Staff Senate Meeting Minutes  
Tuesday, October 12th, 2004

Departments Represented:  

Dane welcomed the group and introduced himself to any newcomers. He explained that there have been communication problems lately in regards to getting the Staff Senate Meeting announcements out. He asked the group to please spread the word about the meetings to others.

The meeting minutes from the September 15 meeting were reviewed and approved.

Dr. Jerry Webster, Dean of Students, was introduced to give his presentation on The Student Code of Conduct and The Academic Honor Code. Dr. Webster extended thanks to the staff for all that is done for our students. He publicized and encouraged the “Sweets for the Sweet on Sweetest Day” event. Dining Services are taking orders for baked goods that can be picked up on Friday. An order form for the baked goods was distributed to all at the meeting.

In addition, he noted that Dining Services will be having a special “Predict the Presidential Election Winner” contest/event, beginning October 26- November 2. Cookies in the shape of elephants to represent the Republican party and donkeys to represent the Democratic party will be sold for $1.00 each. Each cookie sold counts as a vote for that particular presidential party. The party with the most votes (cookies sold) wins. The cookies may be sold for a special price by the dozen.

Thanksgiving goodies such as pecan and pumpkin pies will be sold through dining services this year. Staff members may order these in advance for pickup before the Thanksgiving holiday. The recipes of those items for sale will come from dining services family members.

Copies of the newly printed Student Code of Conduct and Academic Honor Code were passed around to each attendee. Copies of these codes were also distributed to each incoming freshman this year. Current students were given an informational letter about the new codes and can review it on the LTU website. Dr. Webster explained there were no such policies in place at LTU prior to his arrival. The Academic Honor Code was approved in March and the Student Code of Conduct was approved in January. Dr. Webster explained that with the increase of plagiarism, the Academic Honor Code has been very useful. Some students are not aware of how to document a resource properly without plagiarizing. Dr. Webster explained the procedure for alleged infractions. He also
talked about the student pledges that will be written by each student on each exam to prevent violations of the Academic Honor Code.

The Student Conduct Code refers to the expected behavior of students at LTU. Dr. Webster walked through the document with us, explaining the terms and actions that can be taken if the code is violated. He noted that first year students’ parents should be referred to Jamie Hobart, 1st Year Coordinator, if they have questions about their child’s involvement in an SCC violation. All other students’ parents should be referred to the Dean of Students Office.

Deshawn Warrick-Johnson was welcomed to the group. She announced that we should have received a copy of the Self-Assessment component of the Performance Evaluation Model. She noted that we should be nearing the completion of the process.

Deshawn made a follow-up to the subject of merit increase. Enrollment is down 4% from the original budget target. Because of that, Administration and the Board of Trustees decided that a merit increase would not be funded at this time. Administration will revisit the potential for a merit increase after we see how enrollment looks in January, and how well we've managed costs during the first half of the fiscal year. Any increase that may occur later this year would be based on the Performance Evaluation given this month and may not be retroactive. The Provost and VP of Finance & Administration will be making an official announcement in the near future.

Starlett Sinclair was introduced to speak about Open Enrollment and The Wellness Fair. The Wellness Fair will take place on Wednesday, October 27th from 11-3 in the Ridler Field House. She encouraged the group to come to the fair to get questions answered by the health care providers that will be onsite. Starlett announced that because of the shortage of flu vaccinations, flu shots will NOT be available. Benefits materials will be distributed the week of October 25th and the Open Enrollment period is from October 25-November 12. The rates for health benefits have increased as they do each year. There will be an 8.3 increase for Alliance and 18% increase for Blue Care Network. It was also stated that there is an increase in Life Insurance premiums of approximately 19% this year, due in part to a number of deaths in the past year. A new pre-paid legal services program will be offered this year at $14.95 per month and flex benefits are still available.

Open Forum:

The question was asked about the whereabouts of the new parking stickers. Jerry Webster will look into where the stickers are and when they will be distributed. Dane Johnson asked whether the pedestrian lighting can be assessed in lot C. Jerry responded by saying that Harry Butler has a proposal in place that addresses many safety issues, including lighting and traffic.

Dane Johnson encouraged the group to sign up and get involved with the individual Staff Senate committees.
Dane Johnson announced that we cannot give a Staff Member of the Month award because there is a technical difficulty in getting the nomination form out through the President’s Office and IT Services. He encouraged the group to take a hard-copy form that was made available at the meeting. Linda Wareck mentioned that Christian Forrest had been contacted with the request for space on the LTU web site, under the Faculty and Staff link. To enhance the communication about the Staff Senate, this link could have useful information such as the Staff Member of the Month Form, and additional information about events such as the Giving Tree.

A fall arrangement was received by Cathy Phillips, from the free raffle sponsored by the Staff Senate. The arrangement was created by Michele Wareck.

Jamie Hobart asked if the meetings would be held on a regular scheduled day. She commented that many staff/faculty seminars and meetings take place at the same time as the Senate meeting.

Robin Allen asked if we will double up on the Employee Staff Member of the Month award next month. Dane agreed that we would do that. Someone asked if a group of people could be nominated. Dane agreed to that as well.

It has been rumored that an Auction is being put together by Campus Facilities where each department can put their old furniture items up for sale, to be held the last week of October. No official information was available at the time of the meeting.

Joyce McKissen asked if Campus Facilities would be hiring some new employees to staff the new building. She commented that they are already understaffed.

It was suggested that someone from Campus Facilities come to speak at the next Staff Senate meeting.

Meeting was adjourned at 2:45 PM.

Minutes taken by Joni Starr for Marilyn Hotaling.