

# STAFF SENATE RETREAT 2006

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## STAFF SENATE RETREAT DECEMBER 2006 AGENDA

180 FCS

10:00 A.M. TO 3 P.M.

**MEMBERS AND GUESTS PRESENT:** Michelle Barnes, Linda Southward, Patti Jones, Rima Berry-Hung, Paul Beteag, Betty Greco, Diane Sigler, Amy Kazanowski, Bill Romej, Monica Hetu, Bernadette Lis, Judy Walker, Judy Wilson, Vera Kapulak, Cindy Kecskes, Lori Kornelson, Marlene Pruitt, Sharon Bingley, Sandy Kulka, Sandie Post and Rachel Buzzeo

**9:45 a.m. to 10:00 a.m.**

**Introduction – Bill Romej, Chair**

Welcome participants

Introduction of Senate

Discuss schedule

**10:30 a.m. – 11:00 a.m. –**

**Planning - Judy Wilson, Marlene Pruitt, Judy Walker**

Identify current problem areas, group sharing and discussion.

**11:00 a.m. 11:10 a.m. - Break**

**11:10 a.m. - Noon**

Goals for 2007

**Noon – 12:45 p.m. Lunch**

**12:45 p.m. – 1 p.m.**

Discussion of Budget Proposal – **Chair**

**1:00 p.m. – 2:00 p.m.**

**Continue Planning– Sharon Bingley, Vera Kapulak, Judy Wilson**

Continue setting goals for 2007, including short and long term projects.

Set Committees based on Goals for 2007

**2:00 p.m. to 2:10 p.m. – Break**

**2:10 p.m. – 2:30 p.m.**

Set calendar for meeting times, Open Forums, Staff/Faculty Senate Forums, and Brown Bags

**2:30 p.m. – 3:00 p.m.**

Chancellor

## STAFF SENATE RETREAT NOTES DECEMBER 13, 2006

### STRENGTHS

- Diversity and longevity and dedication
- Socialize and Network (feed people)
- Restructure/Diverse Membership
- Access to Administration via Chancellor
- Respect, openness, discussions
- No personal issues “campus issues”
- Continuity between two campuses (FCS)
- Elect representatives on University committees
- Continuation of staff/faculty benefits committee
- Tracking and staying on top of goals
- Not afraid of long-term goals
- Communication pieces
- Networking with Ann Arbor or Flint
- Senate meeting attendance
- Picnic
- Visibility of Staff Senate
- Collaboration with other groups and organizations
- Resolution that went to Regents on Medicare Part B
- Persistence on issues
- Staff Appreciation

### WEAKNESSES

- We don't get staff more money (perceptions) - ongoing
- Lack of support from Administration and supervisors - ongoing
- Need to be more “in tune” with staff needs (stay connected) - ongoing
- Better visibility, public relations, marketing of what Staff Senate does and website
- Injecting personal views to public – downplay Senate decisions (the party line)
- Length of accomplishing goals
- Perception that Staff senate had absolutely no power to change or fix things
- Gender representation on Senate – Diversity
- Review goals frequently – Add as agenda item at each meeting

### OPPORTUNITIES – ongoing

- Networking
- Socializing
- Education constituents
- Sharing information with/from bargained for staff
- Monthly quick surveys – Quick Poll on website, email notification
- Freedom to think globally
- Sharing information between Ann Arbor and Flint
- Choose representation to committees (in Ann Arbor)
- Investigate to gain more knowledge - Staff union
- Metropolitan university
- Communiqué – union agreement
- Healthy U develop and promote
- Collaboration within senate

- To lift morale – have and have-nots
- Faculty
- Communicate more with Agenda for Women, Commission for Women and Faculty Senate

**THREATS – carried forward from 2005**

- Access to cooperation with administration (chancellor)
- Complacency on Senate
- Success double detrimental
- Future Leadership – we don't "groom" new leaders
- Morale on campus – effect on Senate
- Perception of Senate by Staff

**CAUTIONS – carried forward from 2005**

- Success can be detrimental – weigh all the options “be careful what you wish for”

