

PUBLIC RELATIONS COMMITTEE REPORT

The Staff Senate Public Relations Committee includes staff members **Cynthia Kecskes** (co-chair), **Bernadette Lis** (co-chair), **Renee Lopez**, and **Diane Sigler**. Their first task was to create a mission statement for approval by the Staff Senate. It is as follows:

To increase the (on-campus) visual exposure of the UM-Dearborn Staff Senate and foster a better understanding of the Senate's role and commitment to the UM-Dearborn staff. The Staff Senate Public Relations Committee will accomplish this mission by:

- *improving communications to the Senate's target audiences*
- *promoting accomplishments to the Senate's target audiences*
- *identifying new opportunities for Senate exposure*
- *identifying opportunities for improving/refining current Senate exposure activities*
- *supporting a consistent Staff Senate "identity".*

To date, the Committee has accomplished many tasks. You may have already noticed periwinkle blue window placards in various staff offices announcing that a Senator works there. Each Senator now has Senate business cards to use when introducing themselves to new employees in their area. The Staff Senate chair will compile a monthly list of new hires and assign one Senator to welcome them to campus. A Staff Senate logo page with various color and design choices was developed for use in publications, designs, etc. by all Senators. We are currently working on a Staff Senate heading for the template. These logos are in alignment with the identity guide of the University.

A StaffSenate@umd.umich.edu email address for sending e-communication to the University campus is under development. The new Staff Senate logo will be displayed at the bottom of every email sent from this email address.

— **Cynthia S. Kecskes**

WELCOME!

Please join the Campus Ambassadors in welcoming the following staff members, hired since January 2007:

Dawn Atnip
Academic Advisor/Counselor,
CASL Academic Advising
and Records

Derrick Davis
Assistant Director of
Multicultural Recruitment,
Admissions & Orientation

Michael Diroff
Security Officer, Campus Safety

Lori Falgout
Project Manager, Facilities Planning

Katherine Graziana
Meetings and Special Events
Assistant,
Fairlane Center

Deborah Kozub
Secretary Senior, CASL Co-op

Susan McCabe
Curator for Museum Practice,
Henry Ford Estate

Natalie Mckee
Administrative Assistant
Intermediate,
Center for Arab American Studies

Mary Beth Michell
Academic Records Assistant
Intermediate,
College of Engineering and
Computer Science Advising Office

Christina Smith
Secretary Intermediate,
Behavioral Sciences

The Senator will be published quarterly for all the staff members on the UM-Dearborn campus. The Staff Senate welcomes your story ideas or suggestions. Please direct them to: Sharon Bingley, Rachel Buzzeo, Susan Gedert, Betty Greco, Cindy Hanes, Patti Jones, Renee Lopez, Andrew Stephenson, or Judy Wilson.

CONNECTING NEW STAFF

The Staff Senate has instituted a new procedure to connect to new staff. Staff Senate Chairperson **Sharon Lobdell** matches each new staff member with one of the Senators based on their work area. "The Campus Ambassadors send us a notification that a new staff person was hired. I encourage the Senators to personally greet the new person, and then keep in touch with them." The Staff Senate feels this new welcome is appreciated by new staff as there has been quite a bit of positive feedback.

SPOTLIGHT

(CONTINUED FROM PAGE 3)

When one asks Linda why she never left the department to work in another department, she simply replied, "This is a fun place to work. I've loved this office so much, that I never wanted to leave it." When asked "What do you do everyday?" Linda responds "I'm a jack of all trades in the office, but to make it simpler, PAPERWORK, PAPERWORK, PAPERWORK."

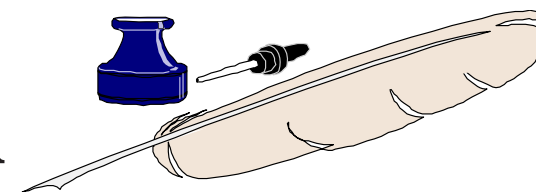
As Linda's co-worker, **Sandie Post**, also says, "Linda is a major reason it is easy to come to work everyday. Her retirement will leave a large hole to fill. Linda is our 'go-to' person. If she doesn't have the information you're looking for, no one else will."

