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Cardinal Stritch University

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# THE TROUBADOUR

OCTOBER 25, 2005

ISSUE 42

## BONAVENTURE FUNDING REACHES \$8.3 MILLION

Cardinal Stritch University has raised \$2 million over the last 100 days as part of its bid for a challenge grant from the Kresge Foundation.

Although Kresge recently notified the University that it would not be receiving the grant, the money raised brings Stritch's total to \$8.3 million toward the \$14 million needed for the Bonaventure Hall expansion project, which is projected to be finished by December.

that had been projected to date. Those include 9/11, the Iraq war and the downturn of the nation's economy; the death of a philanthropist who had been expected to donate a substantial amount to Stritch; and heavy fund raising competition from other area non-profits, including the Milwaukee Art Museum.

"Nonetheless, we are still confident we will raise all of the money," Brauer said. "We have created a lot of momentum, and we plan to sustain it. Raising \$2 million in such a short period is unheard of here. The entire campaign for the CFA building in the early '90s raised \$2 million."

Since May, the University brought in a number of new commitments, including one for \$250,000 and a few first-time gifts in the \$20,000 to \$50,000 range; increased its donor base by more than 400 new alumni donors, and received additional gifts beyond their initial commitments from several members of the Board of Trustees, Brauer said.

"One of Kresge's objectives is to create new strength in institutions that seek their challenge grants," Brauer said. "We certainly met that intention, and have reason to celebrate our accomplishments. In late May, we said we would raise \$2 million by late

September. It was an ambitious goal, and we achieved it. Our entire focus now is on keeping that momentum going."

Brauer said the target is to complete the campaign's first phase – raising the \$14 million – by next July, then to move on to the rest of the multi-faceted \$35 million campaign. Some later projects include a campus/academic center with additional classrooms and laboratory space and an expanded student union, more technology-enhanced smart classrooms and a multipurpose center with expanded Fieldhouse and exercise facilities. Plans also include upgrading the Reading Center, building a new chapel, and creating additional scholarships, chairs and professorships.



Construction continues near the Student Services atrium inside Bonaventure Hall

"Kresge liked the institution and told us we are the kind of institution they like to fund and do fund, but this was a very competitive process, and we had no guarantees going in," said Mike Brauer, vice president for University Advancement. "Kresge reviews proposals from 125 institutions nationwide every quarter. Their main concern centered on our timing in relation to our campaign, not our worthiness."

Stritch's campaign is going into its fifth year, and sometimes it is difficult to continue to raise money after a building is finished, Brauer said. Although the campaign's goals grew from a great deal of planning, events beyond the University's control have affected its ability to raise the amount of money

# EMPLOYEES REMINDED OF RECORD-KEEPING REQUIREMENTS

Stritch's Human Resources office has been advised by the University attorney to remind staff about a number of important record-keeping requirements.

"Incorrect paperwork or the lack of proper paperwork can cause problems in trying to support the University's position in any legal matter," said Melissa Stauber, director of Human Relations. "So it's really important that we all pay attention to what is legally required."

The first area of concern, she said, is time cards for hourly workers.

"The time card is the official record when any legal issues arise, worker compensation claims are filed or liability issues occur," Stauber said. "And such things are reviewed when Stritch undergoes its required yearly audit."

All hourly staff workers are required to record the hours they work and note lunch breaks. For example, if a person starts at 8 a.m., leaves for lunch at noon, returns to work at 1 p.m., and leaves for the day at 5 p.m., the time card should state: "In 8 a.m., Out noon, In 1 p.m., Out 5 p.m." Recording "In 8 a.m., Out 5 p.m." is incorrect.

Another issue is recording absences such as vacation, sick leave, etc., all of which must be on the time card. After being approved and signed by the supervisor, the cards must be sent to the Payroll Office according to the schedule each office should have indicating when they are due.

Although salaried staff are not required

to submit regular time cards, all absences such as vacation, sick leave, paid personal days, jury duty, military leave, etc., must be reported to the Payroll Office.

"We've noticed that a number of salaried staff are not reporting their vacation, sick and personal time at all, or if they do, they turn in an entire year's worth of time months after the fiscal year ended," Stauber said. "This has been an area of concern especially when it comes to dealing with legal matters. "And it makes record keeping extremely difficult when we have to calculate things such as paid and unpaid time off for medical leaves, available vacation time due after an employee resigns, and so forth."

The employee handbook requires prompt reporting of any absences, and Stauber suggests that staff report no later than the end of the month in which they occur.

Supervisors are responsible for assuring that all time reports, from salaried and hourly staff, are complete and accurate, and falsification may result in termination.

