

**Marquette University Committee on Staff
Approved Minutes
Thursday, August 17, 2006
Alumni Memorial Union – Room 252**

Attendance: Carol Dufek, Member at Large/Chairperson; Carol Chilson, Member at Large/Vice Chair; Michele Adler, Area VIII Representative/Co-Chair Secretary/Treasurer; Sheri Fredricks, Area IV Representative; Jessica Payson, Area V Representative; Sandra Peterson, Member at Large; Robin Cork, Historian; Carrie Kratochvil, Area I Representative.

Excused: Christine Pivonka, Area III Representative; Billie Sanders, Area VI Representative/Co-Chair Secretary/Treasurer; Emily Maldonado, Area VII Representative; Mary Jennings, Area II Representative.

The meeting was called to order at 2:05 p.m.

Carol Dufek led us in prayer.

ANNOUNCEMENTS

The September 21st meeting is cancelled, due to the Building Rep luncheon on September 28th. The December meeting is cancelled, unless there becomes a need to meet in December.

SUB-COMMITTEES

Parking

Nothing to report.

Public Relations

Jessica Payson and Sandy Peterson will represent the Committee on Staff at the New Folks' Convocation from 10:00 a.m. to 1:30 p.m. on Monday, August 21st.

Joint Chairs

Nothing to report.

Picnic Committee

Robin Cork said the picnic was a success, and that it was the best turnout since the first support staff picnic was held.

Nominations and Elections

Chris Pivonka and Mary Jennings are both absent.

Employee Welfare Committee

At the meeting the previous week, the Committee discussed the Child Care Center. There is currently an overwhelming number of children on a waiting list, and the decision has been made that the Child Care Center will no longer accept new children of alums. They will allow alums who currently have their children enrolled, to continue to use the Center. Also, there are no plans to expand the Center in the future.

The Committee is working on adding benefits for regular part-time staff and faculty, such as dental insurance and tuition remission.

Recommendations for new insurance were made to upper administration, and employees should be learning something in a couple of weeks.

Self-service online processing will be implemented with this year's open enrollment. All employees will be required to utilize this online system to sign up or decline insurance. The information will be accessed via MyJob. Steve McCauley is working with Facilities Services to make sure there are computers available to all employees. In addition, computers will be available to use at Human Resources.

COS members suggested that it would be helpful to have a GROW class on using MyJob, for those employees who are not familiar with it. Carol Dufek will contact Steve McCauley to see if there is something planned.

The Sick Leave (borrowing and donating sick leave) and Short Term Leave items that are currently on the COS agenda will be removed from the COS agenda, because these items may become future items to be discussed by the Employee Welfare Committee.

By next spring, the university is hoping to have equalized administrator and support staff policies.

CURRENT TOPICS:

Pre-Tax Wisconsin Coach Bus Tickets

Laurie Bysong is working with the City of Waukesha on this item. Laurie will keep Carol Chilson updated on the progress.

Building Rep Luncheon

The building reps who attend the luncheon will be informed that the building rep position is being changed and there may not be an immediate need. Further, the Committee appreciates what they've done, and would like to be able to call upon them to help out in the future.

Carrie will put together the invitations. Jess will handle RSVPs and name tags, Carol Dufek will order the food, Carol Chilson will attend to the registration table, Robin Cork will take care of decorations, and Sandy will put together a postcard to put on the tables for the building reps to fill out.

Vacation Proposal

The proposal was sent through and is currently with upper University Administration.

Bereavement Leave Update

Robin has made the changes discussed, and it will be voted on at the next meeting.

By-Laws Change

The elimination of the building rep position in Article 5 of the by-laws will be voted on at the next meeting.

OTHER BUSINESS

Electronic Bulletin Board

Human Resources will be contacted regarding a possible electronic bulletin board for employees to post items for sale. Sheri Fredricks will write a letter and submit it.

Name Pins

Sandy Peterson will be ordering name pins for anyone who is interested, for \$13 each.

Tuition Remission

Steve Duffy will be contacted regarding the status of the proposal.

FUTURE ITEMS

Hostile Work Environment definition

An employee was unable to find a definition of hostile work environment in the UPP or employee handbook. Jessica will look into it and contact Dr. Rita Burns.

CARRY OVER

Performance Appraisals

Steve Duffy or Lynn Mellantine will be invited to the next meeting to discuss the proposal submitted to change the performance appraisals for next year.

Sheri Fredricks moved to adjourn the meeting; Michele Adler seconded the motion. Meeting adjourned at 3:30 p.m.

The next meeting will be Thursday, October 19, 2006 from 2-4 p.m. in Conference Room A at the Raynor Library.