MINUTES
Staff Senate Meeting
November 11, 2003
1:00 – 3:00pm Lear Auditorium

Departments represented: Library, Provost’s Office, Engineering Dean’s Office, Help Desk, Humanities, Arts & Sciences, Architecture, President’s Office, Math & Computer Science, Business Services, Civil Engineering, Electrical & Computer Engineering, Continuing Education, VITRC, Admissions, Arts & Sciences Dean’s Office, Career Services, Advancement

Special guest speaker, Virginia Bailey Parker, began the meeting with a talk entitled, “Wanted: a Moment to Myself.” Ms. Parker is a teacher, author, book reviewer, and owner of Snowy Creek Press. Her recent book, The Water’s Edge, received the Book of the Year award for 2002(?). (Check with Cathy on this stuff, she prepared the intro) Ms. Parker, who sits on organizational boards, acts as a volunteer, and has private duties of care giving, in addition to her professional life, told the audience that there will always be stress and deadlines in one’s professional and personal lives. She presented ten tips for reducing the stress, meeting the deadlines, with time to spare for the things one considers important for the self. The ten tips are:

- Create a “larger view,” a “grand vision” of your life; see past the everyday happenings to a broader look at what should be happening and might be possible for your future
- Get organized – use your most productive part of the day, whether a.m. or p.m. for the major tasks, remain flexible for the crises that will come up, have checklists for tasks that have to get done
- Manage your time/work – prioritize your tasks, figure out how much time you can actually give to volunteer work, spend more time finding solutions than complaining, try not to get sidetracked by less important tasks
- Juggling several tasks at the same time can be done – designate certain days for certain tasks, be selective in what you take on, choose a scheduling system that is right for you
- Work “smarter” – eliminate time and energy wasters, streamline your tasks as much as possible, share ownership of tasks and delegate tasks to others, learn to “let go” of problems that seem irresolvable (unresolvable?) and move on
- Manage yourself – set multi-layered goals (1, 2, 5-year goals), control distractions, have private weekly briefings with yourself to size up the situation
- Build an effective team – set clear goals with timelines, diffuse friction between team members to move projects along
- Manage meetings efficiently – run a time-controlled meeting, avoid tangent discussions, defuse conflicts that might derail a meeting, table issues that cannot be resolved
- Respect your limits – keep in mind some universal truths: that there are always 24 hours in a day and 7 days in a week, you can’t be all things to all people, we don’t live forever; set early deadlines to avoid last-minute crises, guard your health and leave time for fun
- Take charge and implement change – you are the one to make things different; avoid the words, “We’ve always done it this way”; step outside your comfort zone, keep
balance in your life – while doing for others, take time for yourself; it’s all about control and choices; change what you can

In answering (a) question about convincing the corporate hierarchy of needs of a group, Ms. Parker had these suggestions: sit down together and discuss the issues, let the hierarchy know how the group benefits the whole, have checklists if things aren’t getting done, institute deadlines for completion of the needs, have workshops on the issues

During the brief business part of the meeting, the raffle was conducted. Joyce McKissen was the winner of a book, entitled, Time Management from the Inside Out, donated by Cathy Phillips.

Dane mentioned that the Giving Tree was up and decorated, and that tags would be up on Wednesday, November 12th for staff, faculty and students to take. December 5th will be the day to return tag and wrapped gift and enjoy cookies and (hot chocolate), provided by Staff Senate and (Dining Services). Flyers advertising the event were passed out.

Rochelle Bogan-Marion, Chair of the Staff Recognition Committee, presented the Staff Member of the Month for October, Robin Harris, department lab coordinator in Natural Sciences. Rochelle presented Robin with flowers and a gift card from Border’s, and read a certificate praising Robin’s efficiency, perserverence and perfectionism.

During the second half of the meeting, Dr. Lewis Walker, Dr. Maria Vaz and Lisa Kujawa presented talks on the tuition increase, the budget, enrollment and recruitment, the Student Service Center, and EIC (Educational Innovation Collaborative). In his talk, Dr. Walker mentioned that despite an increase in enrollment, which will bring in about $800,000, Lawrence Tech will be experiencing some shortfalls, caused by a variety of reasons: (1) cuts from the State of Michigan ($300,000 cut in degree reimbursement, and a $300 per student cut in tuition grants) (2) cost of adjunct professors not budgeted ($800,000) (3) cost of the merit pool not budgeted ($700,000) (4) an across-the-board health care increase not budgeted ($225,000) (5) grants & scholarships, budgeted at $5.3 million, but an uncertain entity (how many scholarship students will return, how many new scholarships will be needed) (6) the (loss of ATA rental income) ($150,000) (7) extra charges for the laptops ($200,000). Some of the results from this budget shortfall may be the freezing of open positions and pending projects. Dr. Walker reported the overall headcount at LTU was up 4.7%. Engineering and Architecture enrollments were up (8.9% and 9.7%), but there were percentage decreases in enrollment in Arts & Sciences and Management (partly due to the large reduction in the number of Taiwanese and Chinese students this year, a reduction due to SARS and Visa problems).

Lisa Kujawa reported on the fall off-campus recruitment program, which garnered 90% of the fall’s queries about LTU. She reported that a Management and Leadership conference, designed to highlight programs on various campuses, would be held at LTU on Friday, November 14th. (Lisa is seeking suggestions for additional “You Serving U”seminars, continuing the process begun last year.) Dr. Vaz gave a brief report on the EIC (Educational Innovative Collaborative), designed to be a forum for best teaching and learning practices and the promotion of scholarship in teaching. She reported that Dr. Milton Hakel, of Bowling Green University, would be speaking on the “Science of Learning” on Thursday, November 13th as the first EIC seminar.
(Refreshments for the meeting were provided courtesy of the Provost’s Office and Personnel Services.)

The meeting adjourned at 3:00pm.

Submitted by Marilyn Hotaling, Secretary
Staff Senate