

**Marquette University Committee on Staff  
Approved Minutes  
Thursday, October 19, 2006  
Raynor Library – Conference Room A**

Attendance: Carol Dufek, Member at Large/Chairperson; Billie Sanders, Area VI Representative/Co-Chair Secretary/Treasurer; Sheri Fredricks, Area IV Representative; Jessica Payson, Area V Representative; Sandra Peterson, Member at Large; Christine Pivonka, Area III Representative; Emily Maldonado, Area VII; Carrie Kratochvil, Area I Representative.

Excused: Carol Chilson, Member at Large/Vice Chair; Michele Adler, Area VIII Representative/Co-Chair Secretary/Treasurer; Robin Cork, Historian; Mary Jennings, Area II Representative.

The meeting was called to order at 2:00 p.m.  
Carol Dufek led us in a harvest prayer.

## **ANNOUNCEMENTS**

### ***Insurance***

Carol Dufek read an e-mail from Carol Chilson regarding the insurance enrollment time. We should encourage our co-workers to visit MyJob, Marquette's self-service on-line site for faculty, staff, and student employees. They should visit the site prior to Open Enrollment. Everyone must access the site, even if they are declining insurances. Employees need to update flex spending accounts, health and life insurance, and especially beneficiary information.

### ***Winter Break Vacation Days***

Carol Dufek sent an e-mail to Steve Duffy in response to an employee's inquiry regarding 10 month staff and their eligibility for the two extra vacation days that the university is giving employees during this year's winter break. The reply from Mr. Duffy was: "The answer, and past practice, is no. Only those employees who are scheduled to work those extra days and who are now off get the extra holiday pay."

### ***Bookmarks***

Carol Dufek brought in a sample bookmark that Committee on Administrators is handing out. It was noted that we have the COS brochures available for use. The general consensus was that the bookmarks were nice and we might be able to use the idea in the future.

### ***Thank You***

It was decided that a thank you will be sent to the President's Office. Carrie Kratochvil brought in a sample thank you card to send to the University Upper Administration, thanking them for the two extra vacation days for Winter Break. The card will read:

"The Committee on Staff would like to take this opportunity, on behalf of all Support Staff, to thank you for extending the Winter Break Holiday. We appreciate the gift of time to spend with family and friends. Thank you for reinforcing why Marquette University is a great place to work."

### ***Holiday Card***

After discussion, it was decided that COS will send out Holiday e-cards to staff. These cards will have the COS group picture, from the web site, on the front of the card.

## **CURRENT TOPICS**

### ***By-Laws Changes***

There was discussion about eliminating Article V of the COS By-laws, which will eliminate the building representative positions. It was also noted to change the wording throughout the document to allow for posting of COS information to be distributed through e-mail. We will vote on these two items at the November meeting.

### ***Follow-up to Building Rep. Luncheon***

The luncheon was successful with 28 in attendance. Carol Dufek gave us a synopsis of the surveys that were filled out. Response to committee involvement was positive. A letter will now be sent to the building representatives that did not attend the luncheon, and then a letter about involvement opportunities will be sent to all staff.

### ***Vacation Proposal***

No reply yet.

### ***Bereavement***

The proposal was read and the proposal passed with a few grammatical changes to be made in the second paragraph. The first paragraph will remain as written and Robin Cork will make the noted changes to the second paragraph. A cover letter will be written by Carol Dufek and the proposal will move forward.

### ***WI Coachlines Tickets***

Carol Dufek reported on behalf of Carol Chilson. According to correspondence between Carol Chilson and Lori Bysong, Interchange Communications Specialist, MU, the issue of purchasing WI Coachline tickets, with pre-tax dollars, is at an "indefinite standstill." WI Coachlines suggested that Lori contact Waukesha Metro, which she did and a brief conversation took place. Waukesha Metro has not responded to Marquette's request in some time and it seems extremely unlikely that they will in the future. Jessica Payson may check to see if UWM has a special pre-tax purchase plan.

### ***Hostile Work Environment***

The question arose about a definitive definition of hostile work environment, do we really have one? It was stated that both the handbook and UPP seem to be geared more towards sexual harassment than hostile environment. Jessica Payson brought in copies of Marquette's Sexual Harassment Policy, which is printed in full in both the Employee Handbook and University Policies and Procedures. Jessica Payson pointed out that there was a definitive description of a Hostile Work Environment in the Employee Handbook, just not in the UPP. We also received copies of UPP 4-11: Disciplinary/Corrective Action and sections from the Employee Handbook: General Rules of Conduct followed by Grievances and Appeals, Grievance Procedure, Racial Abuse and Harassment pgs. 27-31. Another question: Why are the 13 points from the handbook in the General Rules of Conduct section, not also listed in the UPP? It was decided to address these questions to Steve Duffy.

### ***Performance appraisals***

The university's use of performance appraisals will be discussed at the November meeting. Steve Duffy and Lynn Mellantine will be invited to attend our meeting. A list of questions will be sent to HR prior to the November meeting so that all questions can be addressed in an effective manner. It was suggested that part of MyJob might include a chat line about HR issues.

### ***Tuition Remission***

Carol Dufek brought in an example of a letter to readdress the universities tuition remission policy that was first discussed by COS a few years ago. COS feels that the issue should not be abandoned and that the committee should continue to pursue the matter. The current policy was written before The College of Professional Studies, (CPS) opened and because of the accelerated rate at which CPS students can take classes, the policy should allow for those enrolled in CPS to use their given credits in a way that will compliment the program. Carol will rework parts of the letter and bring it to the next meeting.

## **SUB-COMMITTEES**

### ***Parking***

Billie Sanders reported that Pat Hackett attended the October meeting. Permit sales are down 12.1% from last year. 81% of parking applicants receive their first choice parking lot. In 2005 1486 permits sold. In 2006 1417 permits sold. Pat will continue to attend parking meetings.

### ***Public Relation***

Jessica Payson handed out the new employee's lists and key chains for each employee. There were 7 new employees.

### ***Nominations and Elections***

It was noted that there were a few volunteers for this committee from the building representative luncheon pink survey cards.

### ***Joint Chairs***

Nothing to report.

### ***Picnic Committee***

Nothing to report.

### ***Employee Welfare Committee***

A support staff member asked if the Welfare Committee could look into incentives for employees who carpool. Carol Chilson and Carol Dufek will take this question to the next meeting of the Welfare Committee.

## **OTHER BUSINESS**

### ***Electronic Bulletin Board***

Sheri Fredricks brought in a letter explaining the proposed Electronic Marquette Bulletin Board. Sheri had met with Mykl Novak from IT Services to discuss the logistics of such a board. Diane Gilby, from the MU gym, volunteered to maintain such a board. The question of software and fees still needs to be looked into. Carol Dufek will investigate who in the university would be a resource for this information and to grant approval.

### ***COS Website Update***

Emily Maldonado reported that the site is almost done. The new pictures are up and minutes have been added. We all appreciated Emily's hard work. Meeting Agenda's will be posted on the site before each meeting.

Meeting adjourned at 4:10pm.

Next meeting Thurs. Nov. 16, 2006, 2-4 pm, AMU room 252

Respectfully submitted, Billie Sanders, Co-Chair Secretary/Treasurer, 11/6/2006