University Staff Senate Minutes

August 18, 2022, 11:00-1:00 p.m.
Raynor Memorial Library, Beaumier Suite D

Present:

Elected representatives:

Jack Bartelt, Chris Bartolone, Kirsten Boeh, Maria Cooper, Robin Cork, Melissa Econom, Molly Eldridge, Christine Fleming, Latrice Harris-Collins, Calley Hostad, Amber Jensen, Sarah Kazlauskas, Yvonne Printz, Steve Robertson, Nicolle Skoien, Carol Trecek

Other attendees:

Cliona Draper, Maggie Klatt, Karen Nest, Karen Ortiz, Laura Abing, Amy Kaboskey, Sherri Lex, Kim Poehlman, Lauren Accola, Brigid Alba, Rea-Ann Vanek, Ritu Sachdev, Tina Aiello, Lori Montezon, Autumn Green

Chair Carol Trecek began the meeting at 11:04 am.
Chris Bartolone led the reflection.

Special business

Guest presenters: Crisis Management Planning Overview

Lynn Griffith, Assistant Vice President, University Communication

- With MU for 8 years, led crisis workshops for corporations including Kohls.

Jeff Kranz, Assistant Chief, MUPD

- With the MKE Police Department for 25 years, tactical SWAT team experience, helped to build MUPD.

Link to the recording of this presentation is available.

- Marquette Crisis Management Team (CMT) was formed in 2019 to ensure we are prepared to address any crisis event on campus.
    - One goal of the CMT was to update the MU Emergency Management Plan (EMP). It was last updated during the 2012 – 2013 academic year.
    - In 2020 there was going to be a large MU emergency drill, but then Covid. The MU response to Covid followed their new plan.
    - Focus for the CMT: How do you handle a crisis, and how do you communicate what is being done to the MU community and beyond?
- The CMT holds monthly meetings.
    - Each meeting includes tabletop discussions of actual events that have happened at MU, and planning for future events.
- Every Summer there is a 40-person crisis drill led by Lynn and Jeff.
    - Summer drill examples: chemical tanker exploding on the highway, active shooter, etc.

- The EMP was designed to follow the FEMA national preparedness framework to respond to three types of crises. The plan is designed to move fluidly between these three tiers, or crisis types, as an event develops.
    - Examples:
        - Limited Crisis: the bus that ran into the building a few years ago at MU (an actual past event).
        - Significant Crisis: a protest starts and then becomes a larger event with serious injuries (an imagined event).
        - Evolving/Long-term Crisis: an active shooter on campus (an imagined event).
- EMP Prevention section highlights:
    - The goal of a "threat assessment" is to investigate how likely an event is to occur, and responses to that event.
    - Crime Prevention through Environmental Design, CPTED, environmental designs examples: lighting, speed bumps, etc.
    - Campus safety signage, yard signs, AMU signs, reminding people to sign up for the safety alerts, download eagle eye app, walk in pairs, etc.
    - SPARK and orientation messaging, one page handout for parents and students
    - Increasing the communication in MU Today regarding safety trainings/programs
    - Partnership with the Near West Side Community
    - Updated the safety alert text templates – broaden the scope of when they are sending them.
        - Example: Large scale police presence would initiate a text, even if no threat or movement or shelter in place is necessary.
    - New MU policy on mass texting.
        - Response to other campus groups wanting to use the mass texting feature causing a fear that folks on campus would get too many texts and miss important MUPD notices, especially the safety messages informing people when they need to shelter in place, etc.
    - Parents can now sign up for safety text alerts. They will get a text when staff, faculty, and students receive it.
        - Parents are often the ones calling MUPD and clogging the phone lines and commenting on the MU Parent FB group page. Goal to keep them in the loop while also keeping the phone lines free for incoming calls.
    - Reorganizing the MUPD website with a focus on how people want information.
- EMP Mitigation section highlights:
    - Summer drill goal is to make mistakes and learn to improve response for next crisis.
    - Tabletop exercises done during monthly CMT meetings
        - To reflect on past events, and upcoming events to look at options to have a plan in place (examples: controversial speaker, shooting of the MP officer of campus).
        - Helpful for folks that participate who are not in MUPD to see an inside view of how those events fall into place.

