

University Staff Senate Minutes

December 15, 2022, 11:00-1:00 p.m.

Raynor Memorial Library, Beaumier Suite C

Present:

Elected representatives:

Melissa Econom, Calley Hostad, Sarah Kazlauskas, Robin Cork, Carol Trecek, Amber Jensen, Maria Cooper, Chris Bartolone, Jack Bartelt, Molly Eldridge, Latrice Harris-Collins, Steven Robertson, Christine Fleming

Other attendees:

Tina Aiello, Yasi Blackmon, Cliona Draper, Patty Przybylka, Paul Dion, Maggie Klatt, Karli Webster, Wendy Butler, Elizabeth Voltner, Sherri Lex, Amy Kaboskey, Tia Langnes, Ritu Sachdev

Chair Carol Trecek began the meeting at 11:03 a.m.

Molly Eldridge led the reflection.

Special Business

Guest Speakers: Dr. Chris Navia, Vice President for Inclusive Excellence

[Link to presentation slides is available here.](#)

- Chris shared some of her family's story and her identity as a first-generation college student.
- Described her vision for a thriving Marquette where students, staff and faculty bring their whole selves. A vision for a college climate where it is easy to be yourself.
- Emerging priorities
 - Improving campus climate:
 - Help students catch up on the social development that was missed during the pandemic. Bring students out of their dorms to create teams and rich relationships.
 - Students, staff and faculty, have become transactional, and we need to move back to being relational with each other.
 - Building on the strong foundation of the Office of Institutional Diversity and Inclusion (OIDI).
 - OIDI has a predominately female team that has dealt with a lot of conflict as of late, and has dealt with those issues with grace and compassion.
 - Align the efforts across the campus around DEAI work.
 - Variability
 - Silos
 - Common goals
 - OIDI has already created a map of these efforts across campus that can inform future conversations and work.

- Collaboration partners that make sense for students, to provide a holistic experience.
 - Student Affairs
 - Xavier Cole and Chris have discussed what this should look like from the student experience for a holistic approach.
 - Student Success
 - Chris is on the planning team for the Lemonis Center for Student Success.
 - Central hub for support, Chris will have an office there.
 - Has decided what units will have a presence in this space. Looking now at how staff will engage with each other in the space.
 - Soft spaces with moveable furniture, clear glass walls on offices so it appears open and accessible.
 - Thinking about who our future students are. They will continue to be first-generation students, students from communities of colors, and students of limited incomes.
 - Mission and Ministry
 - Looking at integrating equity, excellence, and mission and ministry. The importance of living out MU Jesuit values. Looking at how we do that in the most seamless way.
- Key action steps
 - Helping students in emergency financial distress. Providing a resource base for students who are in need to keep students moving forward and progressing at MU. Examples include students experiencing food insecurity, winter clothing needs, surprise medical bills, and housing insecurities, crucial transportation repairs.
 - Emergency grant aid website coming in the Spring semester to help students get help and retain their dignity. They are hoping that the website will have a donation option for folks to support these efforts as well.
 - MU has a formal process for addressing student conduct issues, however there is a need on campus for students to resolve conflict. Looking to put together a variety of resource for students, faculty and staff to honor and retain dignity for people on all sides of the conflict.
 - Examples will include restorative justice, and shuttle dialogs.
 - Building cultural competency at all levels across campus. Often when an issue on campus rises to the surface it is brought to OIDI instead of folks resolving issues in their area. As a University we need to get comfortable apologizing and discussing issues.
 - Connecting the different groups on campus. Getting away from creating sub committees to broaden the “holders of this work”. Equity and inclusion work should take place across all areas of the University.
- Question: Recently saw that graduate students are excluded from the Lemonis Center for Student Success. How do you see graduate students fitting into all of this?

