

University Staff Senate Minutes

October 19, 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, Robin Cork, Latrice Harris-Collins, Sarah Kazlauskas, Yvonne Printz, Steven Robertson, John Sweeney, and Karli Webster

Other attendees:

Meeting started by Calley Hostad at 11am.

Reflection led by John Sweeney.

Special Business

Guest Speakers: Lynn Griffith, Assistant Vice President of University Communication and Claudia Paetsch, Vice President for Human Resources

1. There can be emergency situations that impact faculty staff and students, when that happens, you don't want to be reactive, you want to have a plan.
2. Our purpose is to share what MU's SERT protocol is, and our ask is that you all be ambassadors of this plan and process.
3. Send feedback and questions to us.
4. We're always open to updating this process.
5. Speaks to faculty and staff emergencies on campus-if someone needs to be transported to hospital because of serious injury.
 - a. Similar process for student flow (Stephanie Quade)
6. Recently changed to refer to any serious or critical injury or death of CURRENT faculty and staff on AND off campus.
7. Do consider emeritus in this? – not if they are not currently working at the university.
8. Call campus police first in an emergency
9. You're not alone and don't have to figure this out on your own.
10. You don't want your phone calls asking for status to interfere with emergency response.
 - a. Following contact to MUPD, if you are aware of a currently faculty/staff on campus serious injury OR a death (occurring on or off campus) you can call University Relations, HR, or MUPD and that will activate this team to respond to the issue.
11. We gather information to the degree we know it to give to campus police and emergency responders, we pull data on faculty or staff members, this is why updating MyJob is SO IMPORTANT! Make sure you update MyJob with current information (cell phone, home address, emergency contact info, etc.).
12. We provide responders with emergency contacts, where they work on campus, if they have any immediate relatives working/living on campus (children, spouses, etc.) and if translation services may be needed
13. We contact the ELT and the employee's vice president or dean, and campus ministry.
14. Would we check to see if they have a child in the daycare center-yes?
15. Are the kids at daycare center part of SERT? Yes, but they also have protocols the must follow as dictated by the State of WI Department of Children and Families

16. We're involved with MUPD, and they communicate with first responders, to share information on the hospital to which the employee is being transported.
17. Then we follow communication protocols according to the chart
18. We don't want people to start calling family members-that can be really traumatizing to family members. We follow colleagues' requests about emergency contacts. In cases of an employee's death, Law enforcement takes the lead on contacting family as the official notifiers. They are trained to deliver this news and we must follow that protocol.
19. Why does it take so long to communicate this information-this is among the worst day of families lives, our first priority is to get the right information, make appropriate contacts and take care of immediate family members and THEN communicate with campus. That's why it can take a long time. There is a whole process going on behind the scenes.
20. In the case of death, the family might say that they don't want details shared, we have to honor their requests. Please help us educate others that there is a process that happens, this is why it can take time to share news or why no news, or limited news might be shared.
21. For faculty and staff, we have people who are on leave when they pass away, so we added the off campus but actively employed employee death notification process to the SERT protocol.
22. We make sure we're coordinating with EAP services. Some people may want to process with a group, some may not, we tailor EAP services to the group. Recognize that people process things very differently, we try to be responsive to that as well, situation to situation, person to person.
23. We always follow the lead of the family in communicating.
24. There is a team that is activated and people who are trained to help, you do not need to take any of this on
25. Share this with your colleagues.
26. If you are ever in this situation, start with emergency responders if you are on the scene, if you hear about it, reach out HR or the team.
27. From a student perspective, we have a similar flowchart, if international student or scholar we notify OIE.
28. Tina-what if they're in the office and need an ambulance?
 - a. Call MUPD, they'll respond and let the SERT team know they've been transported and that will trigger the process.
 - b. MUPD will know whether or not to activate the SERT process.
29. ALWAYS start with MUPD when there's an emergency situation.
30. Text alerts-do we need to reenroll? No, it's continual but you need to make sure you have the right phone number in the right field. Parents of students need to reenroll, faculty and staff do not.
 - a. Claudia will check to see if alumni of children at the childcare center need to reenroll annually in the text alert system.
31. How do you determine what gets a text alert?
 - a. MUPD assesses if there is a threat to campus. We can't overdo it. Its goal is to direct you to take some action because there is a threat.
 - b. If there is a large police presence, you'll get an alert to stay out of the area and limit call volume.
32. If there are any questions, reach out.

