

## *University Staff Senate Minutes*

October 20, 2022, 11:00-1:00 p.m.

Raynor Memorial Library, Beaumier Suite B

### Present:

#### Elected representatives:

Yvonne Printz, Robin Cork, Carol Trecek, Jack Bartelt, Maria Cooper, Amber Jensen, Sarah Kazlauskas, Melissa Econom, Calley Hostad, Nicolle Skoien, Steve Robertson, Chris Bartolone, Molly Eldridge, Christine Fleming

#### Other attendees:

Wendy Butler, Tammy Meyers, Ritu Sachdev, Paul Dion, Coreen Bukowski, Tia Langnes, Amy Kaboskey, Sherri Lex, Cliona Draper, Lori Montezon, Maggie Klatt, Brigid Alba, Susan Longhenry, Kim Poehlman, Kathy Coffey-Guenther, Liza Vlach, Sherrie Dorff, Jane Kondracki, Tina Aiello, Mark Schumacher

Chair Carol Trecek began the meeting at 11:02 a.m.

Yvonne Printz led the reflection.

### Special Business

Guest Speaker: [Claudia Paetsch, VP Human Resources](#)

- Is it part of a new workforce strategy to have disengaged employees?
  - No, disengaged employees is not part of a new strategy nor would that ever be our strategy! Overall satisfaction on our survey went down from 2017 to 2019, and then down again from 2019 to 2022. Gallup (the experts in employee engagement) show same this trend across all industries and sectors of employment nationwide. You can also see this trend evidenced in the “Great Resignation” This is a very important issue for MU. All leaders are expected to conduct employee engagement action planning and carry it out. They are to provide these plans to their respective Executive Leadership Team member by 10/31/22.
  - HR will compare action plans from different areas on campus to look for consistent themes so we can provide resources across campus when possible.
- Coughlin and the workout space. No plans to return that?
  - A reminder that the employee wellness space closed in 2020 due to COVID. During the return to campus the COVID Taskforce deemed that space as “eminent domain” for the new campus COVID testing needs since the space met certain physical criteria (e.g., size, two separate doors for entry/exit, etc.). Student testing is still happening there, and updates on that space are pending plans around that.
  - This space is part of broader campus conversations on wellness and recreation facilities. Helfaer will be closing for construction, and new temporary fitness

space will be opening in Straz tower across from recreation center in (where HR and Finance offices used to be) to accommodate the increased traffic to this site. Rec folks are currently figuring out where they can offer services and what those services will look like with less space as part of their work management plan during the construction (which goes through 2025). For example: swimming lanes are going to be reduced, basketball courts going to be reduced. Many changes now will result in a great new Wellness & Rec Center.

- HR partnered with rec sports to staff the Coughlin space. We are looking to bring back employee fitness resources in the context of other campus fitness/wellness spaces.
- Regarding access to fitness videos, MyWellness includes access to free workout videos.
- We are in conversations with Facilities Planning & Management, the COVID taskforce, and Rec to come up with a long-term plan.
- Is there a way for employees to be more involved in the PEQ process?
  - The staff compensation structure project is currently underway. As a result of this project, the PEQ may not exist “as is” in the future. In the meantime, it is always HR’s recommendation that a supervisor includes the employee that is doing that role to help complete the PEQ.
- If we adjust/remove some of the educational requirements for roles that do not truly need them, does that also affect the pay for these positions?
  - MU is a member of the Milwaukee Anchor Collaborative, which is a group of Milwaukee area employers (Universities and hospitals) that are working to find employment opportunities for those historically unemployed and underemployed in targeted zip codes within the City of Milwaukee.
    - Through this partnership and research, we understand that overstating educational requirements for jobs prevents especially people of color from applying for positions.
    - We are seeing a shrinking candidate pool overall, made worse when we have extra educational requirements for roles.
    - Since our goal is to increase diversity in hiring, then, we’ll work to ensure that jobs that don’t truly require certain education/credentials do not limit our candidate access and pool.
    - There may have been a belief that raising the education level raises salary, but that’s not the case if similar jobs in the market don’t also require the degrees. This will also be addressed in our staff compensation structure project.
    - We can encourage this candidate pool to join us for (among other things) the MU educational benefits. “Come here and get your bachelors” is a good reason for people without degrees to join MU.
- Performance Review process. Providing feedback to our current supervisors?
  - Multi-source feedback is the longer-term goal for this process (from peers and from supervisors). Since we’re still in the early iterations of the new review process, that’s not an immediate part of the design.