Linda is looking forward to retirement on May 31, 2007, as she and her husband Ken, who retired from the Ford Motor Company in February 2007, will begin their new lives together planning for the rest of their future.

Linda—You have touched many, many lives these last 21 years. Even though your title doesn't say Advisor, you have advised so many of us in such a caring and loving way. You are truly going to be missed. Best wishes from us all, and enjoy a long and well-deserved retirement.

— **Rachel Buzzeo**

THE SENATOR



A MESSAGE FROM THE CHAIR

Hello everyone! On behalf of the Staff Senate, we hope that this latest issue of the *Senator* finds you well and happy. Can you believe that a quarter of 2007 has already passed? Your Staff Senate has been busy working to identify issues and concerns that affect our campus and find ways of addressing them. Let's look at some of them.

After hearing your comments about campus heating and cooling, a Brown Bag event on this topic was presented in March. For more on this event, see the article in this issue. The next Brown Bag will be in June and will look at the topic of ergonomics. The Brown Bags allow you the chance to meet with informed sources on these topics and share your thoughts and concerns. Do you have an idea for a Brown Bag? Contact our Workplace Environment Committee and share it with them.

Communication is always a vital tool for any organization, especially for one like the Staff Senate. In its ongoing role as a liaison between staff, faculty and administration, the Senate extends invitations to members of the administration to attend a meeting and discuss issues that affect the campus. Recently, Vice Chancellor for Business Affairs **Robert Behrens** and Assistant Vice Chancellor for Finance and Budget **Robert Gassel** attended a meeting to update the Senate on the campus budget and give us an overview of the challenges facing us in the months ahead. In the coming

months this guest list will hopefully include Chancellor **Daniel Little** and Vice Chancellor for Enrollment Management and Student Life **Stanley E. Henderson**. By having these dialogues, the Staff Senate positions itself to be better informed about issues relating to the campus and is therefore better able to play a role in creating a supportive environment on our campus.

Have you taken a look at our website lately? It will eventually be converted to the new Typo3 Content Management, but in the meantime it is being updated by our Secretary, **Judy Wilson**. You can go to <http://www.umd.umich.edu/univ/staffsen/index.htm> and find copies of our meeting minutes, our event/program calendar, senator list, and much more. There is also an online feature that will allow you to tell us "What's On Your Mind!" Use this to share your thoughts and ideas with us.

Planning has already started for our **Staff Recognition Picnic**. This year it will take place on **Wednesday, August 15**. Mark the date on your calendar now...as more details are finalized you will receive emails and flyers about this fun day. The picnic isn't a "free lunch." It is a simple way for the Staff Senate to thank all of you for your contributions to our campus. Each and every one of you matter in the big picture...never forget that.

As the next few months go by, your Staff Senate will be working hard to stay on top of the current budget

MARK YOUR CALENDAR

Web-based

"Staff Satisfaction Survey"

April 17 - May 8

Contact the Human Resources office with questions.

Chancellor's Staff Recognition Nomination Deadline

Wednesday, June 6, 2007

Chancellor's Picnic

Friday, June 22, 2007

11:30 a.m. - 2:00 p.m.

Apple Orchard, Henry Ford Estate

Staff Senate Brown Bag Office Ergonomics

(information on page 2)

Tuesday, June 26, 2007

11:30 a.m. - 1 p.m.

Fairlane Center South, Dining Room D

Chancellor's Staff Recognition Award Ceremony

Tuesday, July 17, 2007

8:30 a.m. - 10:00 a.m.

Quad E, Fairlane Center North

Staff Recognition Picnic

Wednesday, August 15, 2007

11:30 a.m. - 1:30 p.m.

AB Courtyard

situation in Michigan and how it affects our campus and all of us who work here. These are hard times for us all, marked with uncertainty and fear. We need to work together as a community and a region to address the challenges that we are now facing as well as those still down the road. It won't be an easy journey, but it is one that we must make together.

Until the next time, be well and safe.

