

# University Staff Senate Minutes

August 17, 2023, 11:00-1:00 p.m.

Raynor Memorial Library, Beaumier Suite C and virtual

## Present

---

### Elected representatives:

Calley Hostad, Kirsten Boeh, Amber Jensen, Lizzy Machado, Molly Eldridge, Tina Aiello, Jack Bartelt, Dwayne Burtin, Maria Cooper, Robin Cork, Latrice Harris-Collins, Sarah Kazlauskas, Yvonne Printz, Steven Robertson, Rae-Ann Vanek, and Karli Webster

### Other attendees:

Jenny Alexander, Yasi Blackmon, Jack Goods, Paul Dion, Anna Borchardt, Mary Dunnwald, Melissa Econom, Annie Empey, Wendy Butler, Kathy Coffee-Guenther, Sherrie Dorff, Amy Kaboskey, Lizzie Kerrick, Jane Kondracki, Tia Langnes, and Margo Leone

Meeting started by Calley Hostad at 11:04am.

Reflection led by Amber Jensen.

## Special Business

---

Guest Speakers: Lynn Griffith and Mary Czech-Mrochinski

***Link to meeting slides [here](#).***

1. Speakers presented a slideshow with information about the 2024 RNC Convention.
2. Jean Dole could not be here today.
3. DNC Convention prep helped us prepare for the RNC Convention prep.
4. The event is July 15-19, 2024 but starting next June it will get very active in the city and on campus.
5. As was the case with the DNC Convention in 2020, the university is dedicating all our revenue from this event to scholarships
6. We are nonpartisan or bipartisan, we're helping the city. It's not about red money, or blue money its green money!
7. We want to remind people that we aren't located in Marquette, Michigan.
8. 12-person convention steering committee-centralize all decision making and planning
  - a. We are open to feedback and ideas, we learned in 2020 that if we didn't have this central spot, people didn't know who to contact.
  - b. There are 5 subcommittees- one subcommittee is dedicated to safety and security.
9. Assistant Chief Kranz conducts an annual crisis drill-we are not told the topic because we want it to be authentic, we practice different activities, we can do a lot to prepare. This summer, the annual crisis drill was focused on an convention scenario.
10. MUPD will have a 24-hour emergency center to address issues that come up.
11. We spoke with partners in Cleveland and Philadelphia who have hosted political conventions to exchange best practices.
12. We are a nonpartisan entity, We want to showcase the Marquette University Law Poll and make sure people are using that poll, we're discussing how to showcase faculty experts, who can be an expert on things that are uniquely Milwaukee, thinking outside the box about how we can position these faculty on the global stage.
13. Want to make sure that students who are on campus will have a role whether this be internships or tickets to events on campus.

14. We'll make sure there is housing for students enrolled in summer classes.
15. We want to help facilitate the internship process.
  - a. entities utilize handshake, maximize this opportunity for students.
16. Admissions tours will be open during this time only for convention-related attendees. Want to target MU to people visiting Milwaukee who might have college age kids-use for recruitment.
17. **QUESTION: Things in the area will ramp up before the convention but will it get busy on campus?**
18. First week of July -gift of time, then one week, then convention time, that week after GOT we will see more people here for housing,
19. Maximizing scholarship revenue
  - a. Went back to folks we worked with in 2020, we are already 90% booked in residence halls.
  - b. Law enforcement and media outlets
  - c. We gave priority to students in summer programs e.g. -EOP, priority not to displace students and give them space.
  - d. Spots for MUPD and volunteers
  - e. Working with folks to rent apartments.
20. **QUESTION: Do you anticipate that there will be greater interest in the event spaces leading up to the event?**
  - a. People visiting are most interested in housing, not so much event spaces.
    - i. Typically, there are less actual delegates for the RNC Convention vs DNC Convention.
    - ii. As things evolve and as corporate partners continue to weigh in on their roles, it will become clearer.
    - iii. There are less housing options than event options.
    - iv. Some people want to be closer to Fiserv.
21. Campus impacts
  - a. Lots of traffic throughout city, we don't know if the secret service will close streets, they don't communicate ahead of time-security issue.
  - b. Could revise bus lines for this event.
  - c. The conventions have designated protest space, but we understand from other campuses that protests may occur organically and need to be prepared. For example, Wisconsin Avenue might be a location for protest.
  - d. We might be right outside the federally designated security perimeter; we'll know closer to the event.
  - e. There will be an actual fence closer to the Fiserv to designate this perimeter.
  - f. There will be traffic from delegate transportation.
22. Safety and security
  - a. Things could get shut down and this could change day to day.
  - b. MUPD will have a physical presence on campus.
  - c. AJCU partner schools we'll be working with
  - d. YOU WILL NEED YOUR ID AT ALL TIMES
  - e. You may be questioned by non-MU personnel.
  - f. We will be giving continuous updates.
23. Operations
  - a. Want to maintain operations but decrease traffic.
  - b. No in person classes the week, faculty will be communicated with by the vice provost and registrar, very few exceptions (lab clinicals) recommending they use the morning hours.
  - c. Most of us can do our work online.
  - d. We'll be working with the operational subcommittee.

