

Marquette University Committee on Staff
Approved Minutes
Wednesday, November 16, 2005
AMU Room 139

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; Sandra Peterson Member at Large; Fr. Doug Leonhardt; Patricia Hackett Area VI Representative; Sharon Schramek Area I Representative; Robin Cork, Historian;

Guests: Steve Duffy; Steve McCauley; Lynn Mellantine

Excused: Bob Koch Area IV Representative; Vicki Meinecke Area III Representative

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

Short Term Disability, Sick Leave, and Tuition Policy

Mr. Stephen Duffy, Associate Vice President of Human Resources, and Mr. Steven McCauley, Benefits Manager, provided us with details and insight on the Short Term Disability and Sick Leave policies. Committee on Staff is proposing that the Short Term Disability policy for support staff be changed to have coverage beginning on day four of any illness as it is for administrators. Mr. Duffy suggested that we create one policy that focuses on Short Term Disability with sick leave “language”.

Due to time constraints the Short Term Disability and Sick Leave recommendation will be discussed at the next meeting.

The proposed tuition benefit policy was discussed and clarified with Mr. Duffy.

Payroll Messages and My Job

Support staff members have contacted COS to express their concern about the problems Payroll has been experiencing with reporting vacation and sick time. Ms. Amy Albrinck Schroeder, Assistant Comptroller, was invited to the meeting to discuss the issue. She was unable to attend the meeting so she arranged to have Ms. Lynn Mellantine, Assistant Director-Human Resources, serve as her replacement. Ms. Mellantine reported that the database has not been jeopardized in any way. The tracking is consistent. The problem lies with converting ORACLE information with CheckWrite. There seems to be no pattern to the problems. Payroll is able to run reports to track all accruals and usage per employee. No information has been lost.

Committee on Staff suggested that when there is a problem that Payroll directly contact the employee or employees that this affects rather than sending out a message to all employees. There was a suggestion made that advertising should not be printed on the paychecks.

Several support staff members have expressed their concerns about the level of confidentiality of their personal information now that Social Security numbers and payroll information is available through MyJob. Ms. Mellantine stated that Marquette uses an encryption system; information is encrypted in both receiving and sending any information. Directions for MyJob are available on the website. Ms. Mellantine also suggested that employees should not share their password.

This is the first phase of a change that includes online performance appraisals and moving to a paperless reporting system.

Non-exempt Staff Performance Review Update & Draft

As reported by Mr. Duffy, Human Resources has been looking into the updating of the on-line forms used for both exempt and non exempt staff. Over the last several months COS revised the Non-Exempt Staff Performance Review form to include more input from support staff. The revised form was given to Mr. Duffy and it was recommended that he consider the changes when he updates the form.

Pre-tax Wisconsin Coach Bus Tickets Update/Parking Update

Cathy Patrick, Area VIII Representative/Vice Chair, reported that this is progressing.

Patricia Hackett, Area VI Representative, reported that the decrease in parking permit sales as reported by the Parking Office is due to a decrease in student permit sales.

New Agenda and Meeting Format, Job Restructuring, Joint Committees Meeting with Administration Updates

Due to time constraints these items will be discussed at the next COS meeting.

Other

Sharon Schramek, Area I Representative, will be retiring as of December 31, 2005. Sharon will recruit a replacement to serve until the upcoming elections in April 2006.

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

The next meeting will be December 15, 2005 in AMU 252.

Respectfully submitted,
Kris Weber

