

University Staff Senate Minutes

August 15, 2024, 11:00-1:00 p.m.

Raynor Memorial Library, Study D and virtual (Microsoft Teams)

Present

Elected representatives: Kirsten Boeh, Amber Jensen, Lizzy Machado, Tina Aiello, Jack Bartelt, Dwayne Burtin, Robin Cork, Latrice Harris-Collins, Sarah Kazlauskas, Yvonne Printz, John Sweeney, Rae-Ann Vanek, Jeanne Zanoni, Luke Morrison, Jack Goods, Lucie Wehbe, and Karli Webster

Other attendees: Sheila Kershek, Amy Kaboskey, Mario Hamilton, Anna Borchardt, Michelle Kasbohm, Courtney Hanson, Emily Miner, Tammy Meyers, Nicolle Skoien, Sherri Lex, Calley Hostad, Karen Nest, Stephanie Werkowski, Ben Kennedy, Jane Alexopoulos-Waters, Tia Langnes, Lynn Mellantine, Megan Pavlic, Ritu Sachdev, Elizabeth Voltner, Sue Cirillo, Sherrie Dorff, Julie Radford, Casey Otto, Lisa Vlach, Lizzie Kerrick, Irene Cvetich, and Maria Cooper

Meeting started by Kirsten Boeh at 11:02 AM.

Reflection led by Yvonne Printz

1. Prayer for Feast of the Assumption of Mary (today)
2. YouTube video/song

USS Officer Reports

Secretary: Kate Bracciano

1. Kate is unable to attend the Staff Senate meeting on Thursday, September 19. Mario Hamilton volunteered to take notes at the next staff meeting.

Treasurer: Yvonne Printz

1. Starting budget is \$2,000 for the year. No other updates.

Vice Chair: Latrice Harris-Collins

1. Latrice attended first University Leadership Council meeting. There was good ideation and discussion about the future of Marquette.
2. Latrice met with Lynn Mellantine in HR. Latrice is going to bring things from Staff Senate to Lynn and keep in communication between meetings.
 - a. There was conversation about "what is happening at UWM"?
 - b. John Sweeney asked about what is happening at other institutions.
 - c. Latrice shared that UW System is letting go of tenured faculty. This can cause concerns amongst faculty and staff across other universities and at Marquette.

Chair: Kirsten Boeh

1. Kirsten is working on ensuring the USS Microsoft Team has all elected representatives and interested participants included.
2. Staff Senate (Kirsten Boeh) will begin regular meetings with the Acting President/Provost but no updates at this time.

3. Kirsten Boeh and Latrice Harris-Collins met yesterday with Paul Gasser (Chair) & Jennifer Ohlendorf (Vice Chair) of University Academic Senate. They want to work closely and align initiatives and objectives.
4. Kirsten shared we are still waiting to elect chairs for the standing subcommittees. She asked for anyone who is interested in joining a subcommittee. It can be any employee; they do not have to be an elected representative of USS.
 - a. Kirsten asked that subcommittees meet soon and elect a chair.
 - b. August 30th is the deadline to notify Kirsten Boeh of who the chair will be, who is on each subcommittee, and the goals/priorities of the subcommittees for the year.
 - c. Mario Hamilton asked if subcommittees meet separately from USS monthly meetings and how they function. Kirsten said yes and gave an explanation of subcommittee meetings/timing during the year. She gave an overview of the different subcommittees for Mario.
 - d. Latrice put a plug for Staff Outreach Committee and planning the 2nd/3rd shift event. Staff truly appreciated the event.

External Facing Committee Reps

Cyber Security: Sherri Lex is stepping off of this committee. This individual would represent Staff Senate on this committee. There are changes coming related to protecting privacy and assets of Marquette. Kirsten Boeh shared goals of the committee. Lizzy Machado asked about time commitment for this role. Sherri Lex shared that the meetings are quarterly and last an hour to an hour and a half. There may be more meetings coming up due to changes at Marquette. Luke Morrison volunteered to be a rep on this committee.

MUPD Board: Currently held by Chris Bartolone. Kirsten Boeh gave an overview of the role and commitment. Chris is willing to stay on, but open to someone else stepping in. John Sweeney volunteered if Chris wants to step away. John Sweeney will do it.

