

University Staff Senate Minutes

August 19, 2021, 11:00-1:00 p.m.

Lunda Room, AMU

Present:

In person: Jack Bartelt, Maria Cooper, Cliona Draper, Nicolle Skoien, Sherri Lex, Kirsten Boeh, Calley Hostad, Melissa Econom, Carol Trecek, Lori Montezon

Via Teams: Laura Abing, Tina Aiello, Anna Arcuri, Chris Bartolone, Rosemary Bass, Coreen Bukowski, Michelle Burton, Wendy Butler, Sue Cirillo, Kathy Coffee-Guenther, Robin Cork, Michael Dante, Marissa Delwiche, Nadine Desmarais, Sherrie Dorff, Christine Fleming, Jyoti Gandha, Rachel Hannah, Amber Jensen, Maggie Klatt, Chelsea Malarca, Laura Mercado Martin, Karen Ortiz, Kim Patterson, Kim Poehlman, Yvonne Printz, Ritu Sachdev, Vicki Trautschold, Elizabeth Voltner, Karli Webster

Excused: Latrice Harris-Collins, Steve Robertson, Molly Eldridge

Chair Carol Trecek began the meeting at 11:05.

Cliona Draper led the reflection

Regular business: USS officer/chair reports

Secretary's request

- Secretary Calley Hostad asked for formal approval of the July minutes. A motion was made and seconded, and minutes were approved for posting.

Treasurer's report

- Treasurer Lori Montezon reported that nothing has changed from the last meeting; USS still has \$2K to spend this year

Special business

Introductions were made by the representatives in the room.

Guest speaker: Jay Kutka, Senior University Budget Director

- Jay's presentation will be included at the end of these notes.
- Marquette is within threshold of lower enrollment but well within contingency:
 - Currently down approximately 100 freshmen (budgeted 1740; roughly 1650 new first year students this fall)
 - Down on transfers
 - Will not know actual results until freeze date
- Enrollment trending down; what are we doing differently to fix? Jay shared that the only way to fix is to potentially change how we are recruiting and working with Undergraduate Admissions to discuss alternatives
- Sources of funding:
 - Question: does UA push for sunset clauses on donations? If there is no match, flexibility to match "spirit" of gift could provide more flexibility in usage

- Budget building assumptions:
 - Question: how is the university doing on its HSI goal? Jay is waiting for the freeze date to gauge
- FY22 Summary:
 - Biggest expenditure: compensation
 - Question: is there information on distribution of salaries across campus? Jay suggested inviting Claudia Paetsch to present
 - Question: have you considered balancing budget through avenues other than staff reduction? Yes. Operating budgets have been cut.
- Operating/ Capital budget
 - Question: when remaining funds could carry over, why don't they? The university could recommend a two-year carryover but that wouldn't make much difference as the one-year budget would likely just be doubled
 - Biggest problem: cyber security
- How is tuition dollar used?
 - Question: could cost of room and board be lowered? UA is working on scholarships for room and board which may help students/ commuters
 - Question: what is the balance between fixing vs. replacing when it comes to maintenance? Jay suggested asking Lora Strigens to present to the group
 - Question: is university minimizing restricted gifts? No, but the preference is for less restrictive gifts / more flexibility
- Question: what goes into the cost of parking?
 - Uber/ Lyft has affected whether or not people drive to work/ park
 - Hybrid work: there are considerations re: parking for an employee who is not coming to campus every day. There is a hybrid work group through HR.

Anyone who is interested in asking questions or looking for further information: please feel free to reach out Jay.Kutka@marquette.edu/ 414-288-7481

Subcommittees

Elections and Nominations

- During the recent election, an oversight was made in not outlining the difference between representatives being elected to open positions and those filling in vacated positions where someone left the university.
- No errors were made, and the election is valid. The discrepancy relates to the issue of transparency at the outset.
- Due to this, the Elections and Nominations subcommittee proposes an exception to the by-laws to allow all seven new members a full three-year term.
- Nicolle Skoien, chair of the subcommittee, laid out the proposal to submit to the By-Laws subcommittee. It is as follows:

Question 1: How the election should have been conducted had it been conducted according to the Staff Senate bylaws?

