

# University Staff Senate Minutes

October 10, 2024, 11:00 am-1:00 p.m.

Raynor Memorial Library, Beaumier Suite C and virtual

## Present

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**Elected representatives:** Kirsten Boeh, Luke Morrison, Yvonne Printz, Jack Goods, Jeanne Zaroni, Lucie Wehbe, Sarah Kazlauskas, Amber Jensen, Robin Cork, Latrice Harris-Collins, Tina Aiello

**Other attendees:** Mary Serrano, Paul Dion, Tammy Meyers, Megan McFadden, Ritu Sachdev, Sally Doyle, Vicki Trautschold, Tia Langnes, Irene Cvetich, Sheila Kershek, Yasi Blackmon, Chad Wheeler, Stephanie Werkowski, Ben Kennedy, Kim Perez, Lizzie Kerrick, Elizabeth Voltner, Nicolle Skoien, Coreen Bukowski, Megan Pavlic, Michelle Kasbohm, Courtney Hanson, Lisa Vlach, Tim Miles, Molly Eldridge, Kim Poehlman, Jane Kondracki, Jobey Clarke, Katie Ruetz, Jamie Busse

## Meeting started by Kirsten Boeh at 11:00 AM.

**Reflection led by Kirsten Boeh.** Asked all to pick a word of intention for the meeting. Everyone in the room shared a word and some staff posted their word in the Teams meeting chat.

## Special Business/Meeting Guests/Topics

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**Guest Speakers:** Jill Guttormson, Ralph Weber, Lynn Mellantine

[Link to meeting recording with slides here.](#)

### **Dr. Jill Guttormson, Dean of the College of Nursing & Ralph Weber, General Counsel**

1. Jill giving overview of report and open to answering questions.
2. Securing our Future was an initiative of the new Strategic Plan under “Healthy Campus.” The goal was to find efficiencies and reduce our budget by \$31 million by 2031.
3. Examples include sustainable program review, thinking about duplication of services across campus, are there ways that departments or colleges should be restructured, etc.
4. Ralph shared that by reducing complexity, we can streamline and centralize services to make Marquette better and be more efficient.
5. Kirsten started with first question: As we move forward, how do we make sure that affected staff are in the room to be able to have to voice in decisions? (around the issue of centralization and staff affected by changes)
6. Jill is on the Integration Team for the new Strategic Plan. She shares they are being thoughtful of having not only leaders in the room, but also those individuals doing the work. The model of centralization has not been determined or “locked in” yet.
7. Kirsten asked what is coming next and how are changes being pushed forward?
8. Jill said there are some groups and committees that have not been formed yet to determine changes. Will solidify them and get them out to campus soon, want to do it in a thoughtful way.
9. SIT used to reference “Strategic Implementation Team”
10. Ralph emphasized that it’s very important to have individuals affected at the table. One way that centralization can help is manage and balance workload across individuals. He gave an example specifically about budget/business managers in Office of University Relations and College of Arts & Sciences. Some have too much work and others have not enough, and certain budget or business managers are being tasked with much more beyond the scope of their role.