**ACCOMPLISHMENTS 2006:**

- Dependent Tuition Scholarship Program finally completed after 10 years
- Annual Staff Senate Staff Recognition Picnic
- \$2 gift to staff
- Medicare Part B resolution Endorsement and support which resulted in rolling back the cut-off to January 1, 2006
- 3% salary increase – this was part of the Senate budget proposal to Senior Officers
- \$5 contribution to Holiday Brunch for staff

### STAFF SENATE GOALS FOR 2007

<b>GOAL</b>	<b>Timetable</b>	<b>Assigned to</b>
<b>Communicate mission, objectives, goals, and status reports of Senate</b>	<b>Ongoing</b>	<b>Senate</b>
<b>Administration present at staff senate meetings</b>	<b>As necessary</b>	<b>Council</b>
<b>Letter from Chancellor and SOs to supervisors and directors (expectations of Senator) and asking for support</b>	<b>Immediate</b>	<b>Public Relations Committee</b>
<b>Leadership and development of officers for Senate</b>	<b>Immediate</b>	<b>Leadership and Development Committee</b>
<b>Morale</b>	<b>Ongoing</b>	<b>WEC</b>
<b>Healthy U – resources available, support, ensure staff opportunities to participate</b>	<b>Ongoing</b>	<b>Benefits Committee/Faculty Senate and Staff Senate</b>
<b>Staff connected – standardize Senate website or emails with special signature and logo</b>	<b>Ongoing</b>	<b>Public Relations Committee</b>
<b>Senate attendance at meetings and events – complacency, participation, collaboration</b>	<b>Ongoing</b>	<b>Internal</b>
<b>Network with Flint Staff Senate and with campus groups: AFW, CFW, Faculty Senate, and Bargained for staff, UPower</b>	<b>Ongoing</b>	<b>Contact Faculty Secretary to set-up in January. Meeting with AFW, CFW, etc. in March - Council</b>
<b>Fixing/clarify our Staff Senate perceptions – salary for staff, and have and have-nots</b>	<b>Ongoing</b>	<b>Public Relations Committee</b>
<b>Mid-year Retreat</b>	<b>June 6, 2007</b>	<b>Senate</b>
<b>Diversity of Committees – Recruit new committee members – clarify time commitment.</b>	<b>Ongoing</b>	<b>All Committees</b>
<b>Establish dates for Senate, Council, Forums, Brown Bags</b>	<b>Done</b>	
<b>Letter and email from Chancellor re: participation of Senate members</b>		<b>Public Relations Committee</b>
<b>Develop event calendar for website</b>	<b>Immediate</b>	<b>JKWilson</b>
<b>Request support of Fac Senate for Budget letter</b>	<b>Immediate</b>	<b>Council</b>
<b>Quick Surveys after events</b>	<b>Ongoing</b>	<b>Communications Committee</b>
<b>Equity adjustments to address compression for staff.</b>	<b>2008 Budget Proposal Letter</b>	<b>Council</b>
<b>Link on website for Senate accomplishments</b>	<b>Immediate</b>	<b>JKWilson</b>
<b>Senate Liaison to Campus Ambassadors to inform new employees about Senate.</b>	<b>Immediate</b>	<b>Senate</b>
<b>Orientation for New Senators</b>	<b>Immediate</b>	<b>Election Committee</b>
<b>Contact/Mentor new employees.</b>	<b>Ongoing</b>	<b>Public Relations Committee</b>
<b>Establish Public Relations Committee</b>	<b>Done</b>	
<b>Window card for Staff Senators offices</b>	<b>Immediate</b>	<b>Public Relations Committee</b>
<b>Staff Senate email group for all Senators to use</b>	<b>Immediate</b>	<b>JKWilson</b>
<b>Ask Chancellor for review of Budget Proposal</b>	<b>Immediate</b>	<b>Council</b>

## COMMITTEES FOR 2007 BASED ON GOALS

The 2005 Council recommended that all committees be given a charge that is communicated to the chair and this should continue. The chair should have binders for all their members with their procedures, goals and charge clearly outlined. All chairs should attend the March Staff Senate meeting. Senate members were asked to list their names as volunteers under the committee of their choice. Current chairs were asked to check with current members to see if they are willing to continue as a member of the committee. An email will go out in January to staff asking for volunteers. Committee members will be confirmed at the first regular Staff Senate meeting in January, 2007.

