

*University Staff Senate Minutes*  
March 17, 2022, 11:00-1:00 p.m.  
Via Microsoft Teams

Present

Laura Abing, Lauren Accola, Tina Aiello, Jack Bartelt, Kirsten Boeh, Michelle Burton, Wendy Butler, Maria Cooper, Robin Cork, Deanna Davis, Nadine Desmaris, Sherrie Dorff, Cliona Draper, Melissa Econom, Molly Eldridge, Christine Fleming, Rachel Hannah, Ann Hilbert, Calley Hostad, Amber Jensen, Amy Kaboskey, Maggie Klatt, Jane Kondracki, Jay Kutka, Sherri Lex, Lori Montezon, Karen Nest, Karen Ortiz, Yvonne Printz, Steven Robertson, Jennifer Russell, Carol Stachewicz, Nicolle Skoien, Carol Trecek, Rae-Ann Vanek, Elizabeth Voltner, Chad Wheeler

Chair Carol Trecek began the meeting at 11:01 a.m.  
Kirsten Boeh shared the reflection.

Special business:

Guest Speaker: Jay Kutka, Senior University Budget Director

Enrollment for Fall 2022:

- Undergraduate: Marquette University is up 19% in first-year undergraduate deposits compared to 2021. The Office of Undergraduate Admissions has instituted some new incentives for students include basketball tickets to increase deposits.
  - The goal is 1843 first year students.
  - Room and board has increased 3.5%.
  - Undergraduate enrollment is at a low point for fiscal year 2023 and 2024.
  - Fiscal year 2022 has fewer students than were budgeted.
  - The university continues to look for ways to increase student recruitment.
- Graduate: enrollment looks strong due to incubator programs and a continued demand for the College of Nursing.
  - There has been growth in graduate credit hours which includes online education (not including doctoral programs or tuition remission).

Staff/ faculty:

- Merit raises are planned to be reinstated starting next fiscal year.
- The university is planning to continue tenure track equity adjustments.

Questions & Answer

- Is the merit increase distributed equitably? How much is benefits?
  - Yes, all units are allocated the established equitably

- Jay will carry that message where he can. Carol has also shared with leadership. A LEAD briefing will go out explaining this process. Merit will be following the performance appraisal process.
- Staff who cannot work remotely are incurring expenses (inflation, gas, parking) and are asking if there's a way for merit increase plus cost-of-living increase that could be used to alleviate this strain?
  - Please give leadership time to work through this. They are well aware of this situation.
- Can vacation days be shared or donated among staff?
  - This has been discussed, but it is an HR issue.

## Regular business

### Secretary's Request

February meeting minutes approved.

### Treasurer's Report

No report.

### Vice Chair's Report

Workforce environment: Melissa met with Human Resources

- Employee Engagement Survey: this should not be confused with the climate survey; it is taken from a Gallup Survey of questions and is a follow up to the 2019 survey. The purpose is to gauge first person feedback and how engaged you feel in both your unit and university as a whole. Feedback for leadership of institution in general was not the goal.
  - Wendy Butler would be happy to provide more input and discuss results. She is posting definition of engagement in the comments (belonging and appreciation).
  - What will be done with results? The 2017 results were not published but used as a baseline. The 2019 survey expanded beyond leadership development and reports were shared with each department if more than 10 people responded. Leaders asked to create an action plan and determine steps on how to fix/ support what goes well. Engagement survey will be given every three years.
- Discussion of changes in job descriptions: between attrition, RIFs, retirements, COVID changes, individuals feel jobs have changed significantly and are asking if institutional leadership will address changes in roles and tasks. HR recommends employees start with their supervisor, bringing evidence to the discussion. [The process is outlined in UPP 4-12.](#)
  - For clarification, changes in day to day or overall duties constitute the need to re-evaluate a position. Additional duties may not be enough to activate a change in position description.
  - Note: just because you may have more work doesn't mean that your job is necessarily different, so make sure that there are changes in what you do in your work.
- Permissions for staff to attend events: is there guiding language to determine if a staff member has permission? Currently there is not. Roles and responsibilities are so vastly different that a blanket response is difficult. Staff members should work with supervisors and look at type of

event: university wide events, professional development, topics of interest, seek coverage if needed and have open discussion. The Department of Human resources does intend to create a supervisor training event where similar topics will be covered, perhaps including Gary Meyer.

- Concerns were noted that this puts the onus on the employee and that university events are part of the overall benefit of employment beyond salaries.
- If you are in a situation (or know of someone who is), please reach out to [Wendy Butler](#).
- Staff senate would like to partner with HR on wellness regarding a spring event such as the Poker Walk. If you would like to be involved, please let [Melissa Econom](#) or [Lynn Mellantine](#) know.
  - Note: the [Wellness page](#) has been updated with links and resources.

#### Chair's Report

- Melissa and Carol met with Jay Kutka and Ian Gonzalez regarding staff representation on the University Financial Planning and Review Committee (UFPRC). Discussion that led to part of the value includes that coming to talk to us = reactive and allowing representation = proactive. Carol will circle back.
- John Su will be the speaker at our April meeting to discuss the student success initiative. If you have questions or concerns, please send them to Carol Trecek.
- The Excellence in University Service Awards nominations are due April 8.

#### Subcommittee reports

##### *Nominations and Elections:*

- Nomination form will go live on April 25, and more details will be shared in April. Committee will be asking staff reps to recruit at least three individuals to run (candidates need to have been employed for at least one year).

#### Other business:

- Exit surveys: How can we find out why people are leaving the university? Melissa Econom will take this question to Human Resources.
- Town hall: Is there a possibility of getting all members of the executive leadership team together in one room to answer questions and hear issues?

The meeting adjourned at 1:10 pm.