

**Marquette University Committee on Staff
Approved Minutes
Wednesday January 18, 2006
AMU Room 252**

- Attendance: Sherri Lex Area V Representative/Chairperson; Cathy Patrick Area VIII Representative/Vice Chair; Carol Chilson Member at Large/Co Chair Secretary/Treasure; Robin Cork, Historian, Carol Dufek Member at Large; Sandra Peterson Member at Large; Rebekah Stephens, Area I Representative; Dr. Rita Burns, Ombuds
- Excused: Vicki Meinecke Area III Representative; Patricia Hackett Area VI Representative; Bob Koch Area IV Representative; Fr. Doug Leonhardt
- Absent: Mary Jennings Area II Representative, Kris Weber Area VII Representative/Co Chair Secretary/Treasurer

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

Welcome

Welcome to Rebekah Stevens, Area I Representative, who is replacing Sharon Schramek who recently retired from Marquette's Instructional Media Center after 17 years with the University. Rebekah will serve out the remainder of Sharon's term and will be eligible for re-election in the upcoming April, 2006 election.

Sick Leave and Short Term Disability Proposal Review

Sherri Lex and Carol Chilson put together a memo for the committee to review on why the administration should consider changing the Short Term Disability and Sick Leave Policies for support staff. The committee read through the memo, and made appropriate changes. It was decided that the next step would be to invite Cindy Bauer, Vice President & General Counsel to one of our next COS meetings to get her input on the proposals that COS plans to submit to the administration for review.

Payroll, MyJob and the Latest "Short-Pay" Issue

Many staff members again addressed concerns about continued payroll issues. COS would like to re-invite Payroll to another COS meeting since Amy Albrinck Schroeder was not able to attend the November meeting (which Lynn Mellantine attended in her absence; to address some of the concerns at that time.) COS would like to discuss with Payroll whether they think it's time to research getting a new payroll system for the University.

Joint Committee Meeting with Administration Updates

Steve Duffy, Associate Vice President of Human Resources, Tom Eddinger, Chair COF, Marie Hegerty, Chair COA and Sherri Lex, Chair COS discussed the Child Care proposal, and the re-establishment of the Employee Welfare Committee. COS membership on the Employee Welfare Committee will be discussed further at the next COS meeting. Carol Dufek expressed interest in being involved.

Building Representatives & Bylaws ARTICLE V-Building Representatives Update

It has been discussed that COS needs to better utilize the building representatives to their full potential. Carol Dufek will update the current list of Building Representatives. COS will also try to clarify the “job description” for the Building Representatives. It was mentioned that with the majority of support staff members having access to computers and everything being posted on the COS website, it might not be as necessary to have building representatives in all areas. Just a thought to be considered in this new “computer age” that we are living in.

Job Restructuring

COS members discussed whether to form a sub-committee to write a policy on job restructuring, but decided that it would be necessary to send a recommendation to Human Resources requesting that a policy be written to better clarify this situation for support staff employees.

Approval of Minutes

It has become increasingly difficult to get COS members to respond with changes or for approval of minutes each month, making things difficult for the co-secretaries as well as delaying getting minutes out to the entire support staff public. Sherri Lex asked that all COS members make an effort to respond by the designated date that the secretaries will now be sure to give as a response deadline.

Sandy Peterson moved to adjourn and Carol Dufek seconded the motion. Meeting adjourned at 4:14 p.m.

The next meeting will be on Thursday, February 16, 2006.