11. Kirsten opened it up for questions. Amber had her hand up in the Teams meeting. Amber asked a question about who will be involved in this centralization process.
12. Sally Doyle commented that it's very challenging to talk about this model publicly. There was a model we were going to move to six years ago and then we had a Provost change, and it didn't happen. This is something that the university has been considering for a long time. Staff should have confidence in leadership that we will vet and determine the best model for our campus with including as many people as possible in these decisions. This process will be done with the best interest of the university and the individuals impacted.
13. Jack Goods asked about benefits being scaled back for employees and/or some reinvesting potentially in staff salaries.
14. Ralph shared that they want to find \$12 million to add to staff salaries. He acknowledged that we shouldn't make cuts without reinvestment.
15. Kirsten shared a question we received on the form. The question was about raises for staff and pay bands. Jeanne Zanoni referenced large raises for certain staff in Zilber in the recent past.
16. Jill has no knowledge about merit increases that Jeanne is referencing. Ralph says there will be additional information coming out in the coming months about staff salary structure and compensation analysis from HR. HR has done a lot of benchmarking on salary range and pay bands. Positions are being evaluated to ensure our salaries are within benchmarked ranges and that includes senior leaders.
17. Jeanne Zanoni is concerned about disparity in raises or promotions across campus. She expressed frustration about working with staff and HR to get promotions or raises and they've been denied.
18. Chad Wheeler asked as a parent, as he has a child who is a high school senior. Concerned about program cuts. How are academic program cuts being announced and shared with applicants? Jill shared that students admitted to a program prior to a decision to sunset it, will have a teach out and will complete that degree. There were 15 academic programs recommended to be no longer continued as a part of Securing our Future. Many programs had fewer than 10 students currently in those programs. Decisions will be made in February, over half of the 15 programs are graduate programs. Sustainable program reviews taking place through end of January. Timeline is long for academic program closures. Estimated to stop admitting to these programs in Fall 2027. Kirsten and Jill both commented that program closures happen every year. These programs will go through the same process of any
19. Ralph shares there are consequences when we continue to run these small academic programs and do not sunset them.
20. Kirsten shared question about tuition remission. There will be a new administrative fee for dependents of eligible employees each semester they are enrolled at MU. They don't have a determined cost yet. Not sure when it will be implemented, probably not this current academic year. No administrative fees for employees using tuition remission benefit.
21. Sarah Kazlauskas asked about the merit bonus for those who are at the top of pay band or over it. Jill and Ralph explained the process. They wouldn't really be bonuses, rather they merit amount would be paid out rather than be added to base pay.
22. Jeanne expressed concern again about reducing budgets and reducing staff. She emphasized staff feel distrust with campus leadership due to
23. Jill shared that we can continue collaborating to improve. Shared we need to have a more nimble way of thinking within higher education. How can we harness the power of our staff and collaboration instead of thinking about cutting staff?
24. Ralph added that one of their core beliefs is that there needs to be a positive view that we are engaging together to figure out how to make Marquette strong for our students and staff. Jill shared that we are ahead of the curve on this process compared to other universities. SLU has a

similar process of where they have to reduce by \$60 million in 3 years. Jill has been proud of the way we have leaned into doing this work.

25. Kirsten thanked them both for their work and for coming to speak with us.

### **Lynn Mellantine, Assistant Vice President of Human Resources**

1. There is a Health Care Task Force, which is an advisory group in the design and communication of Marquette's medical and wellness plans/offerings.
2. Last year, everyone had to reenroll in benefits.
3. Lynn shared data on health care visits for staff enrolled in health insurance through MU. (Powerpoint slides)
4. Healthcare cost trends – 9% average cost increase of employer-sponsored health care coverage in the US according to AON. Marquette's cost increase for health care coverage is less than 9%.
5. This year is passive re-enrollment. Employees only have to re-enroll if they want to change plan or coverage OR... you have to re-enroll if covering a spouse, if electing FSA or HSA, if electing new benefit – Aura. Aura is identity theft and fraud protection. \$9 for employee only and \$15 for family (for up to 10 adults).
6. No changes to premiums for all non-medical benefits. No changes to plans and tiers. No changes to My Wellness program and incentives (Sept. 1 – August 15)
7. Still have partnerships with UMR, Navitus, Tria Health, 2<sup>nd</sup> MD, and Life Matters (EAP services, use of this has increased) – no changes
8. New this year – MetLife Aura. List of what is covered on slide.
9. New this year – UMR Emerging Care program. Outreach to members with at-risk health behaviors, many ER visits, behavioral health/substance abuse, etc.
10. Medicare Eligibility and Education Services via Brown & Brown – free consultation and education for any employee or family member. Outreach to members approaching eligibility (64.5 years old) and those 65+ years old. Assistance with selecting and enrolling in Medicare benefits and coordination.
11. Review the 2025 Annual Enrollment Guide and Total Rewards Guide. Reach out to HR with questions. Enrollment dates are October 21-November 4.
12. Jeanne commented that it's great that we are providing a benefit for identity theft and fraud protection. She thanked Lynn Mellantine for her work on benefits.