Guest Speakers: Lynn Mellantine, Assistant Vice President for Human Resources

Link to benefits site [here](#).

1. This presentation is also available online on the 2024 enrollments page, there is also a recording of this on that webpage.
2. Dates of annual enrollment-start October 23 and ends November 6
3. Meet with Benefits Educator
4. What's new:

- a. You have to enroll in a new medical plan, (or waive coverage) this is an active enrollment process.
 - b. Only 2 plans (PPO and high deductible and 3 provider tiers for each plan)
 - i. The task force looked at options and our relationship with the network.
 - ii. Are we getting the best network and best services?
 - 1. Yes, with UMR
 - 2. Added the NexusACO option because over 76% of all claims already came through tier 1 (less disruption than other network choices)
 - 3. Because we went to NexusACO and made some plan changes, we kept premium increases down.
 - c. Nexus ACO
 - i. PCP designation-having one is really important, a lot of employees do not have PCP and don't have someone coordinating care, with the Nexus ACO network we have to choose a PCP, if you don't choose one by March, you'll be assigned one by UMR based on your zip code.
 - d. PT-top five cost drivers of our plan, muscular skeletal is one of top 5 drivers, want to provide access to this care to avoid more expensive care. PT FIRST. Carved it out from plan, so both PPO and HDHP can go to PT clinic for \$35 fee. Wanted to incentive both plans to be a part of this service, dry needling is included in the \$35 fee. The \$35 fee does NOT go toward deductible.
 - e. No PCP referral necessary for specialist visits
5. New programs
- a. High-cost claims-Samaritan fund, they work with philanthropic people who want support people with specific diagnosis/ needs; need to apply before November 6
 - b. Safety net benefit-for low-income people who met deductible and still having costs.
 - c. People on specialty medications will match people with manufacturing rebates; both employee and plan save if there is a match.
6. Medical plans
- a. PPO-co pay plan.
 - b. HDHP-high deductible health plan
 - i. Spend less on premiums throughout the year and put more into HSA.
 - c. Same services are covered, do want to pay more in premiums and less time at service, or if you take the amount you'd pay in premiums and consider HSA.
 - d. Have to be on high deductible plan to be on HAS; HSA-triple tax advantage.
 - e. List of providers on UMR network
 - f. Always double check to see your doctor is a tier 1 provider even if they are from an in-network hospital.
 - g. Check the facility to see if they're tier 1, make sure the facility is covered and the doctor.
 - h. HSA and FSA managed through WEX, you can manage where those dollars go,
 - i. Our plan is self-funded-we pay for each other, not by insurance.
7. Schedule a meeting with a benefits educator (877) 759-7668
8. Prescriptions
- a. Tria Health-talk to a pharmacist about medications
 - b. Costco-\$6 for 6
9. Dental and vision
- a. No changes
 - b. Vision-use 9-digit MUID#
10. Wellness-we have 1:1 coaching.
- a. October-August aligns better with the hiring schedule.
11. voluntary benefits
- a. take a look! No changes

12. LTD-if you aren't in it, do it! Everyone should do this.
 - a. Great protection for you and family
 - b. You still get a match if you're participating at time of disability.
13. Update your beneficiaries.
14. Next steps
 - a. Enroll in your medical by November 6 by 4pm
15. Questions
 - a. HSA and FSA funds are automatically added to your account (from wellness program)
 - b. Feeling really overwhelmed by the number of accounts I've created, anyway, to do a directory? Yes-it's already there.

USS Officer Reports

Secretary:

- No report

Treasurer:

- No report, if you are chair of a subcommittee, submit budget requests.

Vice Chair:

- John's idea of adding another week of vacation for employees. Updates about compensation study-ongoing, new job description template-trying to be clearer about job activities and aligning them with job level. Still organizing job families into our systems and working on implementing best practices-market comparisons, compensations. This isn't about renaming everything, looking at career paths and structure. Last year was the data gathering phase,
- Center for psychological services wanted to promote their resources to faculty, staff and students, available for therapy and do assessments for therapy and disorders.
- If you call, leave a message, they will get back to you.
- Carol-in the committee, we went over the draft of the staff compensation policy, I think this is going to be a long process, they outside group helped us identify comparable job families with other universities, taking every job on campus and put into a family and make it consistency across campus with job names and responsibilities. At some point in the process, they may look at pay rates and look at certain jobs that need to be compensated differently-still a long way away.
- If you have specific questions, you want me to ask-let me know and I can get back to you.
- Pathways of promotion within the univeristy-by creating job families, we should be better able to help staff find pathways for promotion.