- e. Not hosting any youth camps that week-safety and logistics
- f. We're working with the campus clinics-will be hard for people to get to the clinics given likely interruption of bus services and heavy traffic.
- g. With the work from home-is there a formalized plan to have supervisors check in
  - i. There will be a formalized process discussed later but we wanted to give everyone the heads up.
  - ii. We will over communicate this and it is up to the supervisors to work with their teams to negotiate.
- h. It is good for the city to host the RNC Convention here. Milwaukee's Mayor and County Executive were heavily involved in recruiting the RNC Convention to come to Milwaukee. Wisconsin's Democratic Governor is supportive. This is a great economic opportunity for our city and state, regardless of political affiliation we are called to be good hosts and representatives of our city and state.

#### 24. Questions

##### a. How to get involved?

- i. Reach out to Jean Dole if you want to get involved.
- ii. We'll be hosting an information session about how everyone can get involved, more to come! [Jean.dole@marquette.edu](mailto:Jean.dole@marquette.edu)

##### b. For the events happening before that week are we being expected to work from home?

- i. No, it shouldn't be a lot of traffic the week before, only work remote the week of the convention starting July 15th.

## Regular business

---

### Secretary's request:

1. Need to approve and send out June minutes.

### Treasurer:

1. \$963 remaining from last year.
2. \$2k for this year to fund whatever we want to do.
3. Money we spent last year went to the;
  - a. Lemonade stand-MU backpack program
  - b. Dinner appreciation for 2<sup>nd</sup> and 3<sup>rd</sup> shift employees.
  - c. Book club
4. Ideas for spending money this year
  - a. Swag-winter hats, 2 styles, vote on your favorite hat
    - i. **QUESTION: Who gets the hats? What do we want to give them away for, goal to raise awareness of this group?**
    - ii. Amber will ask if we can put staff senate on the back of the striped hat.
    - iii. [Option 1](#)
    - iv. [Option 2](#)

### Vice Chair:

1. The Vice Chair will liaise with HR once a month.
2. September 6 is the first meeting.
3. Send me any issues you want to discuss or email the staff senate email; it will be confidential.

### Chair:

1. Meetings are scheduled, decided to meet on December 14, the second Thursday of the month rather than 3<sup>rd</sup>.

2. We will send out calendar invites and agendas later.
3. We will come back to talking about different events.
4. Officers and chairs met and discussed speakers.
  - a. September-strategic planning, Dr. Hossenlopp will come to speak.
  - b. October-Lynn from HR, benefits and enrollment
  - c. December-Dr. Navia diversity and inclusion award,
  - d. **QUESTION: How can we help publicize nominations?**
    - i. Think about people you could nominate.
5. You don't have to be an elected member to join a subcommittee.
  - a. Email the committee chair if you're interested in joining.

#### Bylaws:

1. Molly, Karli, and Jack are on the bylaws committee.
2. Currently it requires 2 nominations to be on staff senate but we believe one self-nomination should be enough.
3. The Work Environment committee has merged with the officers and chairs group
4. We want to make sure composition of USS reflects composition of university-staff vs academic make up staff senate, right now, its 50/50
5. Could invite Nicolle Skoien to talk about this formula.
6. Staff members who are represented by collective bargaining are not included.

#### Communication:

1. Want to increase the visibility of staff senate, most employees should know we exist, what we do and how we serve the university and create bridges for people to participate.
2. Goals-Make us known and make us cool.

#### Nominations and Elections:

1. Meet once or twice in the fall but most work is done in the spring.
2. Robin is co-chairing with Steve

#### Service:

1. Develops opportunity for staff to serve the larger community.
2. Listed past service sites and activities.

#### Staff Outreach:

1. Last year's activities
  - a. Poker walk and giveaways
2. Dinner appreciation for 2<sup>nd</sup> and 3<sup>rd</sup> shift staff

#### Work environment committee

1. Will be composed of committee chairs.
2. Confidential email placed in chat, goes to Kirsten and Calley, confidential and anonymized. This is a good way to share HR concerns.