- Lemonis Center's focus on undergraduate students was donor driven.
- We do need to support graduate students, and they are looking to find balance and supports that they need. Each graduate student is different, some are working full time, commuting in, at a different life stage with families. How do we continue to work with faculty around their pedagogy to improve their classroom environment.
- Doug Woods is doing a lot to build the infrastructure to support students. Across MU we really do focus on undergraduate more than graduate students, and we need to look at the supports we need to offer them.
- Example: Iranian students needing support in the face of the conflicts happening in Iran. They cannot go home, they cannot talk to their families, have friends that are currently imprisoned. What can MU offer these students? Listening circles, etc.
- Question: Is there a current application process for emergency aid?
 - Currently it depends on the emergency aid you apply for. For example, the [Backpack Program](#) is a free and confidential service, a student-led effort to provide support to any Marquette student who is having difficulty accessing affordable, nutritious food and other essential household items. After filling out an intake form, students will be able to pick up a few days-worth of groceries and additional personal products. No student will be turned away. While the [Bridge to the Future Fund](#) is managed by the Office of Financial Aid. This emergency fund provides financial aid assistance to students whose changing economic circumstances jeopardize their ability to continue their Marquette education. The Bo and Candy Ellis Student Success Fund is managed by the OIDI office. This fund is new, and the website was launched in April, however Chris would like to simplify the process for students to apply. The Center for Peacemaking also has a support fund.
 - Often students are coming to student affairs and ask for help, not following a set process. OIDI has a team of folks that discuss, and it includes staff in financial aid. Currently these resources are word of mouth, the goal of the website is to list all available funds and collect student's need to match them up with the best supports.
- Question: Are we seeing a good level of engagement with the Making Marquette Inclusive Series?
 - Currently looking at two elements of the series. To this point it has been predominately women that have participate, so we need to get more folks that identify as male participating in the series and moving into the facilitator role.
 - Not an issue filling the sessions, but a focus on who has missed out on the opportunity and what happens after. To date hundreds of people have taken the course already. Worth looking at who we are privileging with the time and date we are offering the course, and supervisory support for folks spending time on this learning.

- Chris would like for folks to feel more confident with bystander interventions, especially related to harassment. Building confidence in bystander interventions for both harassment, verbal abuse, and microaggressions.
- Talking to Claudia Paetsch about compensation for facilitators leading these sessions. Should there be additional compensation for facilitators, or a certificate program.

Special Business

Guest Speakers: Lynn Mellantine, Assistant Vice President for Human Resources

- Staff Compensation Structure Project updates. Recently presented at University Academic Senate and the last LEAD meeting with the goal of keeping everyone informed as this project progresses.
- The staff compensation structure needs to be reviewed and updated across the entire University to align with changes in the industry standards and best practices. We are due, we haven't updated our salary structures and practices in about 10 years.
- Started working on this in 2021. This past Fall the Segal Group Consultants specializing in this work, specifically for University compensation structures, became available so work could start on the key drivers.
 - They have worked with many universities, national and local, and are experts in this field.
 - Goals:
 - Helping with attraction, retention, and engagement of a shrinking workforce.
 - Increased awareness of compensation structure and practices.
 - Prioritizing opportunities for growth and development within the University.
 - Helping to bridge the campus across silos through job families.
- Project team includes folks from across campus in a variety of roles including faculty.
- Project components include: overall philosophy, job families, market comparables, job levels, salary structure, and policies/practices. Target completion is Spring 2023.
- Project philosophy will be updated as the work continues and will be made available.
- Job families
 - Something MU has not previously used but is a best practice in the industry.
 - Focus on primary duties as documented in the written job description. Based on tasks not titles.
 - There are about 20 different job families. Examples: Enrollment Management, Admissions and Financial Aid, External Relations, Communications and Marketing, and Financial Operations and Managements.
 - The project team looked at all the staff positions, over 1,300 job descriptions, to assign job families. Worked with University Leadership Council members (ULC) to validate the job families, and shared them with key stakeholders.

- Job families are connected to career development and recruitment, compensation administration. Looking beyond the title for clarity in what a role's primary responsibilities include.
- Most departments will have more than one job family.
- The amount of people in each job families will vary, however there is no hierarchy of job families. The level of a role will be found within a job family.
- Next steps include market comparable. We will benchmark with peer groups. These will include similar types and size of institutions, geographical considerations, and peer and aspiration institutions.
- Progress yet to do
 - Create a webpage to share the information, including an FAQ page. Please send all questions to Carol Trecek.
 - The project team will look at job levels.
 - Later in the Spring the team will work on salary structures, practices and policies.
- Question: Expectations of the University?
 - Focus on building the structure, not on the level of salaries or increasing salaries. This is a structure project.
- Question: Will supervisors get a chance to review the job families for the employees that report to you?
 - ULC members reviewed a list of everyone in their department and have signed off on those job family allocations. Employees will be able to see their job family in MyJob in early Spring.
- Question: What was the conversation around cross functional growth opportunities?
 - Looking for opportunities within campus. Employees can look within their job family for a higher-level role, or outside of their current job family to continue growing in their professional experiences and challenges.
 - You will continue to be able to apply for any job open at MU.
- Questions: Will information about this project be shared with individuals, supervisors, departments, and or a newsletter once complete?
 - No finalized communications plan at this point. Looking to create opportunities for folks to have dialogue and ask questions as progress is made.