### ❖ COMMUNICATIONS COMMITTEE

- Patti Jones
- Susan Gedert
- Rachel Buzzeo
- Betty Greco
- Gail Raby (HFE)
- Rima Berry-Hung

### ❖ HOSPITALITY COMMITTEE

- Vera Kapulak – interested in being Co-chair
- Trish Schlaff – interested in being Co-chair
- Judy Walker
- Amy Kazanowski
- Shelly Harris
- Paul Beteag
- Diane Sigler

### ❖ LEADERSHIP/DEVELOPMENT COMMITTEE

- Cecile Aitchison
- Michelle Barnes
- Judy Wilson

### ❖ WORKPLACE ENVIRONMENT COMMITTEE –

- Sandy Beck
- Nancy Nesbitt
- Marlene Pruitt
- Sandie Post
- Monica Hetu
- Rima Berry-Hung (interested in being Chair)
- Cindy Kecskes – (interested in continuing as Chair)
- Bernadette Lis
- Cindy to check with Liz Morden and Carlica Jones

### ❖ ELECTIONS COMMISSION

- Judy Walker
- Shelly Harris (interested in being Chair)
- Lori Kornelson
- Monica Hetu
- Bernadette Lis

### ❖ UMAKE A DIFFERENCE COMMITTEE

- Vera Kapulak
- Caryl Wilfong

### ❖ PUBLIC RELATIONS COMMITTEE

- Diane Sigler

- **Cindy Kecskes**
- **Sharon Bingley (interested in chairing)**
- **Betty Greco**

#### **STAFF SENATE CALENDAR FOR 2007:**

Senate Meetings 4<sup>th</sup> Wednesday of the month  
 Council Meetings 3<sup>rd</sup> Wednesday of the month  
 First full Senate meeting to election officers – January 5 – 9 a.m.  
 Open Forums – Spring and Fall  
 Mid Year Retreat – 9-11:30, June 6, 2007  
 Retreat – December 12, 2007 10 a.m. – 3 p.m. or study day will check as year progresses  
 Staff Senate Staff Recognition Picnic – August 15, 2007  
 Faculty Forums – Secretary will check with Faculty Senate Secretary about January, 2007 and ask for list of other meetings to plan second meeting about mid year.  
 Group meeting with Faculty Senate, AFW, CFW, etc. – March, 2007  
 Brown Bags – March, June, October (Health Care) work with HR and have representative from Ann Arbor, November  
 Elections – Nominations 3<sup>rd</sup> week in October, Elections 2<sup>nd</sup> week of November  
 Meeting with Flint Senate – Ask them for April

#### **TO DOS FROM STAFF SENATE AND COUNCIL 2006 MEETINGS:**

All committees will update their binders before the first of the year. Binders should then be distributed to all members of a committee. Current chairs should contact the current members of their committee to see if they wish to continue to serve. Once the committee's members have been selected, they should be presented to the Senate for approval at the first meeting in January.

Continue to have each committee report at each meeting.

Continue to have accomplishments listed at bottom of agenda – add 2007 goals

Continue to have web registration for events

Continue Staff Senate Brochure

Add goals and accomplishments to web page

Add Senate assignments to minutes and agenda

Continue with Forums and Staff Appreciation Picnic

2008-2009 Budget request

*Senator* - add goals and accomplishments, continue Voices of Staff column

## COMMITTEE YEAR END REPORTS 2006

### University of Michigan – Dearborn Staff Senate Mission Statement Review Committee End-Of-Year Report 2006

This ad-hoc committee was charged with reviewing the current Mission Statement to assure it best represented the goals and objectives of the Staff Senate.