#### New Business:

---

1. MU Today
  - a. Jack Goods updates on updated Marquette Today website, which took Marquette Today into 2023, more visually focused, easier to find specific content, each college has its own page. There will be more content. Opening it up to more college specific information. You will be able to find RNC info on MU Today

- b. Most newsletter open rates are 20%; ours is 40%
- c. As Staff Senate we will want to use MU today a lot more to promote our group
- d. We invite guests because they are helpful for the staff community.
  - i. Maybe we can report on who is coming or what they said.
  - ii. In the past, there was a desire not to oversaturate MU with info, that's why we created the opt in newsletter, but maybe it's a good time to update that policy, and submit a blurb once a month.
  - iii. We could post pictures of guests, blurb about what they shared and links further content.
  - iv. Create a format for that and update once a month.
- e. If you go to campus life you can filter by employee life
- f. Include event links.

## 2. QUESTIONS

- a. **Are you hoping with expanded content that more people will reach out with stories?**
  - i. Yes! Please let me know what's going on! It depends on the type of news. There is a submit news button. If it's super niche, talk with the comm person from your school.
  - ii. [MU TODAY NEW SUBMISSION LINK](#)
  - iii. [Jack.goods@marquette.edu](mailto:Jack.goods@marquette.edu)

## 3. Goals for this year

- a. Maria cooper-Get more involved in Iggy's Marquette and MarKept
  - i. There are still opportunities for people to get involved.
  - ii. There is a lot of need and people are buying it!
  - iii. You can donate things.
  - iv. Good publicity.
  - v. Kirsten posted info in the chat.
- b. Kirsten Boeh-Dig into what our mission and purpose is on campus, I think we've become really active in the last ten years, have we updated our strategic plan since then, we are different from academic senate (shared governance vs 7information sharing)
  - i. Take advantage of historical
- c. Sherri -Explore employee benefits, specifically retirements benefits.
  - i. E.g.-not being about to take online classes, how can we be better informed about these changes in our benefits, seems like its decreasing a lot4.
  - ii. Kirsten will contact HR to talk about these changes in benefits.
- d. Amber Jensen-meeting new staff members during orientation
  - i. Community building and onboarding of new employees
  - ii. Ways we can meet new employees, monthly half day HR event, host coffee hour after the event.
  - iii. We used to be a part of orientation but got cut, could be optional, not required.
- e. Tina-parking
  - i. It's frustrating, parking in structure 2, students are parking overnight on the first and second floor, if you're going to have a parking space overnight park higher up.
  - ii. Parking structure safety-lock your car
  - iii. Have designated student parking spots high up and faculty/staff park lower down.
  - iv. There needs to be more enforcement.
  - v. Need to find out who has knowledge in this area?

- vi. Lack of staffing-hard for them to enforce because no one to enforce them, don't want to make rules they can't enforce.
- vii. Carol-last year we asked some of these questions,
  - 1. Mike said that.
  - 2. Commuter students get same access as faculty and staff.
  - 3. Laura said -they maintain the parking structure to the extent their staffing and funding allows, aren't able to monitor the parking structures as much as they used to
- f. Karli-student employment wage changes
  - i. Bring someone to come in to talk about wage changes and how that decision was made.
- g. Yvonne-there is a student calendar cycle, what if we create a staff calendar cycle?
  - i. Commit to a cycle so people can budget time and money.
  - ii. Welcome back from staff, what are the things we can do to celebrate milestones every year.
  - iii. Since we have three-year terms, don't want to commit future groups to a calendar or events but we could still create it and let future groups decide.
- h. Yvonne-
  - i. Contact Wendy
  - ii. For staff who are interested in leadership positions and want leadership training, we could be invited to that.
- i. Kirsten-look at unrepresented departments
  - i. Which departments have historically been represented; how can we engage them more?
  - ii. Are they more remote?
- j. If more ideas come up, email staff senate.
  - i. [Staff.senate@marquette.edu](mailto:Staff.senate@marquette.edu)
- k. Amber-swag idea list
  - i. If there are any item ideas, functional that people might use on campus or around the office.
  - ii. We can spend it before the year end.
  - iii. My goal is to have a variety of give away items.
- l. Kirsten
  - i. What portion of our budget should be apportioned to each event, set this number at the beginning of the year so we can be more intentional about what we spend money on?
  - ii. If we partner with other groups-our cost goes down
  - iii. Robin will reach out to mission and ministry to see if it's possible to partner on the book club.
- m. Next meeting is in September with Dr. Jean Hossenlopp.

The meeting adjourned at 12:25pm.