Chair:

- Met with Dr. Lovell, grateful for us taking lead in holiday giving tree.
- Note of gratitude for attending strategic planning meetings
- Guest speaker in November-will give us an overview of Marquette.

Subcommittee Reports/Comments

Bylaws:

- Looking at the ratio of academic to administrative staff, will present next month, what to do if we can't get to that aspirational ratio?
- Looking at nomination request process
- Soliciting feedback on bylaws-let us know what you want to change!

Communication:

- We still need to get together to talk as a group.
- We're getting things posted to the site.
- How to bring a little more light /visibility/awareness to staff senate so people can engage with us more.
- For those who have been a part of the staff senate, what should our goals and metrics be.
- Karli-recently became more familiar with the staff senate.
 - Our meeting times are long and hard to work into schedules, could we have a better summary or newsletter for the staff senate? Bullet points?
 - Calley-maybe we don't have to meet for 2 hours.
 - Kirsten in meeting with HR-they encouraged us to do more storytelling.
 - What are we working on, who are we?
 - We have very helpful guest speakers, work with guests for them to tell people they're going to be at staff senate and advertise other ways people can get to know them.
 - Advertise guest speakers in MU today.
 - Online form for submitting requests?
 - Win swag for submitting ideas, maybe do at the beginning of each cycle.
 - Where does the enhance Marquette University form go to?
 - Dwayne will find out.
 - Rename staff outreach to not by brother/sister.
 - MU Buddies?
 - Carol-in the past, we've gone to offices on campus to welcome new staff.
 - Coffee cups filled with candy, post it notes.
 - How to engage remote workers?
 - The week of staff senate-should we send email reminders to people?
 - Yvonne-ERGs?
 - Once we have a procedure, how to include ERGs?

Nominations and Elections:

- No report

Service:

- Tina and Maria met.
- Reserved window in the Union will be decorated for giving tree.
- Getting trees for union and Zilber, tags are coming in, last day to request, Nov. 3rd.
- Drop off gifts to Tina or Maria and Carol
- Put the gifts in gift bags-do not wrap!

Staff Outreach:

- Robin-we had a meeting to discuss 2nd/3rd shift meal.
- Chris wants to participate, will go through papa Luigi's, he will pick up the food and shuttle people to 313 building.
- Trying to put something together with Amber, the office of mission and ministry to assist with budget and have people volunteer to hand out food.
- Swag-for staff senate swag, instead of ordering a lot of swag, we're trying to decide if we should just give gifts to new staff. We confirmed hats but looking at office functional items for new staff.
- Event possibly January 11
- We were looking at developing a sense of community on campus, considering having a group of volunteer staff who can reach out to new staff and give swag, build connections, etc.

- Draft a step-by-step procedure for the site, do we need to have this proposal approved? Bring it to the meeting for discussion and review.

Work Environment

- Covered previously.

External Facing Committee Reps

Cyber Security

1. No report

MUPD Board

1. No report

Safety Task Force

1. No report

Staff Compensation

1. No report

Strategic Planning

1. No report

University Academic Senate

- Main focus recently has been strategic, voted on group feedback to strategic plan instead of individual submissions, member wrote up summary,
- November 6, there will be an emergency meeting to review updates that come out and give feedback before it goes to the board of trustees.
- They've invited us to their meeting-go.
 - 3-4:30 in AMU
- Lizzy and Calley will discuss communication methods.

UFPRC

1. No report

New Business/Discussion:

The meeting adjourned at 1:07pm.



Machado, Lizzy
Organizer



Alba, Brigid



Blackmon, Yasi



Blahnik, Jodi



Boeh, Kirsten



Borchardt, Anna



Bukowski, Coreen



Dion, Paul



Dorff, Sherrie



Dunnwald, Mary



Econom, Melissa





Gackowski, Kalyn



Haig, Shirley



Harris-Collins, Latrice



Hostad, Calley



Jensen, Amber



Kennedy, Ben



Kershek, Sheila



Klatt, Maggie



Lex, Sherri



Werkowski, Stephanie



Lindemann, Laura



Meyers, Tammy



Montezon, Lori



Pamperin, Taylor



Patterson, Kim



Sachdev, Ritu



Serrano, Mary



Skoien, Nicolle



Sweeney, John



Van Able, Jenifer



Vlach, Lisa



Voltner, Elizabeth