- However, I encourage supervisors to invite this feedback year-round. Don't wait for the annual review process, these conversations can happen anytime.
- Concern about the number of open positions, and loss of institutional knowledge as people leave? What is HR doing to fill these positions?
  - We don't have a centralized recruitment model at MU where HR fills positions. Rather, HR partners with units to post the positions (following the approval process). All interviewing and recruiting efforts are decentralized within departments/colleges.
    - The drawback of the decentralized model is that it means we may be losing great candidates when a department fills a requisition and closes that process. The good candidates ideally should be referred to other roles at the University. A more centralized HR resource model would help this issue. We can't afford to lose good candidates in this challenging employment climate.
  - HR has stepped in to be more involved in recruiting. We led a cross-university (and MU's first) job fair, attended on behalf of all departments MU's Student Career fair (first time that MU attended this as an employer), regularly use social media for hiring, and (for the job fair) even advertised employment at MU through billboards. These efforts led to 7500 new hits to the MU employment site.
  - Bill Jackson recently joined us as a centralized recruiter resource helping a number of departments.
  - There is a paradox of open positions: that teams who are most in need of new hires are frequently too busy to interview.
    - Applicants who apply then experience a large delay in response from MU, and then we lose them to other employers. We all need to work on that because we can't afford to lose applicants.
  - We are making progress – our MU new hire orientations have been full lately (28 in today's session).
- Salary ranges and how it impacts recruitment pool
  - (Claudia is a member of the Big East HR group, AJCU HR group and the HR Leadership Exchange -- HRLx --which is all higher ed HR people). HRLx just recently commissioned study of the value proposition of working within higher ed (since it doesn't pay as much as the private sector). Better pace, and better work life balance isn't the case anymore. Our staff compensation structure project will help us look at our compensation as well but hope to learn more as all higher ed institutions are challenged by this
- FMLA Leaves - how to plan for those?
  - It's easier to arrange for coverage when leaves are planned in advance. Can plan for backups, what processes may need to be tabled in the interim, etc. The challenge is in what to do when leaves aren't planned (emergency situations). Departments might address extended leave coverage with a temp or looking for parts of the work you can temporarily put on hold. Legally we must allow for FMLA leaves without replacing that person's position. If there are struggles

experienced with that, please come to HR to help identify options/possible solutions.

- Overloading staff that remain? Fewer folks doing more without the power to say no. Things pushed to faculty (without time and training) and concerns about delivering on our promise to students.
  - Leaders need to make choices about the work we can do given the staff we have. This is a common problem across all organizations. However, sometimes when we're most short staffed, it forces people to make those hard decisions. People doing the work are in the best position to inform what should be dropped when capacity is too stressed – if anyone sees work or processes that can be streamlined, please raise it to your supervisors!
  - Anyone can request their own job description from HR. Check that it matches the work you are being asked to do.
  - Gary Meyer has developed a number of programs and resources offered to new chairs for their development. A list of 8 bullet points of what faculty affairs is offering to chairs to help them with their leadership of a department.
  - Wendy Butler is developing a new supervisory essentials program for on demand supervisor training as well.
  - It's easy to say yes, hard to prioritize and say no to things (but need to do that).
- Checking in on the benefits narrative? "Pay is low because we have tuition remission" which isn't a benefit for all employees.
  - Tuition is a key benefit but that's not sole our narrative.
  - Our salary is based on market comparables, meaning we do not compete salary-wise with all organizations (and private organizations) in the city. We aim to be comparable to other academic institutions
    - This too is part of the staff compensation structure project to confirm our pay comparables.
    - We don't compete salary-wise with global multi-million-dollar organizations, and we know that.
  - Hopefully, we haven't distilled all of our benefits to offering to tuition remission alone.
    - Focus on the value propositions and "total rewards".
  - Targeting market median for salaries. MU executive pay is also indexed to higher ed, not private sector comparables.

