

Marquette University Committee on Staff
Approved Minutes
Thursday, May 19, 2005
AMU Room 252

Attendance: Sherri Lex Area V Representative/Chairperson; Patricia Hackett Area VI Representative; Bob Koch Area IV Representative; Kris Weber Area VII Representative; Cathy Patrick Area VIII Representative/Vice Chair; Robin Cork Member at Large/Secretary (outgoing); Carol Chilson Member at Large; Susan Steinhart, Member at Large (outgoing); Carol Dufek Member at Large

Excused: Sharon Schramek Area I Representative (Area I Representative); Mary Jennings Area II Representative; Vicki Meinecke Area III Representative; Sandra Peterson Member at Large; Christopher Daniel, Historian

The meeting was called to order at 2:10 p.m.

Short Term Disability/Sick Pay

Committee on Staff examined and discussed the UPP 4-16: Short-Term Disability (STD) Benefits. It was decided by unanimous vote to propose a recommendation to amend the policy to ensure that support staff employees are provided continued salary in the event of illness or injury requiring absence from work. The proposed amendment will eliminate the current non – exempt support staff guidelines and will include non- exempt support staff in the guidelines that are currently being used by exempt administrative and faculty employees. Clear guidelines on the use of sick time, control of abuse, monitoring of occurrences, supervisor training, and a probationary period of three months for staff positions will be included in the section, How Do I Implement This Policy. Sherri Lex, Chair, will bring a copy of the amended UPP to the next meeting for final edits of the written policy.

Bereavement Policy

The Bereavement Policy was discussed again due to support staff feedback. It was suggested that the policy include nieces and nephews. This was voted on and it was unanimous to add these before sending the proposal on.

From the *Marquette University Handbook for Employees* (Non-Faculty)
January 2005 Section 7 pages 48 - Time off Work

Bereavement Leave

Marquette University offers paid funeral leave to all eligible full-time and regular part-time employees outlined in the University Policies and Procedures. In the event of a death in an employee's immediate family (spouse, children, grand-children, parents, sisters, brothers, mother-in-law, father-in-law, **brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent of the employee or employee's spouse**, or other relative living in the family household), arrangements may be made with the employee's supervisor for a bereavement leave of up to three scheduled work days with pay, in order to travel and attend the funeral. **In the event of a death in an employee's extended family (uncle, aunt, niece, nephew, cousin or child's parent not currently married to the employee), arrangements may be made with the employee's supervisor for a bereavement leave of one scheduled work day with pay, in order to travel and attend the funeral.** The bereavement leave will be based on the regularly scheduled hours worked per workday, and days must be taken consecutively. An employee may take additional vacation time or an unpaid leave of absence, for extending the leave, if necessary and if approved by the immediate supervisor. Employees may be required to provide proof, i.e., death notice in order to qualify for the paid time off.

Voting Results for Executive Positions:

Chair	-	Sherri Lex
Vice Chair	-	Cathy Patrick
Secretary/Treasure	-	Kris Weber/Carol Chilson
Historian	-	Robin Cork
Webmaster	-	Vicki Meinecke

Provost Initiatives Ad Hoc Committee

An ad hoc committee was formed (Bob Koch "Chair", Carol Chilson, and Carol Dufek) to put together a list of support staff recommendations for Provost Wake's four initiatives (wellness initiatives, improve compensation, hold down health care costs, enhance development programs such as GROW). Sherri Lex, Chair, will ask support staff for their comments and suggestions via email. Support staff will be asked to contact their area representatives with their feedback. Area representatives should forward all feedback to Carol Dufek, who will organize it for the ad hoc committee.

Child Care Recommendation Update

Sherri Lex, Chair, updated the committee members on the status of the recommendation to form a committee to study expansion of the Child Care Center. It was noted that due to state law that requires that newborns be placed on the first floor, expansion of the first floor area at the Krueger Parent and Child

Center is not logistically possible. After careful consideration and discussion, COS decided to continue to encourage the university to make a continued effort to find a solution for this important need.

Next Joint COA/COF/COS Meeting

Sherri Lex, Chair, reported on the developing plans for the next Joint COA/COF/COS meeting. COA thought that with the move to the Big East Conference they would invite the head coaches of the men's and women's basketball teams, Tom Crean and Terri Mitchell, to be the speakers for the fall Joint COA/COF/COS Meeting. The meeting is tentatively scheduled for Wednesday, September 7, 2005, during the noon hour. COS members discussed ideas for future Joint COA/COF/COS Committee Meetings. COS decided that it is important to include the topics of employee concern obtained in the audience surveys such as welfare, general benefits, health insurance and preparing for retirement.

Remaining Agenda Items

Due to time constraints the committee will discuss the remaining agenda items at the June 16 COS meeting.

Bob Koch moved to adjourn and Carol Dufek moved to second, meeting adjourned at 4:11 pm. Next meeting will be June 16, 2005 at 2:00 – 4:00 (Conference Room A in Raynor Memorial)