

Marquette University Committee on Staff
Approved Minutes
Thursday, July 19, 2005
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/Treasurer; Carol Dufek Member at Large; Patricia Hackett Area VI Representative; Bob Koch Area IV Representative; Vicki Meinecke Area III Representative; Sharon Schramek Area I Representative; Kris Weber Area VII Representative/Co Chair Secretary/Treasurer

Excused: Robin Cork, Historian; Mary Jennings Area II Representative and Sandra Peterson Member at Large

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

Approval of June 16, 2005 Minutes

It was discussed that meeting minutes should get done and distributed earlier for approval so once they are approved, they will get posted on the COS website **prior** to the next meeting. An e-mail can then go out to all staff stating that minutes and next meeting agenda are now available on the website. Sherri Lex reminded all COS members to reply as quickly as possible either with changes to the minutes or with their approval.

Sick Leave and Short-Term Disability Review (UPPs 4-08 and 4-16)

Carol Chilson distributed and discussed drafts of proposed changes to both the Sick Leave policy (UPP 4-08) and the Short-Term Disability policy (UPP 4-16).

The proposed changes are based on information that has been discussed over the past few months with two main objectives. The first being that Support Staff (Non-Exempt) and Administrators and Faculty (Exempt) should be treated equally rather than have two very different policies in place. The second pertains to the hopes that no staff member should ever need to fall into an unpaid status due to medical issues.

Carol will make some minor revisions and then redistribute a new draft of each proposal at the August meeting. Once COS feels comfortable with the proposed changes, we will schedule a meeting with Cindy Bauer to discuss moving forward with the proposal to the upper administration.

Provost Initiatives Update

Bob Koch and Carol Dufek gave updates based on the information collected on campus through e-mail and phone calls. Carol D. collated all the ideas to make one comprehensive list. The next step would be to categorize, define and prioritize this “working document” so that we can decide how to move forward with the ideas. We may need to “pick our battles” rather than attempting to follow up on all ideas proposed. The list will get forwarded to Dr. Madeline Wake with an update of our hopes and plans.

Pre-Tax Wisconsin Coach Bus Tickets

Cathy Patrick noted that Rob Mullens of Auxiliary Services is researching who buys Wisconsin Coach bus tickets from Union Station in the AMU. Committee members expressed concern that his data might not include those university employees that purchase tickets outside of the AMU. The Office of Administration will also be looking into the Pre-tax coach bus tickets.

Bylaws ARTICLE V – BUILDING REPRESENTATIVES Update

Carol Dufek distributed an updated job description for Building Representatives in hopes of clarifying the goals and expectations of this position. A further discussion was held regarding building representative involvement in COS. Suggestions put forth included the following:

A brown bag lunch for building representatives held monthly.

A survey to be included at the Annual September Luncheon for Building Representatives to generate feedback from each representative.

Discussion will continue at next months meeting to finalize a plan on this issue.

Non-Exempt Staff Performance Review Update

Sherri Lex distributed a new draft of a performance review. Due to a power outage in the AMU the meeting was adjourned. This and the remaining agenda items will be on the agenda in August.

Vicki Meinecke moved to adjourn and Carol Dufek moved to second, meeting adjourned at 3:45 pm.

Next meeting will be Tuesday, August 16, 2005 at 2:00 – 4:00, AMU 252.