## **USS Officer Reports**

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### **Secretary: Kate Bracciano**

1. Meeting notes for the September and October meetings will be approved at the November meeting.

### **Treasurer: Yvonne Printz**

1. Budget is still at \$2,000. One request for funds which won't happen until after the new year. We will discuss a new proposal. No funds have been used yet this year.

### **Vice Chair: Latrice Harris-Collins**

1. Excited that Lynn Mellantine from HR is joining us today to talk about benefits.
2. Student in EOP is running a drive for feminine hygiene products to provide to students at MU. Latrice will post a copy of the flyer in the Team where you can learn more.

## Chair: Kirsten Boeh

1. Dwayne Burtin and John Sweeney are elected representatives of Staff Senate who are no longer at Marquette. We need to reach out to the next two top candidates (based on number of votes) from the previous election to see if they are interested in joining the senate.
2. We will be getting a student representative on Staff Senate. They will hopefully attend the next meeting.
3. Latrice and Kirsten meeting with Joel Pogodzinski on Monday. Kirsten wasn't able to meet with Kimo Ah Yun two weeks ago, but their meeting is set for later this month. She will have an update at the next meeting.
4. Kirsten shared we are looking for up to two elected representatives for the Crisis Management Team. They meet monthly and participates in a half-day annual crisis drill in July. It is a 3-year term. Jack shared there will be two Academic Senate representatives. He believes it's great to have folks of varied backgrounds on this team. Jeanne Zanoni expressed interest. Kirsten will post the opportunity in the Team as well. Will put to a vote if needed.
5. Winter Wear Drive for grad students announced in Marquette Today. This helps graduate students obtain coats, jackets, hats, mittens, scarves.
6. Sarah Kazlauskas put in a plug for Halloween Parade on Thursday, October 31 outside of the AMU for Child Care Center. Bring age-appropriate candy. Expected arrival to AMU is 9:45 AM.
7. Sheila Kershek shared in the Teams chat: 9-Pin bowling event on Monday, October 28th at the Annex. 4:45pm - warm-ups and 5pm the bowling begins.

## Subcommittee Reports/Comments

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### Bylaws: Karli Webster (not present)

1. Kirsten read Karli's updates
2. More conversation about USS statement of purpose and if we are here for representation, advocacy, or both. We talked about voting procedures to follow if there needs to be a blind vote, and how it would be easiest to have everyone do it online form. Since this is difficult to do if some Senators are online and others are in person, the Chair would send the item to be voted on out to the Senators who would have 4 business days to vote.
3. If a vote doesn't need to be blind, then those who are in person can raise hands and those online virtually raise their hand for their vote.
4. Requests for other committees:
  - a. Communications - moving Bylaws to "About" page instead of subcommittee page
  - b. Nominations and Elections
    - i. Consider if the current distribution we have between academic and administrative representatives should be kept as-is or changed
    - ii. Consider if we should adopt term limits
  - c. Service - use "people for others" instead of "women and men for others" to be more inclusive.

### Communication: Jack Goods

1. Jack just started leading this subcommittee and is determining any website updates.

### Nominations and Elections: Tina Aiello

1. Committee just met. Robin Cork gave Tina the binder with all of the information. Tina going to go through it and see if any updates need to be made. Tina encouraged senators to put that title in their e-mail signature.

### Service: Tina Aiello

1. Giving Tree is coming along. Tina reserved a case in the union, going to decorate it. Jack and Communication subcommittee is going to publicize it. Tina going to help buy a tree to put in the AMU.
2. Luke believes there is an extra Christmas tree or two to use at the AMU. Tina will get in touch with him to determine setup and timing.

