staff Senate could boost its meeting attendance. Suggestions included: “mentoring” an attendee, more publicity (especially visible flyers, consistently advertised), invitation by word of mouth, talking it up (“if you’re not in, you’re out,” it’s the “in” place to be).

The meeting was adjourned at 2:50pm.

Submitted by Marilyn Hotaling
Secretary, Staff Senate