**Members:** Sharon Bingley, Chair; Paul Beteag, Sandy Kulka, Cecille Aitchison

The committee was given its charge at the February 22 meeting. Several meetings took place over the following months, with two options being presented to the Senate for review.

The final discussion took place at the July 26 meeting, where it was decided by unanimous vote to retain the current wording.

The committee was disbanded after this meeting.

Respectfully submitted by Sharon Bingley on December 7, 2006.

### University of Michigan-Dearborn Staff Senate Workplace Environment Committee Year-End Report 2006

#### Committee Mission

To identify workplace issues affecting staff morale and retention and work toward developing priorities and suggestions for addressing these issues.

#### Committee 2006 Goals

Identify issues that affect staff morale.

#### Committee Accomplishments-2006

The WEC met four times during 2006. The committee recommended a \$2 bill as a token of appreciation along with an explanatory and clever cover letter. The Senate approved this. With quick efficiency (and economy), the committee folded letters, stuffed and addressed the (recycled) envelopes, and then distributed them at the Staff Appreciation picnic. The token was very well received by staff.

The committee brainstormed several Brown Bag topics and seven possibilities were approved to move forward on. Committee members contacted resource people and will finalize the meetings after January 2007. The Senate would like to hold about four a year. It is possible that some of these will be co-hosted by the Women's Commission.

#### Workplace Environment Committee Membership 2006

Cynthia S. Kecskes, Chair  
Grace El Tawil-resigned  
Elizabeth Morden  
Sandie Post  
Sandy Wrobel-resigned

Sandy Beck  
Carlica Jones  
Nancy Nesbitt  
Marlene Pruitt

## Future Goals

Establish a Staff Appreciation Month  
Supervisor evaluations  
Free staff parking

Professional development  
Informal lunch/breakfast/ with the Senators  
Re-visit four-day summer workweek

## Expenditures for 2006

\$2 Token of Appreciation \$710

In order to save money, the committee used outdated department envelopes and sealed them with one label.

## Projected Expenditures for 2007

Staff recognition gift - \$900.00 (estimated)

## General Information

I think the Workplace Environment Committee should continue its work in 2007. If it is approved to continue, I would like to encourage members that are committed enough to attend the meetings.

Respectfully submitted,  
Cynthia S. Kecskes

## HOSPITALITY COMMITTEE 2006 YEAR-END REPORT

### MISSION:

To facilitate the logistics for Staff Senate sponsored events.

### COMMITTEE ACCOMPLISHMENTS:

The mission and goal of our Committee was accomplished this year by the following events:

August 16, 2006	Staff Appreciation Picnic Held at the CASL building for staff. Attendance at this event was 425 (exceeded last year)
September 22, 2006	Appreciation Luncheon for Staff Appreciation Picnic Attendance at this event was 31.
November 14, 2006	Brown Bag Human Resources presented information on Time Keeping. Attendance at this event was 28.
December 13, 2006	Staff Senate Retreat

### FUTURE:

The Staff Senate Hospitality Committee will continue to facilitate Staff Senate events.

### 2006 EXPENDITURES:

Staff Appreciation Picnic	\$6,448.00	(Park Place)
Olson's Rental	\$1,911.00	(tables, chairs, tents)
GFS	\$ 117.58	(tablecloths)
Appreciation Luncheon	\$ 115.00	(facilities)
Brown Bag	\$ 100.00?	(pending – SUB)
Staff Senate Retreat	\$ 290.00	(approximate)

Holiday Brunch

\$1,050.00

(210 vouchers sold)

**GRAND TOTAL:**

**\$10,031.58**

**Hospitality Committee Members:** Amy Kazanowski (Co-Chair), Betty Greco (Co-Chair), Robert Crocker, Laura Drabczyk, Shelly Harris, Sandra Kulka, Diane Leach, Elizabeth Morden, Diane Sigler.

Submitted by: Amy Kazanowski and Betty Greco, Hospitality Committee Co-Chairs – 12/05/06.