Staff Compensation: Kirsten shared that staff salary administration policy is live and available online. It was also shared out in Marquette Today. End of staff compensation project. Kirsten posted the link the Teams meeting chat.

Strategic Planning: N/A

University Academic Senate: Karli Webster shared that academic Senate has not met yet. They are meeting soon, date to be determined. She shared it was very active last year.

UFPRC: University Financial Planning and Review Committee: Budgeting committee for the university. Molly Eldridge previously served as representative. The committee met yesterday. This position will bring a staff perspective to the committee and report back (not details, but high level) Time commitment is heaviest in August to November. Term length is 3 years for continuity.

1. Lizzy Machado asked if this committee is connected to Securing our Future. Kirsten replied that yes, it is connected. Tia Langnes and Tina Aiello both expressed interest in serving as the Staff Senate representative. Karli Webster asked if each person could share why they are interested. Tina shared that she works at the Spirit Shop and handles budget for her area. Tia Langnes helps with the budget for Office of International Education. Open for discussion. Lizzy Machado says that she thinks Tia Langnes would be a good fit and would like to see more staff involved in these positions that are not elected USS representatives.
2. Kirsten Boeh brought it to a vote to decide. Kirsten set up a poll for elected representatives joining online. Elected representatives voted on the poll in the Teams meeting or on paper in person. Conversation in the room while voting and calculation of votes taking place

Subcommittee Reports/Comments - not discussed

Bylaws: N/A

Communication: N/A

Nominations and Elections: N/A

Service: N/A

Staff Outreach: N/A

Work Environment: N/A

Special Business/Meeting Guests/Topics

Guest Speakers: Ralph Weber, Jill Guttormson, Lisa Ploszaj

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

Ralph Weber & Jill Guttormson – Securing our Future

1. Kirsten introduces Ralph and Jill as co-chairs of Securing our Future initiative. Jill thanked us for having them. They did a webinar 2 weeks ago and will do a 5-minute recap. Jack Goods posted the webinar link in the chat.
2. Why they are doing this work – Approaching future fiscal years, there are less high school students. We need to reinvest funds for our strategic plan. They are focused on faculty and staff compensation. The goal is to become a more efficient organization.
3. Where they are in the process right now. They went to talk to unit leaders and also received 300 recommendations in the portal from across campus. Steering committee met to understand budget and enrollment data. They asked unit leaders to look for ways to make reductions or identify stable funds. Leaders were asked to come forward with recommendations to steering committee. The committee spent July meeting with departments and units across campus. Steering committee has been phenomenal. The unit leaders are bringing forward recommendations and most recommendations have been supported by the committee. They will report out to campus soon. Deans and VPs are the unit leaders. They've asked them to work closely with their department/constituents. Ralph and Jill met with 25 different areas/units.
4. Mario Hamilton asked who they met with and the best ideas/recommendations so far. They shared they are considering and following up with unit leaders right now.
5. They brought up ideas related to net tuition revenue. They want to ensure we serve our students well but potentially change the way we award unfunded discount. One idea to drive revenue is through adjusting our model for scholarships and need based aid.
6. From the committee's perspective many/majority of recommendations seem within continuous quality improvement. The focus is kept on being mission driven.
7. Lizzy Machado brought up silos on campus and how it can hinder efficiency. Ralph asked what she meant by silo-ing. Lizzy said each college/area having their own budget manager or their own staff for specific things is one example. Ralph says decentralization happened in the past where each area had their own budget manager, certain roles only for their area.
8. Their goal is to reduce complexity of the organization. Their hope is for more standardization of processes and qualities.