        - Meeting monthly helps to make needed changes to the plan quickly.
- Crisis Management Plan and Crisis Communication Plan are both drafts that are updated every year. They are always looking to make improvements and fix things that “didn’t work”.
    - Communication plan has sensitive information so was only distributed to senior MU leaders.
- EMP Response section highlights:
    - Examples for new vendor: active shooter, big bus accident with injuries and or fatalities, the vendor would set up a call center, reunification center, etc.
        - Goal is to keep MUPD team and phone lines clear and focused on the work they need to do.
        - MU used to have a university organized call center – nice to lean on an experienced team to do that work instead of MU folks who were trained in the past but aren’t regularly called to do the work.
    - Finding all the on-campus staff/faculty/students during and after an event. MUPD working with MU IT to set up a system to text and request that all respond if safe.
    - EOC, Emergency Operations Center, makes sure the groups work together during a crisis (like “air traffic control”)
    - Continuity of Operations Planning
        - Working on this for the next year. What to do if a unit needs to relocate an office for safety? Minimum function is the goal.
- EMP Related Initiatives highlights:
    - SERT
        - Example: serious injury or death of a student/faculty or staff. Flow chart of people that need to get notified. Stephanie Quade handles this for students, Claudia Paetsch for Faculty and Staff.
    - CBIRT
        - In response to bias “incident situations” that become a big issue “often because of social media”.
        - Flow chart and managing response and communications. When, who and how quickly? Chris Navia is the convenor.
- Questions for Lynn and Jeff:
- What to expect when there is a crisis? Will we learn things from supervisor or through MU-wide messaging?
    - We will hear from MU, most likely via text, banner on website, or on social media. Expect vague information in the first 10 min, the focus is on where folks need to be. Texts that are delayed mean that you are not in the immediate line of threat.
    - Supervisor might not be able to get you the information you need if they are off-site, sheltering in place, etc.
- What not to do as a staff?
    - What to do: Read your email, sign up for text alerts. Sign up for trainings. Active shooter video and training available.

        - What not to do: Don't spread inaccurate information.
            - Sharing untrue information takes away from time spent managing the actual crisis. Trust that folks are working hard behind the scenes, so everyone is safe, and they are doing things in the order they have to be done (example: notifying next of kin after a death)
    - Percentage of MU staff and faculty that are signed up for text?
        - Over 10,000 students, faculty and staff currently receive a text when it goes out. The number of folks in each of those groups is not divided out in their system.
    - Should a unit or department share their emergency plans with MUPD?
        - Yes! MUPD wants to look at all the plans for consistent format and good ideas.
    - Previous text alert system and order of who got the text? Was there some sort of order to that? Is that being fixed?
        - Old text alert system went in alphabetical order, new system everyone should get the texts at the same time.
    - MUPD Dog Blue
        - https://www.instagram.com/mupdblue/
        - Blue is happy to come to a meeting! Email Jim Hensley, Blue's dad, to schedule a visit. They are open to other ideas to collaborate with Blue.
        - On Your Marq's Raven (https://www.instagram.com/remarqable_raven/) and Blue are becoming friends!

Regular business

Secretary's request:

- July minutes were approved.

Treasurer's report:

- No update

Vice chair's report:

- ULC leadership committee meeting, with Deans, Vice Presidents, IT leads, Laura Strigens, and Vice Chair of Academic Senate all attended a retreat for strategic planning, looking at student success and beyond boundaries.
    - The consensus from the committee was that they all like the values that Beyond Boundaries conveys, but leadership would like to start refining their goals. It is missing the assessment piece.
    - In the next year leadership will put out some measurable goals, mission and vision states will be revised.
    - Student success – incoming freshmen will be attending a first year 0-1 credit class to onboard students to MU. Navigators, meeting fellow students, first year advising are additional strategies being piloted. Student success website newly launched, John Su is looking for feedback from folks.

- Staff Senate grant for Spanish language. Group met this summer and plan to advertise the course with leadership. Asking supervisors to nominate student facing staff to start in Spring, Fall, and then Summer (10 – 15 individuals each session), offering the course 3 times to evaluate how it goes. No set dates as of yet, plan to run the course over a lunch hour and include an asynchronous portion. Starting a few weeks into the semester.
- Liaison with HR – reminder to staff community, no longer have an ombudsman, any issues to send to HR can be sent to Melissa to be discussed in anonymity.

Chair's report:

