

**Marquette University Committee on Staff
Approved Minutes
Thursday, June 15, 2006
Raynor Memorial Library-Conf. Room A**

Attendance: Carol Dufek, Member at Large/Chairperson; Carol Chilson, Member at Large/Vice Chair; Sherri Lex, former Area V Representative/Chairperson; Cathy Patrick, former Area VIII Representative/Vice Chair; Mary Jennings, Area II Representative; Vicki Meinecke, former Area III Representative; Michele Adler, Area VIII Representative/Co-Chair Secretary/Treasurer; Sheri Fredricks, Area IV Representative; Jessica Payson, Area V Representative; Christine Pivonka, Area III Representative; Billie Sanders, Area VI Representative/Co-Chair Secretary/Treasurer; Sandra Peterson, Member at Large; Robin Cork, Historian; Dr. Rita Burns, Ombuds.

Excused: Fr. Doug Leonhardt; Emily Maldonado, Area VI Representative; Carrie Kratochvil, Area I Representative.

The meeting was called to order at 2:00 p.m.

Dr. Rita Burns, Ombuds, led us in prayer.

THANKS/GOODBYE

Carol Dufek presented outgoing Chair Sherri Lex with a certificate and gift to thank her for her years of service and commitment to COS.

SUB-COMMITTEES:

Parking

Billie Sanders, who will be reporting on parking issues for Patricia Hackett who will remain on the University Parking committee, had nothing to report.

Public Relations

Jessica Payson, Area V Representative, reported that she received a packet of information from Vicki Meinecke, former Area III Representative and Public Relations Committee member, which contained blank business cards and labels for new members to create business cards which they can hand out to employees in their area. Anyone wanting business cards should email Jessica.

Jessica attended the New Employee Orientation and reported that there have been five new support staff hired since May. She provided them with pamphlets on COS and said that they were receptive to receiving information on the committee.

Joint Chairs

Carol Dufek, Member at Large/Chairperson met with Pam Still and Alex Kaleta, Co- Chairs from the Committee on Administrators, to sign the joint letter for the vacation proposal which was delivered to General Counsel, Cindy Bauer for her review.

Picnic Committee

Robin Cork, Chair for the Picnic Committee, will be contacting Pam Still on COA in the hopes that they will help to send a letter to administrators encouraging them to allow their support staff to attend the picnic, rather than the letter coming from COS. It is hoped that with COA's support of the picnic, more administrators will allow their support staff to attend as well as volunteer their time.

Nominations and Elections

Carol Dufek, Member at Large/Chairperson, will pass the information from this sub-committee on to Chris Pivonka, Area III Representative and Mary Jennings, Area II Representative. They will meet to create a timeline calendar for the next election in March of 2007. There will be 3 at-large positions open.

UPDATES:

Vacation Proposal

The proposal was left with Cindy Bauer - see above under Joint Chairs Committee report.

Bereavement

Robin Cork, Historian, handed out copies of the proposed policy to be reviewed by members and discussed with co-workers. The policy will be discussed at the next meeting.

Sherri Lex said one of the reasons this policy is being looked at is because the make-up of families today are often different than they were in the past.

Employee Welfare Committee

Carol Chilson, Member at Large/Vice Chair and Carol Dufek, Member at Large/Chairperson attended the first meeting of the reconvened University Employee Welfare Committee on May 25th. The committee, which is made up of members from COS, COA and COF along with representatives from Human Resources is to focus on "Quality of Life Issues" as directed by Provost Wake. Among the issues discussed for the committee to work on over time were:

- Short-term disability
- Sick leave policy
- Other issues discussed as quality of work life issues:
 - Parking situation
 - Providing professional development programs
 - Benefits – keeping costs down
 - Life insurance, Homeowners insurance, etc.
 - Administrators vs. support staff benefits – are they're different & how they can be made equitable
 - Tuition remission & benefits for part-time faculty

- Donating sick leave to seriously ill co-workers
- The method used for getting insurance information to employees

NEW TOPICS:

Building Reps

Several points regarding Building Reps were discussed:

- What, if any, involvement do the Building Reps want to have with the COS?
- They could be part of a sub-committee, or get involved in events such as blood drives, etc.
- Do we need Building Reps?
- Do we need a Building Rep in a building where there is no support staff?

Members were asked to bring their ideas for discussion at the July meeting.

Procedures & Policies

Attendance

If you are unable to attend a meeting, contact one of the secretaries, the Chair or the Vice Chair.

Email minutes deadline

Once the minutes are emailed for approval, members will be given three days to approve the minutes. Once changes are made, members will be given two days to approve the changes. Members who were not at the meeting are not required to approve, but should acknowledge that they've read them.

FUTURE ITEMS:

Building Rep Luncheon

Last year the luncheon was in September in the Henke Lounge, and there was a good turnout. This topic will be discussed at the July meeting.

CARRY OVER:

Performance Appraisals

The proposed changes to the performance appraisals were submitted to Steve Duffy to use as he saw fit, but it appears the changes were not implemented. This will be discussed more at the July meeting.

OTHER BUSINESS

NYSP Snack Drive

The Committee decided to participate in the NYSP Snack Drive by collecting money and/or snacks. All collected money would be turned in by June 30th to Robin Cork.

Posting of Minutes

Billie Sanders, Area VI Representative/Co-Chair Secretary/Treasurer said according to the by-laws, minutes are supposed to be posted, but in the Dental School there is no place to post them. She asked if she could email them to all support staff in the building. This will be discussed at the July meeting.

Michele Adler, Area VIII Representative/Co-Chair Secretary/Treasurer, moved to adjourn and Robin Cork, Historian, moved to second. The meeting was adjourned at 3:20 p.m.

Next meeting will be Thursday, July 20, 2006 at 2:00-4:00 p.m. in AMU 252.