

**Marquette University Committee on Staff
Approved Minutes for Special Meeting
Tuesday January 11, 2005
AMU Room 252**

Attendance: Vicki Meinecke Area III Representative; Sherri Lex Area V Representative/Chairperson; Patricia Hackett Area VI Representative; Kris Weber Area VII Representative; Cathy Patrick Area VIII Representative/Vice Chair; Susan Steinhart, Member at Large; Robin Cork Member at Large/Secretary; Sharon Olson, Member at Large

Excused: Tom Frederick Area I Representative; Mary Jennings Area II Representative; Bob Koch Area IV Representative; Christopher Daniel, Historian

The meeting was called to order at 12:10 p.m.

Support Staff Climate Survey

Sherri Lex, Chair of COS, suggested that COS develop ideas to address the four initiatives, (wellness, improving compensation, holding down health care costs, and enhancing development programs such as GROW) put forth by Provost Madeline Wake. COS brainstormed the following ideas:

1. Wellness Initiatives:
 - Preferences regarding wellness programs and clinics that could be made available to support staff employees should be obtained directly from support staff

2. Improving Compensation:
 - Performance review process should be standardized with mandatory online training for supervisors
 - Implement the 360 degree performance review process to allow support staff to conduct a performance review of their supervisors
 - Creation of an additional level of salary bands that reflect a position's actual salary range
 - Reward earned degrees and job experience
 - Provide opportunities for support staff to earn salary increases
 - Address seniority issues

3. Holding Down Health Care Cost:
 - Support staff portion of health insurance premium should be based on percentage of salary
 - Provide preventive health clinics for support staff on campus that are free or based on a sliding fee scale such as: blood pressure screening, psychological services, physical therapy, weight watchers, etc.

4. Enhancing Development Programs (Grow)
 - Health issue courses for services that are already available on campus
 - Management training
 - Online training courses

Goals for Support Staff

COS would like to obtain from support staff a list of ideas and goals needed for support staff to move from good to great.

Mission Statement for COS

COS would like to develop a mission statement for the committee. Everyone on the committee was asked to bring one suggestion or write a short mission statement that they thought we could use, to the meeting on January 20, 2005. Keep in mind four things: Service, Faith, Leadership, and Excellence.

Sherri Lex called the meeting to an end at 1:35 p.m.

Next meeting will be January 20, 2005 in the AMU 231