- UFPRC
    - Past year have worked to get a staff senate member on the group. They have agreed. Molly Eldridge will be the Staff Senate representative.
- Covid updates
    - City of Milwaukee now has a mask advisory.
    - Labs and classes can request folks wear a mask, suggest that masks are strongly encouraged for the Fall.
    - Covid Check is going away – only used for folks that need to quarantine, and daily green pass no longer required or emailed.
- General announcements:
    - Leadership development program, September 9 deadline to apply for the upcoming session.
    - Social event for ERG groups Friday, August 19.
    - Career closet collecting professional clothes, no accessories, drop off at AMU, Raynor Library, 707 Hub.
    - August 24 and 25 move in help for new students, 26 – 28 for returning students.
    - Innovation council looking for new members – Melody Baker.
    - To have lunch with the Provost Kimo Ah Yun or breakfast with Joel Pogodzinski sign up online for the Fall.
- Plans for meeting guests
    - Discussions related to what Staff Senate would like to know and who we should invite as guest speakers.
    - Scheduled speakers
        - October meeting with Wendy Butler to discuss employee engagement.
        - December meeting (tentative) with Chris Navia, new VP for Inclusive Excellence, to discuss Diversity and Inclusion award and potentially the Cultural Audit of Campus Spaces Report
        - March meeting with Jay Kutka, Senior University Budget Director, after the budget process goes through to discuss the big picture priorities for staff, growth areas, shrink areas, investment areas etc.
        - May meeting with President Lovell.
        - July meeting held for organizational meeting for elections, etc.
        - Claudia Paetsch, VP of HR, to continue discussion from last year about HR with Q&A only.

        - Climate survey is done every 5 years at Marquette. Melissa will ask HR about when it would be good to talk about that.
    - Lynn Mellantine, Assistant VP of HR, to talk about open enrollment.
- Possible additional speakers
    - Undergraduate admissions and Financial Aid Office to discuss unfunded discounts and scholarships.
        - Unfunded discount has led to more students on campus. In turn, that leads to unexpected work and having to hire more staff when we get more students that we planned for.
        - Database that is used gives predictions. Our incoming freshman are waiting until the very last minute looking for the best responses from their college options. Visits to campus are connected to the odds of getting deposits from students.
        - Work in the Fall that people don't see, a moment for Admissions to highlight their work.
        - Confusing connection between the unfunded scholarships, budgets and number of students admitted.
        - Susan Teerink would be best for the discount piece and perhaps the person that holds the role of managing scholarship.
        - Explanation of the levers we pull to build a class.
    - University Advancement to discuss updates regarding roles of staff, and what their work means in our everyday work.
        - To discuss key questions: Who so big, what are the roles, what are you raising money for right now, what are you raising money for? Clarity on what endowment money can be used for.
            - Understanding what drives their work.
        - Nicole Singer, communication expert, to discuss campaign timelines of their work.
        - Michelle Gran, Advancement's legal expert to discuss how gifts are used.
        - Stacy Mitz would be the best person to discuss structure of Advancement, very large department. Answering the questions of what is Advancement doing, and why it is so big? Fixing perceptions on campus.
    - Title 9
        - 50-year anniversary for Title 9. University Title 9 Coordinator Kristin Kreple to discuss responsibility of Title 9 reporting.
    - Spring John Su to discuss the Student Success Initiative (guest speaker last year)
        - Present an update on the content he presented on last year in the spring including the new Lemonis Center for Student Success and accomplishments for Fall 2022.
    - Provost Kimo Ah Yun

        - Group could not recall when Provost had been to Staff Senate to speak before; perhaps time to extend an invite
    - Generation Z presentation
    - Athletics
    - Hispanic Serving Institution Steering Committee
    - Center for Peacemaking
    - Office of University Relations to discuss what their merger means to us.
        - No ideas from the group, back burner this for now.

Nominations and Elections

- Upcoming elections for 2023 will be easy because of the numbers of those transitioning out. Moving into 2024 Staff Senate will be losing 7 people (at large role).
- Allowing anyone and everyone to apply while reducing the at large number. More academic and administrative. More academic than administrative currently, 16 to 5. Calley will help with a visual presentation of those figures.
- Open to thoughts and feedback when we start making decisions later.

By-laws

- Did change By-Laws last session. Seems to be working well, but they will keep an eye on it.

Communications

- We will meet soon to train the new communications folks and to discuss transfer. More to come.

Service

- Lemonade staff August 23, 12pm, near the Joan of Arc Chapel. Accepting donations for backpack program. Bring it in or drop it off early at Spirit Shop with Tina.
    - Will have some of the Staff Senate lunch boxes there. Bridget sent Carol the older lunch boxes.
- Need ideas for items leftover from Project Night Night collection. Example items to include blankets, books, stuffed animals.

Staff Outreach

- No update.

Other business

- Public Service Loan Forgiveness Program from Jack
    - For Federal Loans, all MU employees are eligible as MU is a non-profit organization.

    - Waiver expires on October 31, apply asap if you haven't! It takes some time to go through the application process.
    - HR has information on it, and Jack can share information about PSLF, as he has just gone through the process.
- TIAA prep "let's about your plan for retirement" email, seemed suspicious. If questions about whether an email is legitimate contact IT by reporting spam on an email. IT prefers folks to use the "report it" button at the top of emails.

The meeting adjourned at 12:39 pm.