9. Kirsten asked about how individual staff considerations will be made if only unit leaders (Deans and VPs) are involved in decision-making related to this initiative. Jill said that the model for centralizing services still needs more conversation and collaboration before decisions are made. Ralph says that the steering committee has humility about their knowledge of these areas, but still need to move forward and make positive changes for the institution
10. Amber Jensen raised her hand in the Teams meeting. Amber said thank you to Kirsten for shouting out her work. She believes things could be streamlined across academic colleges. She encouraged each college to look at their processes to see how we could be more cost effective.
11. Lucie said that unit leaders need to communicate with team members and consider them before moving forward. Ralph agreed and said that many unit leaders have consulted with their team members.
12. Karli added that if you haven't heard from your unit leader about this process, reach out to them. Karli gave her own example of cross collaboration. She encouraged Lucie to reach out to her supervisor.
13. The full report from the standing committee is going out in mid-September. They want to make sure that communication reaches unit leaders. Ralph said people will be worried about how it will impact them. They are giving unit leaders a deadline to communicate changes to their team before the report is released to campus.
14. Luke asked about consideration of upkeep of spaces related to the budget. Jill clarified it was about quality improvement in units, not focused on individual positions or large capital projects. Let's be thoughtful of how smaller classes/less students at MU will impact the university. Physical footprint is key to the plan as well. Reducing physical footprint can result in savings. Some buildings have tens of millions of dollars of deferred maintenance.
15. Jack Goods asked about paring buildings down or selling them as an option?
16. Ralph said they are going to recommend changes to the master plan and campus footprint
17. Latrice asked about student experience, making sure we are delivering to low income, first gen, and underrepresented students. She is asking how diversity and diverse student populations are being considered in this? How could we better support low income, first gen, and underrepresented students and their engagement? She is asking about support for housing, food, books, etc.
18. Jill brought up shifting of merit scholarships. Deciding how we provide unfunded discount. Less of a blanket approach with providing aid and adjust it to align with our mission. Ralph explained Pere Marquette scholarship awarding process. They have discussed adjusting scholarship model, as they believe there is compression of scholarship amounts that are offered to admitted students. A large percentage of the incoming class didn't submit the FAFSA. They want to provide more money for those with demonstrated financial need, potential for less scholarships for families that do not have demonstrated financial need. Decisions on any changes to awards or award process to be determined by enrollment management and financial aid, not the steering committee
19. Jill outlined rating system for each recommendation and how it will impact on certain priorities. Mario asked about how to determine if someone if someone has financial need from the application. Jill brought up some possibilities. Ralph and Jill brought up need aware admissions and collecting more information up front to determine awarding aid.
20. Kirsten asked about what happens after they submit their report, what is the implementation plan? Jill said there will be a project management model for these recommendations to move forward. Leaders on campus will co-chair different projects.
21. Jill said the steering committee has been tremendous in taking a university-wide approach and perspective.
22. Latrice followed up that she has experience working with families on a spectrum of financial need. She asked if we will have trouble yielding students who don't have need if our offers are not competitive? Ralph talked about emotion tied to scholarship amount and how families

perceive receiving this. Jill brought up yield and how strong our yield of admitted students is, especially when they visit campus.

23. Sarah Kazlauskas shared that she has 3 kids who've attended other institutions. Does Marquette give refunds to students? Jill does not know. A question for financial aid. Jill said the Office of Financial Aid did an incredible job this past cycle with the FAFSA challenges.
24. Thank you, Ralph and Jill! Jill said anyone can reach out to her via e-mail with any questions. Kirsten said to watch the webinar and reach out to Ralph and Jill if you have further questions.
25. John asked if anything was highlighted in the webinar that we should know about it? Karli said it was a refresher in the process, what has happened so far, and what is coming up.