— **Sharon Lobdell**

UPCOMING BROWN BAG

The Staff Senate will present a Brown Bag on **Office Ergonomics on June 26 from 12-1:30 p.m. at FCS-Dining Room D.** Ergonomics is the science of designing work environments and processes for the people who use them. How we organize our work space, sit, move, and perform tasks can affect how comfortable we are doing our jobs and can reduce the risk of injury. Through ergonomics, we can help ourselves to work safely and in comfort at all ages and in many different work environments.

This program will be led by **Bridget A. Schlaff**, OTR, MWorks, Occupational Therapist & Clinical Specialist. The Staff Senate Workplace Environment Committee is presenting this program as a way to share the most up-to-date information with the campus community.

BROWN BAG RECAP — HEATING & COOLING

The Brown Bag held on Wednesday, March 14 at Kochoff Hall covered "Heating and Cooling Issues in Campus Buildings." Many campus members requested this topic as an issue affecting their workplace environment. **Larry Hicks** and **Gary Taylor** from Facilities Management and **Dave Vaseau** from Fairlane Center conducted the presentation and answered questions. Though the attendance was light, the comments and questions were many. MFit beverages and snacks were provided.

Gary explained that many of the campus buildings are almost 30 years old with the original HVAC system. A variety of systems are used on campus, e.g., central steam with underground heat exchangers, gas-fired heating with compressors, boilers with thermostats, baseboard heating, chilled water, etc. Government regulations require that outside air be used to cool buildings. This can help avoid sick-building syndrome and it is economical. During seasonal changes, building temperatures will fluctuate. Water cannot be used to start up the cooling systems until any chance of freezing

The Michigan Difference Campaign

In kicking off this year's Staff/Faculty Campaign, we are delighted to report that every Senior Officer and Dean on the campus has made a gift or a pledge to the Campaign in the last two years—their gifts total over \$250,000. We are now asking you to consider renewing or making a first-time gift or pledge to The Michigan Difference Campaign.

You can find a list of Account Codes for various projects, a printable form for making your gift, an honor roll of all those who have already given, and a list of areas to which you can direct a gift on the Web at www.umd.umich.edu/sf_campaign/. If your area of interest is not listed, please let one of us know and we can have it added.

— **Roma Heaney and Michael Foran**

temperatures has passed, as it will ice up the units and cause damage. In the UC, Kochoff Hall does not run heating or cooling if the room is not in use.

Dave informed the audience that Fairlane Center is equipped with heat pumps controlled by computers. A couple of rooftop furnaces temper the air in the winter. The north building has some hot water baseboard heating with individual controls. The north building is ten years old, while the south building is 13 years old.

There are four HVAC techs on campus and they walk through every building, three times every day, checking temperatures. Ideally, winter ranges should be 68-72°F with summer ranges being 72-75°F. Because of lack of funds, age of equipment, building alterations, four-story buildings, etc., not every room's temperature will be perfect for everyone. However, if there is any problem regarding temperature, Gary stressed that staff should call them. Facilities Management is always ready to help.

— **Cynthia S. Kecskes**,
Workplace Environment Committee Chair

CHANCELLOR'S STAFF RECOGNITION PROGRAM

As the June 6, 2007 deadline approaches, please remember to submit your nominations for the 2006-2007 Chancellor's Staff Recognition Program. To honor regular staff members who have made significant contributions to the University of Michigan-Dearborn mission and operations, nominations can be submitted for one of the five areas of achievement:

- Exceptional Service Award,
- Exceptional Performance Award,
- Outstanding Service to the Metropolitan Community and University,
- Exceptional Long-Term Achievement Award, and
- Exceptional Team Award.

Please visit the Staff Senate's website (<http://www.umd.umich.edu/univ/staffsen>) for more information on the criteria and guidelines.

UMake a Difference!

Vera to give names by Friday, April 27

We encourage you to nominate permanent staff members who demonstrate unusual initiative or creativity, provide outstanding customer service, meet special needs, and contribute to the success of the department/UM-D goals. The nomination form can be found on the Staff Senate web page: www.umd.umich.edu/univ/staffsen/.



Have you ever been unsure of where to go to ask for information, whether it is about CASL or the campus? Where do many of us go? We go to CASL Advising and Student Records. Who do we find ready and eager to help? Of course, it is **Linda Davis**. It doesn't matter whether you are a student, a faculty member or a parent—she always has a ready smile and is willing to assist in any way that she can.