Guest Speaker: [Lynn Mellantine, Asst VP Human Resources](#)

[Link to the recording of this presentation is available.](#)

- FAQ can be added to – presentation with voice over PowerPoint on their website: [2023 Annual Enrollment Presentation Recorded](#)
- Now accepting appointments for benefit educator 30 mins appointments, great to remind yourself about the voluntary benefits available.
- Checking beneficiaries, TIAA account isn't linked so if you need to update in one

spot you should update in both spots.

- Enrollment ends on November 7 at 4pm.
- “Total rewards” have a piece for everyone and are designed to serve folks at all life stages.
  - Check if you are taking advantage of all areas of our benefits.
- New in 2023, premiums change, annual enrollment guide has all the particulars.
- 2ndMD program, network to tap experts across the country to find a second opinion. Helps to provide peace of mind.
- Costco 6 for \$6 for maintenance med ([full list medications](#))
- New EAP (LifeMatters), new vendor from their RFP process. Help to spread the word about this new program. Anyone in the household is eligible, do not have to be on your healthcare plan. Even includes coaching materials for difficult conversations with a supervisor.
- Health care costs are increasing all over the country, especially in the Midwest. Trying to contain costs using the resources on campus with offerings (physical therapy clinic, speech and hearing clinic and MU Dental school, faculty practice, etc.), and UMR advising.
- Postal prescription service (PPS) will have the best prices.
- TriaHealth for chronic conditions, a company made of pharmacists. Call with questions about medications at any time, even if you aren’t managing a chronic condition.
- No big changes in the types of medical plans offered, but pricing has changed.
- Help with making decisions, Benefits Educators, Ask Emma tool, UMR Plan Advisor, Annual Benefits Enrollment Guide.
  - You can go through enrollment without using these additional resources.
- Vision plan uses a 9-digit MUID number, frequently get questions about this!
- FSAs or HSAs through WEX
- MyWellness Portal – new, launched in January. New portal has increased financial wellness resources.
  - Portal has many resources in a Spanish and English.
  - Wellness points new year started October 1, 2022 – Sept 30, 2023
  - Gratitude challenge kicking off after Open Enrollment ends.
- Voluntary benefits
- LTD – still get your TIAA match while on LTD. Recommended to get LTD while you are healthy before you would need it.
- Spouse and dependent life insurance was added last year. MetLife (other insurance types offered as well)
- If you do nothing your elections will default. See details in slides.
  - Basically, if you were in our medical, dental or vision, you're going to default into the same plan and covering the same people that you have now. The only exception to that is if you are covering a spouse on your plan, you need to reenroll and answer the spousal surcharge question.

## Questions

- What if you waive health/vision/dental benefits, what are you still eligible to receive?
  - All voluntary benefits are separate from insurance. You can be on a spouse's insurance and still have access to many benefits (HSA and FSA are a bit tricky – call for more information on those.)
- Why does the EAP cap at 6 sessions?
  - If more help is needed after that they will help to hand you off to a provider in our network.
- The merit increases and the additional costs of parking and insurance, seemingly “going backward”. Fielding questions about these changes – tough conversations.
- Melissa will follow up with Lynne about questions from the group:
  - Can Marquette look at calculating insurance costs using a salary ratio or tiered cost approach?
  - What percentage of MU employees take the insurance offered?
  - Joining with other private colleges to get a larger number of participants for insurance? (Carol, Stritch, etc)

## Regular business

### Secretary's request:

- September minutes were approved.