Lisa Ploszaj – Human Resources

1. Lisa recently took on a new role (was HR Business Manager) and now she is Organizational Development part-time and part-time HR Business Manager.
2. One of her goals/priorities is reenergizing GROW Sessions. Enrollment for GROW sessions have been dipping since 2020. Lisa looked at attendance, trends, and what other Jesuit schools are doing
3. They are planning to repackage GROW into 3 aspects: GROW Professionally (competencies), GROW Personally, GROWing with Marquette (tours of new spaces). The sessions are moving from all in-person to a variety of settings (virtual, hybrid, webinars, etc.) HR has experimented with outside vendors and had a good experience. They are starting a list of recommended courses
4. They want to include more verbiage about whether attendance is paid/not paid, staff having an adjusted schedules or finding coverage to participate in these sessions
5. She encouraged staff to have conversations with their supervisors or HR Business Partner about how attendance and pay will work when they attend GROW sessions
6. Kirsten Boeh said Latrice Harris-Collins in her role as Staff Senate Vice Chair can provide assistance through Staff Senate and connect folks to HR. That support is available.
7. Latrice Harris-Collins is asked if managers are encouraged to support this/allow staff to attend these
8. Lisa wants to know if we staff senate, receive ideas for things that could be incorporated for GROW sessions
9. Mario Hamilton asked about how staff are invited to GROW Sessions
10. Lisa said things will go out in Marquette Today. There will be other avenues
11. Kirsten Boeh said Staff Senate can promote GROW Sessions too
12. Latrice Harris-Collins said she is concerned about those who don't look at Marquette Today
13. Lizzy Machado asked how they determine which vendors or campus partners they ask to lead sessions
14. Lisa is looking at what was well-received in the past and is going to meet with units to determine new programming or needs
15. Karli Webster brought up that some folks don't know what LEAD meetings are
16. LEAD meetings are held for supervisors and communications are targeted to supervisors from campus leadership (primarily Dr. Kimo Ah Yun and Joel Pogodzinski)
17. Kirsten Boeh brought up sharing the LEAD e-mail
18. Jack Goods said it is an acronym that stands for Leadership Engagement And Discussion. He did not recommend forwarding the e-mail.
19. Latrice Harris-Collins brought up trainings on certain MU things for new staff – MyJob, EmpCenter, expense reports, etc. Will that be a GROW session? Lisa said it would come from other departments.

20. Kate Bracciano offered to assist with GROW sessions around tours, supervising student staff, TE/FACHEX, navigating college admissions process
21. Latrice Harris-Collins agreed and provided some examples
22. Kirsten Boeh asked about intake form for faculty and staff members to volunteer to host things related to their expertise
23. Karli Webster says that she's heard that people don't have time to participate. She brought up bandwidth within current roles and having time for professional development. She said messages from leaders encouraging attendance would help.
24. Luke Morrison said timing is important for these during the semester, earlier in the semester is tougher for staff to attend. Lisa agreed.
25. Thank you, Lisa!

New Business/Discussion:

After guest speakers ended at 12:45 PM...

1. 12:45 PM: Kirsten promoted Presidential Search Listening Session for staff on Friday, Sept 6 at 2 PM in the AMU Ballroom.
2. Kate Bracciano: There's a form online you can submit to share your thoughts with the firm leading the presidential search and the search committee.
3. Kirsten Boeh passing out calendar for signing up for a reflection (elected representatives only)
4. Need to decide on meeting times for December and April
 - a. December 12 or 19: December 12 is chosen
 - b. April 10 or 17: April 10 is chosen
5. Kirsten Boeh asked about goals and priorities from those in attendance. What is important to this group moving forward?
 - a. Karli Webster put forth increasing visibility of staff senate, elevating/promoting us
 - b. Latrice Harris-Collins wanted to be a voice for others who didn't have power or a platform, who didn't feel they have a voice. She wants to make a better work environment/experience for everyone. Sarah Kazlauskas agreed.
 - c. Mario Hamilton said he wanted to be a part of a group/community to create a collective mission and moving forward. He wants to get more direct answers from leadership.
 - d. Kirsten encouraged everyone to speak up if you feel like a question isn't answered. Ask clarifying questions or reach out to Kirsten and Latrice to do follow up with campus leadership through their roles.
 - e. Latrice Harris-Collins said it's good for leaders to know that we are paying attention and holding them accountable
 - f. Kirsten Boeh said there is a lot of blaming "they"/unknown entities at MU. We are tasked with representing and improving things for staff, not dwelling in negativity.
 - g. Luke Morrison said that AMU has been through a lot of changes, leadership, etc. They are self-sufficient in some aspects want to be more heard as an area.
6. Kate Bracciano will send out outlook invites for the rest of the dates of the year
7. Everyone in the room did introductions

The meeting adjourned at 1:00 PM.

Meeting unadjourned at 1:02 PM

Kirsten Boeh shared that Tia Langnes will be UFPRC representative

The meeting adjourned at 1:03 PM.