### Staff Outreach: Robin Cork

2. Robin is preparing the 2<sup>nd</sup> and 3<sup>rd</sup> Shift event.
3. Latrice commented about the size of this event and if we have the budget to ensure all that should be included are included. Robin says we will be OK on budget with additional attendees.

### Work Environment: N/A

## External Facing Committee Reps

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### ITS Security Governance Council:

1. Luke Morrison shared that there is a change about the core confidentiality policy for administration. It won't change anything functionally with e-mails. Public, confidential, and controlled buckets for information. There is a function within Office 365 that governs which information which goes into which bucket. Nothing will change if you are using a Marquette device with your Marquette account. New IT required training for staff.

### MUPD Board:

1. John Sweeney was our representative on this external committee. We are looking for a replacement. Kirsten asked if anyone was interested in replacing him. They need someone by early November to sit on this board. We will post on Teams, let us know if you are interested. Time commitment is

### University Academic Senate: Karli Webster (not present)

1. Special Session held Monday, September 30th as an initial opportunity for senators to receive information and pose questions about the Securing Our Future report and the processes around evaluation and implementation of its recommendations in the coming months.
2. Focused on clarification of what "shared governance" means as currently defined at Marquette via the faculty handbook. UBUS/UBGS and UAS are advisory, so while they vote on whether or not each approves of a change, that is to provide our recommendations. It is still ELT's ultimate decision.
3. Encourage everyone to review the report. It looks long, but a good portion is a summary of why this is being done and what the committee has done. The recommendations are broken into two categories: transformative and specific.
4. Transformative are broad, large-scale priorities that will benefit from involving experts beyond the Steering committee members to define specific actions.
5. Specific are discrete actions that can be adopted and implemented over time following shared governance processes where appropriate.
6. Discussion about programs to be closed or modified - specific departments were not named by the Securing Our Future Committee because they did not know for sure that all of the conversations had happened at the time of that meeting.

### UFPRC: Tia Langnes

1. Tia looking for clarification on what she can share with staff senate. Tia will report back next month.

## New Business/Discussion:

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1. Proposal submitted by ad-hoc committee of Calley Hostad, Yvonne Printz, and Lisa Ploszaj.
2. Yvonne is proposing using staff senate budget for professional development or other resources if a department cannot afford it. They would be mini grants that could be awarded to staff for professional development (conferences, events, etc.). Staff members can submit a form to request funds. Amount awarded up to \$200. This would be allocating 50% of our staff senate budget (which is \$1,000).
3. This would be a pilot and we could vote at the end of the academic year to determine if we would continue with this in the future. We will vote to approve or reject this proposal.
4. Amber shared slight concern with using half of our budget towards this initiative. She expressed concern about tracking expenses and having them justified by the end of the fiscal year. She thinks it might be better to pilot with a smaller amount of the budget.
5. Jack expressed his support of the initiative to impact more people.
6. Sarah Kazlauskas recommended taking individual requests as they come rather than reserving half of the budget.
7. Kirsten gave two deadlines for staff submitting requests: December 2, 2024 and March 17, 2025.
8. Jeanne believes there should be campus-wide support for professional development rather than using the small Staff Senate budget. But she is supportive of staff development.
9. Kirsten and Jack gave examples of offices not supporting professional development opportunities for staff or staggering them greatly.
10. Lucie noted the inconsistency across departments in who can take part in conferences or professional development that involves travel. She recommended moving up the March deadline for requests from staff.
11. Lucie recommended focusing on updating the document and working through this before bringing it to a vote. Yvonne will bring it back to the ad hoc committee to revise the document and send out before voting on it at our November meeting. Kirsten said to send ideas to Yvonne by next Friday, October 25. There was consensus about piloting one application deadline and review process in the spring.
12. Kirsten put it to a vote to pursue mini grant opportunity. Motion passes and Staff Senate will pursue this with an amended.

The meeting adjourned at 12:55 PM.