Answer 1: Transparency at the beginning stating that only 4 of the 7 positions were 1–2-year terms.

Question 2: Details of how the election was conducted?

Answer 2: Didn't share that transparency throughout nominations and elections process. We did follow the bylaws but didn't communicate that to those who were nominating and voting.

Question 3: A list of who this exception will allow additional time on the committee and how long

Answer 3: Impacts Yvonne, Maria, Calley and Kirsten

Question 4: A complete list of who will be up for election over the next three years so that we can see how the change plays out over time for future elections?

Answer 4: If we allow everyone to take the three-year term, we will have the following terms expiring:

- four in 2022, five in 2023, seven in 2024

If we were to follow the by-laws: there will be

- seven in 2022, six in 2023, three in 2024

- Discussion: should we consider another option altogether? We are still in transition due to the high turnover, and there could be more staffing changes.
- Discussion: how should we move forward with at-large members? Should they be selected from the election results after open positions are filled. The Elections and Nominations subcommittee will work with the By-Laws committee to determine options to move forward after resolving the current situation.
- Next steps: Sherri Lex will email a summary of the Elections and Nominations subcommittee's proposal. The By-Laws committee will discuss to determine if there are any issues.
- All elected members will vote on how to proceed at the September meeting.
- In the future, we need to be clearer about the elected vs. appointment process.
- Some other possible changes to consider in the election process: can we use MS Forms instead of Qualtrics? Considerations:
 - MS Forms allows one vote/ email
 - User-friendly
 - Not tied to Qualtrics
 - Privacy: not an issue w/ access

If you have concerns, reach out to Nicolle Skoien

Chair report

- Chair Carol Trecek reported on several items:
 - Reflections are given at the beginning of each meeting; members were asked to sign up for a time to do so
 - External appointments to committee on behalf of USS:
 - Hybrid Work Group: Carol Trecek (this was traditionally vice chair's role, but the committee is wrapping up so Carol will continue)
 - MUPD: Cliona Draper
 - Climate Study: Latrice Harris-Collins (this committee is on hold)
 - COVID: Laura Abing is replacing Lori Montezon
 - Beyond Boundaries: Melissa Econom
 - Innovation Council: Melissa Econom
 - Ideation Review Council: Sherri Lex (this committee hasn't met for a while)

- Ignation Year: Tina McNamara
 - University Assessment: Is there a rep?
- Committees:
 - Office/ chair meetings will be held once/ month
 - Carol asked the chairs to think about what has been done, goals for future
 - How can the USS stay active?
- Meetings with Dr. Lovell: have not yet started but will be every 4-6 weeks
 - Results from Finding Our Future Together Symposium; what's next?
 - If you have topics for discussion, email Carol Trecek or the USS mailbox
- Possible guest speakers:
 - 2020-21: Jacki Black, Fr. Voiss, William Welburn, OMC, Enrollment, President Lovell, Claudia Paetsch (hybrid)
 - Suggestions for this year:
 - Lora Strigens
 - Joel Pogodzinski
 - Jay Kutka (Feb or March?)
 - Claudia Paetsch/ HR (compensation; Econom to ask if willing; staff exodus, exit interviews/ separation)
 - Diversity and Inclusion Award Joya Crear
 - COVID committee member (Xavier Cole?)
 - UA about fundraising
 - Chelsea Malacara, Sustainability and Energy Management Coordinator
 - MUSG/ GSO (Carol will reach out)
- Goals/ Plans: think about what we want to accomplish this year (to discuss in September)
- Joint statement by UAS and USS on COVID-19 vaccinations was [sent out on 8/18/21](#)
- Ice Cream Social: 500 ice cream treats were ordered and approximately 420 were give out at the event; 40 were given to MUPD and 40 to the childcare center
- Near West Side Week will be held week of 9/13; members are encouraged to promote and attend
- Finding our Future Together Symposium feedback:
 - It seemed well-attended
 - There are issues of mistrust
 - This topic will be on Carol Trecek's agenda with President Lovell

Adjournment

Chair Carol Trecek adjourned the meeting at 1:05.