

**Marquette University Committee on Staff
Approved Minutes
Tuesday October 20, 2005
Raynor Memorial Library 301A**

Attendance: Sherri Lex Area V Representative/Chairperson; Cathy Patrick Area VIII Representative/Vice Chair; Carol Chilson Member at Large/Co Chair Secretary/Treasure; Kris Weber Area VII Representative/Co Chair Secretary/Treasure; Robin Cork, Historian, Carol Dufek Member at Large; Patricia Hackett Area VI Representative; Mary Jennings Area II Representative; Sandra Peterson Member at Large; Sharon Schramek Area I Representative; Dr. Rita Burns, Ombuds

Excused: Vicki Meinecke Area III Representative and Fr. Doug Leonhardt

Absent: Bob Koch Area IV Representative

Guests: Angie Nixon, Manager in Human Resources
Mary Croy, Building Representative, Emory T. Clark Hall

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

Archiving of Files

Matt Blessing in Special Collections & University Archives contacted Robin Cork looking for COS files to be archived onto tape. He already has some older COS documents on film and is looking for up to date material to add to the collection. Although they have not begun doing this, Robin will keep us updated on the progress of this.

Pre-Tax Wisconsin Coach Bus Tickets

*Sherri Lex wanted to apologize for mistakenly stating at the **Building Representative Luncheon** that this program has already been implemented. It is still in process.* Cathy Patrick gave an update stating that although Lori Bysong, Communications Specialist in Office of Administration, was hoping that COS would be willing to investigate the current usage, Rob Mullens the Union Station Manager had already looked into that and is working with Payroll on a template in hopes of moving the process along. Cathy will continue to pass along information to COS as she receives updates from Rob.

Annual September Building Representatives Luncheon

The luncheon was a success and the food was outstanding. The feedback collected from the luncheon will be discussed at the November COS meeting to implement ideas for better involvement of the Building Representatives.

Non Exempt Staff Performance Review Update and Draft

Sherrri Lex distributed an updated form with suggested changes which included room for additional comments from employees. Committee members suggested a few more changes, which Sherrri will include for a final review at the November 14, 2005 COS meeting. Some committee members expressed a sense among co-workers that performance reviews are not being looked at for merit, rather (some departments) automatically divide the allocated "merit raise" money equally among staff members. It was also discussed that we need to find a way to open the door for employees to approach their supervisors on sensitive issues.

Joint Committee Meeting with Administration

Child Care Proposal

The COS, COA and COF joint committee chairs met with Madeline Wake, Provost, Greg Kliebhan, Senior Vice President, Cindy Bauer, Vice President and General Counsel, Steve Duffy, Associate Vice President of Human Resources, and Amy Kaboskey, Director of Kruger Child Care Center, in regards to the earlier request from the Joint Committee to expand the services of the Child Care Center. Mr. Kliebhan and Dr. Wake will review the center to evaluate its ability to meet the employees demand for childcare services.

Vacation Proposal

In regards to the Joint Committee request to increase the maximum vacation allowance from 4 to 5 weeks total after 15 years of service; Senior administrators were not very receptive to the idea, nor did they seem interested in considering a proposal of this sort. After careful consideration and discussion, COS members still liked the idea, yet it seemed clear and sensible to withdraw the current proposal at this time and rework the proposal to include alternate ideas to compensate dedicated employees. COS voted with a unanimous result to withdraw from the current proposal at this time and revisit this item in Spring. If the University cannot increase vacation time, then perhaps such ideas as: an extra personal day, a discount on parking fees or a small bonus might be a more financially acceptable way for the university to show their appreciation for these long term employees. *Currently about 24% of all full-time employees have been here 15+ years.*

Sherrri explained that the senior administration felt that the recent updated vacation policy was necessary to equalize benefits for support staff with administrators.

University-Wide Promotions

Sherrri Lex suggested that we invite Human Resources to this meeting to help answer some questions as to policies and procedures in regards to university-wide promotions. This topic came up in the Joint Committee meeting with senior administrators. Angie Nixon, Human Resources Manager attended this meeting to offer her expertise in the area. Some COS members suggested a sense of random procedures from one department

to another in dealing with promoting a current staff member for internal positions. Angie noted that procedures do vary between administrative and support staff positions. Human Resources is always involved with the hiring of a support staff position, while the departments are responsible for the hiring of an administrator. In either case, the Affirmative Action Plan must be followed. Angie suggested that the difference in processes may cause the lines to appear blurred at times, but also clarified that the university is “bound” by certain criteria stated in **UPP 4-05 Internal Candidates for Employment** when it comes to hiring or promoting employees. It is a good idea for a department to contact Human Resources in order to be sure that they completely understand the guidelines before promoting employees or restructuring positions.

Angie said that Human Resources can assist current employees in finding a new position on campus, based on their résumé. She noted that applying for another job is confidential.

Job Restructuring

COS wanted to find out if there is a policy when it comes to restructuring an employee’s position and what the responsibilities of the University are when it does happen. Angie Nixon, Human Resources Manager was able to assist with this question. Angie stated that there is no written policy, but when a department restructures a position, the current practices of the University are to assist that employee in finding a new position.

Definition of “Retiree” and Summary of Retiree Benefits

Due to time constraints, this item will need to be addressed at a future COS meeting.

Adjournment

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

The next meeting will be on Monday, November 14, 2005 in AMU139.