

**Marquette University Committee on Staff
Approved Minutes
Tuesday August 16, 2005
AMU Room 252**

Attendance: Sherri Lex Area V Representative/Chairperson; Kris Weber Area VII Representative/Co Chair Secretary/Treasure; Cathy Patrick Area VIII Representative/Vice Chair; Carol Chilson Member at Large/Co Chair Secretary/Treasure; Carol Dufek Member at Large; Mary Jennings Area II Representative; Vicki Meinecke Area III Representative; Sandra Peterson Member at Large; Fr. Doug Leonhardt

Excused: Bob Koch Area IV Representative; Robin Cork, Historian;

Absent: Patricia Hackett Area VI Representative; Sharon Schramek Area I Representative

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

Approval of July 19, 2005 Minutes

The minutes were approved for posting and mailing.

Annual Support Staff Appreciation Luncheon Update

Carol Dufek, Member at Large, reported that the Support Staff Appreciation Luncheon was a success. There was some confusion with the food being labeled to identify the veggie burgers. The concerns that Father Wild is not present at these events were addressed. Fr. Wild's vacation schedule falls each year during the Support Staff Luncheon. The picnic committee will look into changing the date of the luncheon to accommodate Fr. Wild's schedule.

Wisconsin Coach Update

Cathy Patrick, Area VI Representative/Vice Chair, reported that Wisconsin Coach commuter tickets could be purchased in the same fashion as the Easy Pass option. Rob Mullins, Marquette Card Services Office Manager, reported that pre-tax template already exists in payroll. Amy Albrinck Schroeder will address this issue at a later date.

New Folks Convocation on Monday 8/22/2005

This event occurs once a year. COS will staff a table with COS brochures and a laptop with the COS website running. Vicki Meinecke, Area III Representative, will represent COS at this function.

Joint COA/COF/COS Luncheon on Wednesday, September 7, 2005

There are approximately 15 openings left.

Provost Initiatives Ad Hoc Committee Update

Sherry Lex, Area V Representative/Chairperson, emailed the list of COS recommendations to Dr. Madeline Wake, Provost. Dr. Wake will discuss the items with Mr. Greg Kliebhan, Senior Vice President, and will inform us of which ideas have a greater chance for implementation.

Annual September Building Representatives Luncheon

It was decided that the luncheon will be held on Thursday, September 29, 2005, and that we would keep our regularly scheduled meeting in September.

Bylaws ARTICLE V-Building Representatives Update

There is no update at this time.

JOINT COS & COA Vacation Policy Proposal

Before the final proposal is submitted, COS would like to review the changes.

Child Care Recommendation Update

There is a joint meeting on Tuesday, September 20, 2005, at 11:15 a.m. Sherry Lex, Area V Representative/Chairperson, will attend.

Sick Leave and Short Term Disability Proposal Review

The objective of reviewing this policy is to equalize the benefits of support staff and administrators and to close the gap which may leave a support staff employee in an unpaid situation. Carol Chilson, Member At Large/CO Chair Secretary/Treasurer, will bring a final draft to the September 13, 2005 meeting.

Archiving of Files – Historian Update

Non Exempt Staff Performance Review Update and Draft

UPP 4-18: Definition of “Retiree” and Summary of Retiree Benefits

Job Restructuring

These items will be addressed at the September 13, 2005, COS meeting.

Mary Jennings moved to adjourn and Cathy Patrick seconded the motion. Meeting adjourned at 4:00p.m.

The next meeting will be on Tuesday, September 13, 2005, in AMU 254.