Thanks to Linda, the Advising Department is able to provide a wealth of information. We might refer to Linda as the office historian. She can tell you about any file that has come into that office, or even relate phone calls that have been received within the last 21 years. If Linda doesn't have the answer for you, she can tell you who does.

To give you a clearer vision of her responsibilities, her supervisor, **Marllis Shannon**, says, "Linda is primarily responsible for keeping track of 3,000+ files of CASL students and all the tens of thousands of pieces of paper that go in those files—petitions, change of major forms, grade change forms, minor declaration forms, prerequisite override forms, and hold release forms—all of which are constantly coming and going. They all require some form of processing, sorting, sending and/or filing. The rest of us know that we can count on Linda to keep track of who's doing what, and to have some idea of where any given student's file or paperwork might be at any given time. Linda has served CASL faculty, staff, and students for 20+ years. As her supervisor I look forward to her impending retirement with mixed emotions. I am very happy that she and **her husband, Ken**, will soon realize their dream of retiring to sunny Arizona. However, I know that CASL Advising will never be the same without Linda. Linda is the consummate 'people person.' Whether you're the first person to come to our counter at 8:00 in

the morning, or the last person to come at 5:00 in the afternoon, she is warm, caring, pleasant and patient. Linda makes everyone feel respected and appreciated, and will spend as much time as necessary to explain a process or give directions to another office. Over the years many individuals have taken the time to share how much they appreciated Linda's warmth, professionalism, and positive attitude. I know it won't be easy finding a replacement for Linda, but, at the very least, we know exactly what to look for. When it comes to customer service, Linda has certainly raised the bar. It is my hope that everyone she has touched, in her many years here, appreciates the time that she spent sharing, caring and assisting. She has made UM-Dearborn a much better place than it would have been without her."

Linda grew up in Allen Park, Michigan. She received her associate's degree from Henry Ford Community College. She married her husband Ken in 1973. They have two children: Michelle and Greg (both graduates of the University of Michigan-Dearborn). In the early years, Linda stayed home to raise her children and when she decided to return to work her childhood friend, **Nancy Lemkie** (who was working at UM-Dearborn), informed Linda of a part-time temporary position available at the university. Linda applied and got the job in October 1985. Fortunately, for the university, she was offered full-time employment in March of 1986. Linda began her career in the CASL Records and Student Advising office, where she still hangs her hat today. During her time at UM-D, Linda received the Extra Mile Award in 1994, and the 1997 Exceptional Customer Service Award (from the Chancellor's Staff Recognition Program). She was also nominated for the 2002/2003 Distinguished Exceptional Performance Award.

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CONSTRUCTION UPDATE

• **Monteith Parking Structure:** Phase 2 of ongoing structural repairs will begin this May and should be completed by early July. Notice will be sent to the Campus regarding any disruption to use of the structure during these repairs.

• **Exterior Door Replacements:** Various exterior doors will be replaced with new doors and operating systems to mitigate high maintenance costs. Work will begin in early June and be completed before the start of classes. More detailed information via emails will be forthcoming as each building is affected.



Metro Detroit Youth Day (MDYD) was developed in 1982 as an effort to build better relationships between the community and local businesses in the private sector. This fun-filled day brings together almost 30,000 Metro Detroit area youngsters from all walks of life for a day of fun and constructive activities. This colorful event on Belle Isle in Detroit has been a huge success. In 1991, MDYD received the Point of Light Award (No. 477) from the Point of Light Foundation and President Bush in recognition of its efforts. Then in 1999, MDYD received the top Governor's council on Physical Fitness Award as the youth event of the year.

This year the UM-Dearborn will join once again more than 200 community organizations, over 900 volunteers, and dozens of corporate sponsors in supporting MDYD's 25 years of commitment to Metro Detroit youth and helping maintain peace and tranquility in our community.

Metro Detroit Youth Day XXV will be held on Wednesday, July 11, 2007. To find out how you can make a difference at Metro Detroit Youth Day XXV, please visit www.umd.umich.edu/joinus-MDYD.