

**Marquette University Committee on Staff
Approved Minutes
Thursday, February 16, 2006
Raynor Memorial Library Room 301A**

Attendance: Sherri Lex Area V Representative/Chairperson; Kris Weber Area VII Representative/Co Chair Secretary/Treasure; Cathy Patrick Area VIII Representative/Vice Chair; Robin Cork, Historian; Carol Chilson Member at Large/Co Chair Secretary/Treasure; Carol Dufek Member at Large; Vicki Meinecke Area III Representative; Sandra Peterson Member at Large; Bob Koch Area IV Representative; Rita Burns Ombuds

Excused: Patricia Hackett Area VI Representative; Mary Jennings Area II Representative

Absent: Rebekah Stephens Area I Representative

Guest: Amy Albrinck Schroeder Assistant Comptroller

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

Cathy Patrick, Area VIII Representative/Vice Chair, led us in prayer.

Announcements

Sherri Lex, Area V Representative/Chairperson shared the minutes from the University Safety Committee Meeting.

Sherri Lex sent the COS proposal for Short Term Disability and Sick Leave recommendations to Cindy Bauer, Vice President and General Counsel with a copy to Stephen Duffy, Associate Vice President of Human Resources.

Sherri Lex thanked Carol Chilson for her promptness in submitting the January minutes.

Fr. Wild's State of the University Address (*Reactions*)

There was some confusion when Fr Wild, President, spoke about merit raises. It sounded like it applied to faculty only. Sherri Lex, Area V Representative/Chairperson cited three instances supporting that this included staff also. For example, fair rigorous performance reviews, competitive compensation, and an environment to develop employees were mentioned in this address.

Nominations and Elections

Carol Dufek, Member at Large, passed out a timeline for the 2006 Nominations and Elections. COS discussed concerns with the possible turnover of eight of the 12 members at one election. COS voted to keep the terms the same as they have been in the past. Carol Dufek will revamp Areas I through VIII to more evenly distribute the population. The COS Public Relations sub-committee will promptly get a news release turned in

about the nominations and elections for immediate release for the next couple of Marquette news Briefs. Sherri Lex will email all support staff promoting the upcoming nominations and elections. Future election decisions will be taken up in the new term.

Joint COA, COF, COS Meeting/All Employee Meeting Planning

COS is responsible for helping plan the next Joint meeting. Suggestions from the participants at the April 2005 meeting included inviting a representative from Human Resources to discuss employee welfare, general benefits, health insurance, and preparing for retirement. It was suggested that we invite someone to speak on physical wellness, spiritual wellness, and psychological wellness. This idea will be brought to COA and COF for their input.

Employee Health Center

COS was approached by a support staff member wondering about the possibility of an employee health center. This center would provide basic services in health, dental and psychological wellness by utilizing the Health Sciences departments and faculty on campus.

Joint Committee Meeting with Administration Updates

The possibility of forming an Employee Welfare committee is being drafted. This would be an advisory committee set up for communicating important employee welfare information. COS would have two representatives. Sandi Peterson, Member at Large, Robin Cork, Historian, and Carol Dufek, Member at Large expressed an interest in serving on this committee.

COA reviewed the changes that COS is proposing to the Bereavement Policy. COA requested that we research what is done at other Jesuit universities. Robin Cork, Historian, will do that research.

Building Representatives

Carol Dufek, Member at Large, passed out a proposal to establish new responsibilities for COS Building Representatives. This will be discussed at the next meeting.

New Meeting Agenda & Format

Due to time constraints, this will be discussed at the March meeting.

Payroll, MyJob & Latest Short Pay Issue

Amy Albrink Schroeder, Assistant Comptroller, clarified several issues brought up by COS.

- MyJobs is a secure web page using the same security software as financial institutions. The information has always been out there; we are now able to access our individual files. She reiterated that the greatest danger comes from

employees sharing their user name and password. Amy handed out copies of instructions for MyJobs.

- The bank advertising that appeared on paychecks was only to encourage direct deposit, not to advertise a certain bank.
- When periodic updates are put in to the payroll system, it sometimes conflicts with the vacation system. No data is lost.
- The glitch with the holiday pay problem was discovered and fixed. The problem has been identified. The problem occurs when two paychecks are issued in the same pay period. Audits have been put in place to be sure that this will not happen again.
- Payroll will notify every employee affected of any changes or problems with individual paychecks through email.
- The Comptroller Web page has been updated to be more users friendly. The Comptroller Department is looking at having salary authorizations, absence and vacation reporting, and benefits enrollment on line. Currently, Amy and Margaret Burns, Comptroller, are putting together a proposal for additional training on the payroll system.

Vicki Meinecke, Area III Representative, moved to adjourn and Carol Dufek, Member at Large, moved to second, meeting adjourned at 4:20pm.

Next meeting will be Thursday March 16, 2006 at 2:00 – 4:00, Raynor Memorial Library, Conference Room A.