

Marquette University Committee on Staff
Approved Minutes
Thursday December 16, 2004
AMU Ballroom C

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

Excused: Tom Frederick Area I Representative; Mary Jennings Area II Representative; Bob Koch Area IV Representative; Cathy Patrick Area VIII Representative/Vice Chair Christopher Daniel, Historian Sharon Olson, Member at Large

Special Guests:
Steve Duffy, Associate Vice President of Human Resources

The meeting was called to order at 2:15 p.m.

Committee Reports

1. *Nominations and Elections*

Susan Steinhart distributed the Calendar of Events for this year's COS election. The three At-Large Representative positions are up for re-election. Human Resources will provide COS with the mailing labels for the nomination and election process.

2. *Public Relations*

Currently the Public Relations Committee forwards the names and departments of new support staff scheduled to attend the monthly "New Employee Orientation" that HR conducts every third Thursday of the month. Each Area Representative is responsible for introducing themselves to new employees in their area whether it is by e-mail or in person. Each Area Representative should hand out their COS business card and a COS brochure.

3. *Joint Chairs (COS/COA/COF)*

No report

4. *Joint Committee on Employee Welfare*

No report.

5. *Parking*

It was reported that a lot of the parking sales are being done over the internet now, which is helping the Parking Services.

Child Care Center

Mr. Steve Duffy, Assoc. VP of Human Resources was asked to come and give us an update on the Child Care Center. Steve reported that he and Amy Kaboskey, Director of the Krueger Parent and Child Care Center, are working with Facilities Services on coordinating several internal "fix-up" projects in the current Center building. These

projects should be completed over the next few months. However, there are no plans on a new building at this time. He reported that the bulk of the 40 people on the waiting list are for infants. COS requested that Steve Duffy urge the Administration to keep employee concerns for the Parent and Child Center high on their list of things to improve.

Vacation – Support Staff vs. Administrators

Steve Duffy, Associate Vice President of Human Resources reported on the equalization of vacation accrual schedules that were just announced. Support staff and Administrator vacation accrual schedules, going forward, will equal three weeks vacation after the first year and four weeks after five years. Currently benefits for staff and administrators are the same in all areas, with only one exception in the way sick and short-term disability benefits accrue. The change in vacation accrual was intended to further equalize employee benefits following discussion by the Office of Administration and the Department of Human Resources and with the approval of the Provost and the Senior Vice President. COS urged Mr. Duffy to consider increasing the perks for recognition of years of service.

Part-time Employee Question

A part-time employee questioned why she was no longer receiving recognition for her employment anniversaries. COS asked Steve Duffy what the policy was for employment anniversaries of part-time employees. Mr. Duffy said that he would talk it over with Lynn Mellantine, Assistant Director of Human Resources, and would get back to the committee.

Support Staff Climate Survey

A special meeting for this discussion has been set for January 11, 2005 in the AMU room 252 from 12:00 – 2:00 p.m.

New Committee on Administrators Meeting Structure

Sherri Lex, Chair of COS, asked the opinion of the committee members regarding the proposed new COA meeting structure. Due to the limited number of committee members present, she asked the committee to think about this structure for our next meeting so we can discuss this. She also asked members of the committee to please read COA's meeting minutes on this subject.

University Address

COS asked the following question at the 2004 University Address: *When will staff salaries increase at a rate that will rise above inflation and reflect a true "raise" in take home pay?* Father Wild was sympathetic to the question. After the address, Sherri Lex talked with Father Wild and urged him to consider important support staff issues as the University strategically plans to move from good to great.

Vicki Meinecke motioned for meeting to adjourn; Susan Steinhart seconded the motion. The meeting was adjourned at 3:50p.m.

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