**Staff Senate Elections Commission  
End-of-Year Report – 2006**

**MISSION:**

To conduct fair and impartial elections in accordance with Staff Senate Bylaws.

**COMMITTEE ACCOMPLISHMENTS:**

The mission and goal of our Commission was accomplished this year by the following:

**1. Unit Specific Seats Elections – Academic Affairs, Business Affairs, and Enrollment Management and Student Life**

- Requested nominations for unit specific seats in the following areas:
  - Academic Affairs – Two (2) 4-year term seats with 2-years remaining
  - Business Affairs – Two (2) 4-year term seats
  - Enrollment Management and Student Life – Two (2) 4-year term seats
- Conducted elections November 13-20, 2006
- Ballot counting was completed by the commission on November 21 at 2pm in room 1050 AB
  - Academic Affairs – 105 valid ballots returned out of 187
  - Business Affairs – 56 valid ballots returned out of 121
  - Enrollment Management and Student Life – 53 valid ballots returned out of 87
  - 11 returned ballots were not valid (*no signatures and late submissions*)
- Newly elected members were contacted and invited to the upcoming Retreat
- Staff not elected were contacted and asked if they would like to run in the at-large election taking place within a couple weeks

**2. At-Large Seats Elections**

- Requested nominations for at-large seats
  - Two (2) 4-year term seats with 1-year remaining
- Conducted elections December 1-7, 2006
- Ballot counting was completed by the commission on December 8 at 10am in room 1050 AB
  - 182 valid ballots returned out of 425
  - 5 returned ballots were not valid (*no signatures and late submissions*)
- Newly elected members were contacted and invited to the upcoming Retreat

**IMMEDIATE GOALS**

1. Welcome newly elected members at the Staff Senate Retreat by presenting them with an orientation binder and Staff Senate pin
2. Provide orientation binders for current Staff Senate members who did not receive one previously
3. Provide article for upcoming issue of *The Senator* and encourage committee involvement of staff
4. Discuss orientation procedures with the Senate as a potential future goal

Respectfully submitted,

The Election Commission

Diane Sigler (Acting Chair), Sharon Bingley, Shelly Harris, Amy Kazanowski, Lori Kornelson, Sandy Kulka

Vera Kapulak and Judy Walker were also members of the Commission but did not participate due to their running for vacant seats.

December 11, 2006

**University of Michigan-Dearborn  
STAFF SENATE  
U Make a Difference Committee  
2006 Year-End Report**

The U Make A Difference is a special award that acknowledges staff members who demonstrate unusual initiative or creativity, provides outstanding customer service, meet special needs and who to over and above.

The awards are as follows: UMD lunch bag, pens, coffee mugs, travel mugs, buttons, pins, bookmarks, lunch certificates, and award certificates signed by the Chancellor.

In the year 2006, **29** awards were given out to Staff members.

List of names are included.

Costs incurred - \$0.00

Submitted by Vera-Ellen Kapulak  
Chair

Committee member  
Caryl Wilfong

The following names of staff who have received U Make A Difference awards between January 2006 through December 2006:

Nova Spinks  
Gary Pastiva  
Kathleen Milligan  
Susan Asbury  
Joanne Bond  
Cathy Staples  
Greg Taylor  
Patty Raredon  
Inessa Karasik  
Darcel Brown (3)  
Shannon Tucker (2)  
Bernadette Lis  
Vanessa Maxwell  
Andrew Stephen  
Renee Lopez  
Judy Walker  
Julie Tigani  
Sandy Beck  
Randy Dillard  
Laura Drabczyk  
Sabrina Guyton  
Vera Kapulak  
Leah Long  
Sandi Post  
Fu Yuan Schuttringer  
Mary Tamsen

### **Staff Senate Communications Committee End-of-Year Report – 2006**

#### **COMMITTEE ACCOMPLISHMENTS**

The mission and goal of our committee is “to take leadership for analyzing and disseminating information that has relevance to the current and future work life of staff at UM-Dearborn.” This year, we accomplished this through four main avenues:

**1. Staff Senate Newsletter – *The Senator*.**

- Published four editions: December 2005 (came out after the last end-of year report), March 2006, June 2006, and September 2006.
- Reported on: brown bag/open forum highlights, campus information/rumors, new building/renovation updates, award winners, new staff members, survey results, upcoming events, staff spotlights, current senator information, committee updates, the “suggestion box,” and a way to contact the Staff Senate.
- Mailed out to all staff and posted on website.
- Currently working on an early 2007 edition – due out the first week of February 2007.