### Treasurer:

- Approximately \$1,958 left in our budget.
- Need to think about how we'd like to spend those funds.
  - Father Voiss wants to meet and move forward the second shift event.
  - Discuss ideas during the May or June meetings – allocate time to discuss a short list of things to spend our budget down (standing desk on amazon, mini fridge, second shift event)
    - Meet with each of the committees to discuss the projects we have in mind that would need funding.

### Vice Chair:

- The Spanish for Higher Ed Professionals course applications are coming in, they have already received 25. Any staff or faculty can apply. Reviewing the applications by December 1 ([Registration Link](#)).

### Chair:

- Update the addition of a staff senator who will be a voting member on University Academic Senate (UAS)
  - Concerns about how they had listed “division of academic affairs”. Language sent back to be review. Carol sent Allison our bylaws to see how we have listed.
  - After they vote on it, it will need to go up through the approval process. Not sure

there will be time before the election process for next year.

- Jean Hossenlop looking for a Staff Senator to join the Strategic Planning core group.
  - Timeline for the work October – spring semester, co-chairing the engagement planning team.
  - Calley will be serving.
- Carol is meeting with Joel Pogodzinski this week (10/24 -28).
- Accreditation is coming up next year.
- Gary Meyer will be here at USS meeting next month to talk about that.
- Information about the DEI award is online (<https://www.marquette.edu/staff-senate/excellence-diversity-inclusion-award.php>). We are looking for new nominations. December 1 is the deadline.
  - Nominations stay in the system for 2 years, which means many previous nominations expired this year.

#### Nominations and Elections

- No update.

#### Bylaws:

- No update.

#### Work Environment

- Small refrigerator idea for nursing mothers.
  - Something that staff senate supports.
  - These would go to a person, not to a room. Very small desktop, not dorm room style fridges.
  - Considering which option is sustainable: check out system, buying and giving
    - Is that something HR would need to be involved in?
    - Check out is possible with a storage location.
    - Additional considerations: develop a streamlined system, cleaning and sanitizing, replacements for accidents.
    - Buying and giving - there is an average of 30 pregnant women at MU each year, so purchasing one for all wouldn't be possible.
    - Application process and access to nursing locations and refrigerators.
  - List of nursing locations (<https://www.marquette.edu/human-resources/employees/documents/wellness-spaces.pdf>).
    - Discussion about keeping this information accurate.

#### Communication:

- Updating processes related to list serves and organization.
- Bringing in speakers for sessions (beyond GROW) to raise awareness of USS and provide learning opportunities.
  - Ideas: Giving skills for working with generation Z, DEI speaker ahead of nominations (idea for next year).

- Timeline: In spring ahead of for nominations for USS.
- Goal to partner with ERGs and with admissions/recruitment. Investigating speaker stipends and will report back.

Service:

- Looking for volunteers Tuesday, October 25, 2 – 4pm to organize materials for donation to Women’s Center, Next Door, and the Humane Society. Email Amber for directions or meet her at MU Hall 4<sup>th</sup> floor.
  - Facilities can drop the materials once they are organized.

Outreach:

- No update.

New Business:

- Number of folks with outside appointments.
- Chris Bartolone: police meeting at the end of August
  - Discussed crime rates and things they are doing on Wisconsin Ave.
  - Mobile unit of camera and lights that can be moved around.
  - Community engagement and building relationships with students on campus.
  - Hosted an event at Norris Park partnering with ministers and different police departments for a kick ball game and ice cream social.
- Sherri Lex: cyber security
  - Nothing to report, meeting postponed.
- Melissa Econom: Beyond Boundaries
  - Nothing to report.
- Reflection schedule for upcoming meetings:
  - November 17, 2022, Molly Eldridge
  - December 15, 2022, Amber Jensen
  - January 19, 2023, Melissa Econom
  - February 16, 2023, Latrice Harris-Collins
  - March 16, 2023, Kirsten Boeh
  - April 20, 2023, TBD
  - May 18, 2023, Jack Bartelt
  - June 15, 2023, Christine Fleming
  - July 20, 2023, Robin Cork
  
- The meeting adjourned at 12:42 pm.