Regular business

Secretary's request:

- Motion to approve November USS meeting minutes. Motion approved.

Treasurer:

- Budget currently at \$1,958
- Haven't spent much money this year, so please discuss ideas and send receipts. Let her know if there will be any additional expenses this year.
- Molly will give a report on the University Financial Planning and Budget Committee work next month.

Vice Chair:

- Team of six people working on the Spring Spanish language course, which includes: USS, HR, Diversity and Inclusion, and MU Languages.
- First cohort of 16 will start Spring 2023. Students will be notified in the next week or so.
- Finalizing room and budget details.
- A reminder that Melissa is the liaison with HR. Please email Melissa questions so she can bring them to Lynn.

Chair:

- Congratulations to Chris Bartolone for being recognized as a [Difference Maker!](#)
- A reminder to spread the word about items USS shares out on your all the distribution lists you personally have access to.
- Swipe program for food insecurity is moving forward.
- Location for winter meetings. Carol would like to make sure enough people in-person for the guest speakers. We will continue meeting in-person with a virtual option.
- Meeting with Dr. Lovell
 - While there have been issues in the Wells Street Structure for some time, not all the same issues are taking place. There have been multiple issues happening: mechanical, breaking things, etc. The same people that fix the parking structure are working in buildings with many issues including heat so delays are expected.
 - They have walked through the parking structure to put notes and tickets. They are looking at raising the parking level for 24-hour parkers. The number of 24-hour parkers is going down as the commuter parking goes up.
 - In regards to compensation for folks that have had limited access to parking in the Wells Street structure. Folks that pay to park are not guaranteed a particular space or even a particular lot.
 - Going back to Lori Strigens about communication around parking issues.
 - Chris Bartolone looking at an agreement with a local company to help maintain the parking structure and lower the issues experienced. Current company does not have any local employees.

Bylaws:

- Motion to amend our bylaws for UAS seat held by USS member.
- Vote on amendments. Amendments passed.
- Waiting on UAS to move this through their approval procedure.

Communication:

- Proposing to bring in Corey Seemiller for a virtual book club on her book [Generation Z Goes to College](#).
- Expense would include a \$500 speaker fee and copies of the book for a raffle. Potential \$650 dollars for both the speaker fee, book copies, and potentially snacks.
- Goal to discuss Generation Z as they are our future students, current students, and future MU employees.

- Looking to do this one-hour virtual book club discussion in Spring (March or April) near nominations for future USS members. Participants would not need to have read the book before this discussion.

Outreach:

- Secured a room in the 313 building for the third shift employee event on January 11 at 8pm, event starts at 9pm. Catering expenses are estimated at \$1,000. Father Voss has offered to cover half of that expense, however that needs to be confirmed.
- Latrice filling USS lunch boxes with t-shirts, event will include raffle prizes.
- Transportation is in the works.

Service:

- All old Project Night Night materials have been moved out of the space.
- [The Woman's Care Center](#) organization is excited to collaborate with USS.

Police Board:

- Starting in January a mental health professional will join the MUPD team.
- Received a grant for body cameras, for patrol officers to start using this summer.
- Starting the process of accreditation, the only other school in the state to be have a fully accredited police force is UWM Madison.
- Organizing a toy drive with Penfield Children's Center.
- Participated in a program in West Milwaukee, shop with a cop.
- Coffee and hot chocolate with a cop. Read about it in the Marquette Wire, <https://marquettewire.org/4090003/news/cocoa-with-a-cop-connecting-the-mu-community/>.
- There is an increase with instance statistics for this year. This year those statistics included with MKE city, so were elevated.

New Business:

- Reflection schedule for upcoming meetings:
 - January 19, 2023, Melissa Econom
 - February 16, 2023, Latrice Harris-Collins
 - March 16, 2023, Kirsten Boeh
 - April 20, 2023, TBD
 - May 18, 2023, Jack Bartelt
 - June 15, 2023, Christine Fleming
 - July 20, 2023, Robin Cork

Senate went into a closed session at 12:44 p.m.