**2. Staff Senate Brochure.**

- Produced annually – this year in April 2006.
- Contains Staff Senate mission statement, current senator information, committee lists, meeting dates, accomplishments and goals.
- Mailed out to all staff.

**3. Staff Senate Flyers and emails.**

- Produced and mailed as needed throughout the year to announce brown bags, open forums, special events/projects.

- This past year we produced two flyers with corresponding emails:  
     July 2006: Staff Appreciation Picnic  
     November 2006: Open Forum – time keeping and reporting
- Holiday Brunch email announcements – through out the month of November 2006.
- Flyers and emails sent to all staff.

#### 4. Suggestion Box.

- Continued with the Suggestion Box to have at Staff Senate events for staff members to drop in questions/suggestions for the Staff Senate to answer/consider. The suggestions, questions, and comments received at the events this year were responded to and posted on the webpage.

### A LOOK TO THE FUTURE

The Committee will continue to use its four main avenues for communication, along with the web page, to:

- Continue focusing on staff issues and accomplishments.
- Encourage more two-way methods of communication/dialog with staff and senate.
- Provide a place to voice opinions and concerns (email, suggestion box).
- Promote/advertise upcoming forums, events – email agendas prior to forums.
- Incorporate suggestion box ideas into newsletter articles.

In looking toward the future, this Committee would like to:

- Encourage the Staff Senate to explore the feasibility of creating a UM-D Communications Committee that would include the chair of each campus committee and Terry Gallagher. The committee chairs would be able to share information and work toward minimizing the duplication of effort.

### IMMEDIATE GOALS

1. Publish the February 2007 edition of *The Senator*.

2. Since the Communications Committee is the only “Standing” Committee, we must hold an annual meeting to:

- elect chair,
- review schedule for upcoming newsletters and brochure,
- acquaint new members with committee operation/format, review mission and goals,
- set plan for achieving goals.

This meeting will be called once new members of the Senate have been appointed to the committee.

### COSTS INCURRED

- Periwinkle paper purchased December 2005 through Dearborn paper supplier – Xpedx
 

3 reams (1,500 sheets) of 8-1/2 x 11, 70# weight used for flyers, brochures:	\$62.33
2 reams (1,000 sheets) of 11 x 17, 70# weight used for newsletters:	\$83.10
- Periwinkle paper purchased May 2006 through Dearborn paper supplier – Xpedx
 

2 reams (1,000 sheets) of 11 x 17, 70# weight used for newsletters:	\$74.59
	(gave me price discount)
- 1/2 ream of 11x17 remains in stock (used the 4 reams purchased this year for the four newsletters produced)
  - will need to purchase more in early 2007
  - 3 reams of 8-1/2x11 remains in stock
- Xeroxing is handled in the CASL Administration Office – no charge.
- Newsletters are folded by hand – no charge.
- Brochure and flyers are folded by copy center:
 

2006 brochure:	\$18.00
Staff Appreciation Picnic flyer:	\$15.00
November Open Forum flyer:	\$15.00

**ANTICIPATED COSTS FOR NEXT YEAR**

- 1 cases (6 reams) of 11 x 17 paper for newsletters = \$130.00
- 3 reams of 8-1/2 x 11 paper for brochure/flyers = \$85.00
- Copy Center Folding Charges = \$100.00

Respectfully submitted,

The Communications Committee

Susan Gedert, Co-chair  
Patti Jones, Co-chair  
Sharon Bingley  
Betty Greco  
Cindy Hanes  
Andrew Stephenson  
Judy Wilson

December 11, 2006