

**Marquette University Committee on Staff  
Approved Minutes  
Tuesday September 13, 2005  
AMU Room 254**

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; Bob Koch Area IV Representative; Vicki Meinecke Area III Representative; Sandra Peterson Member at Large; Sharon Schramek Area I Representative; Dr. Rita Burns, Ombuds

Excused: Fr. Doug Leonhardt

Absent: Mary Jennings Area II Representative

Guest: Steven McCauley, Benefits Manager in Human Resources

The meeting was called to order at 2:03p.m.

**Approval of August 16, 2005 Minutes**

Changes were made and the minutes were approved for posting and mailing.

**Sick Leave and Short Term Disability Proposal Review**

The final drafts of each policy revision were e-mailed to all COS members prior to the meeting for their review. Steve McCauley, Benefits Manager in Human Resources attended on behalf of Steve Duffy, Associate Vice President of Human Resources who had expressed an interest in the policy proposals. Steve was able to clarify some of the terminology and inconsistencies in the policies. He also was able to get the Committee's viewpoint on why the policies were being reviewed in the first place. Because he did not have enough time to review all the proposed changes prior to the meeting, Steve asked to take the proposals with him, agreeing to review them further, and give the committee his feedback at either the October or November COS meeting. The committee would also like to invite Steve Duffy to attend this same meeting.

**Non Exempt Staff Performance Review Update and Draft**

Sherri Lex distributed an updated form with suggested changes from previous COS meetings. Committee members made additional suggestions and the form will be updated again to include room for additional comments from employees.

The new revisions will be discussed at the October 20, 2005 meeting.

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

This event was very well received. Those who attended it felt it was a great morale booster since each coach discussed how the success of Marquette and their athletic teams is because of each individual's contribution on campus.

The Joint Committee would like support staff to get involved with the planning of the spring meeting.

### **Annual September Building Representatives Luncheon**

This luncheon is scheduled on September 29, 2005 in the Henke Lounge from Noon to 1:00 p.m. The menu includes a Pasta Bar with Tiramisu for dessert. The beverages for the luncheon will be coffee, water and soda. The meeting's theme, agenda, and special guest list were discussed.

Because we have discussed the need to better utilize the building representatives to their full potential, area representatives will be seated at each table and they will lead a casual discussion on the thoughts and goals of being a building representative. It was decided that this lunch should be two-fold, mainly a "thank you" for work done by the building representatives, yet with the hopes of sparking interest in getting them more involved in COS activities such as meetings and committees.

COS members should arrive at 11:30 a.m. to help set-up and greet the building representatives and other invited guests.

### **Bylaws ARTICLE V-Building Representatives Update**

There is no update at this time. COS is hoping to get helpful feedback at the September Building Representative Luncheon so we can finalize this update.

### **Archiving of Files-Historian Update, UPP 4-18: Definition of "Retiree" and Summary of Retiree Benefits, and Job Restructuring**

Due to time constraints, these items will be addressed at the October 20, 2005 COS meeting.

Carol Dufek moved to adjourn and Vicki Meinecke seconded the motion. Meeting adjourned at 4:03 p.m.

The next meeting will be on Thursday October 20, 2005 in Raynor Memorial Library 301A.