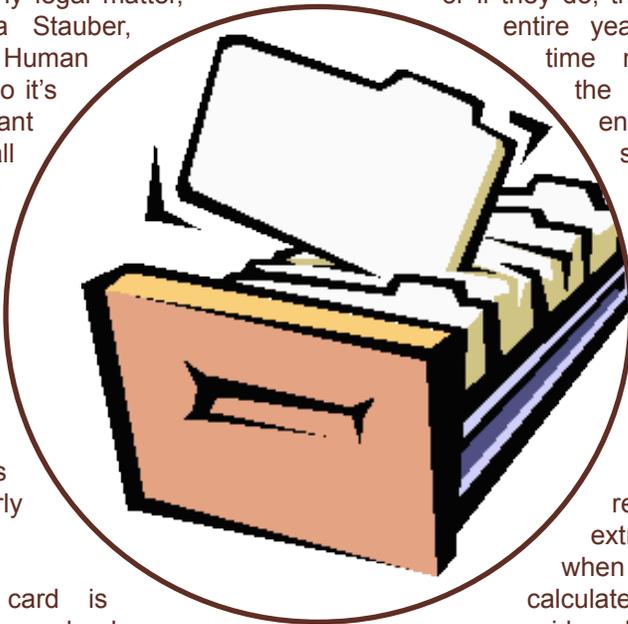
"I also have had several supervisors come to me with concerns about tardiness and staff notifying them about absences. As it says in the Employee Handbook, employees who are absent or late must personally notify their supervisors as far in advance as possible of any absences, but no less than one hour before the scheduled start of their workday."

Repeated lateness will result in disciplinary action that can include termination, Stauber said. Supervisors are responsible for monitoring and recording lateness, and employees who are absent without notifying their supervisor are subject to termination.

Employees whose absences are deemed to be excessive will be required to provide acceptable medical documentation on all future absences for up to six months, as stated in the Employee Handbook. Failure to provide such documentation will result in disciplinary action up to and including discharge.

Another issue that has been reported to Human Resources is people ignoring stop signs and driving too fast in campus parking lots.

"We need to be mindful that we are on a University campus and that we need to obey the signs and speed limits as you would anywhere else you are driving," Stauber said. "I ask that everyone please slow down and obey all signs as they are posted."



## EMPLOYEE HANDBOOK

All employees should have received a copy of the Employee Handbook upon hiring. It also can be accessed via StritchNet, which is on the Stritch home page: [www.stritch.edu](http://www.stritch.edu). To view it online, click on the StritchNet tab at the top left of the screen after logging in. Click on "Document Library" in the pulldown menu. Then click on "All Staff." The Employee Handbook choice appears on the right of the screen. To review all recent HR notices to the campus, log into My Stritch, which also is accessible from the home page, and click on "Employee Info."

## OPEN ENROLLMENT MEETINGS SET FOR INSURANCE PLANS

Human Resources will be holding open enrollment meetings for insurance plans at the main Stritch campus on Wednesday, Nov. 9, from 8 a.m.-9:30 a.m., 10 a.m.-11:30 a.m., 1 p.m.-2:30 p.m. and 3 p.m.-4:30 p.m. All meetings will be held in the middle section of the Sister Camille Kliebhan Conference Center. Wausau Benefits representatives Jim Malicki, executive director for the WBC health plan; Bruce Stahl, representative for the dental plans; and Bill Morris, representative for the voluntary products, will be leading the presentations and available to answer any questions.

First Benefits Group representatives will be available during the enrollment sessions to meet with employees and explain other voluntary benefits, including life insurance plans with coverage for employees, spouses, and children, short-term disability insurance, accident insurance, and cancer insurance, which provides benefits for annual health screening tests and pays a lump sum payment for initial diagnosis directly to you if you are diagnosed with cancer. Cancer coverage

also includes benefits for treatments, inpatient care, transportation and lodging, experimental treatment, radiation/chemotherapy, and much more.

The open enrollment meeting for Madison employees will be held at the Madison office on Thursday, Nov. 10 at 2 p.m., and the open enrollment meeting for the Minnesota employees will be in Minnesota on Monday, Nov. 21 at 10 a.m.



In addition, any employees wishing to join or make changes to their medical, vision, dental and voluntary plans, change their PPO Network, or change the plan they are in may do so by noon on Dec. 19, 2005, for a Jan. 1, 2006,

plan renewal date. If employees do not wish to make changes to their insurance, their plans will continue as they are currently set up.

Those with questions are encouraged to contact Dianna Cocroft at ext. 4227 or Melissa Stauber at ext. 4222.



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Now is the time to clean up existing mail accounts (delete old messages, empty trash, etc) whether you currently use Outlook or go directly to [mail.stritch.edu](mailto:mail.stritch.edu).

Check Announcements in [My.Stritch.edu](http://My.Stritch.edu) often.

## THE TROUBADOUR

The Troubadour supports the overall mission, goals and objectives of Cardinal Stritch University, and is meant to serve as a communications tool for the campus community.

**If you have feedback or story ideas, please contact Public Relations at [prdept@stritch.edu](mailto:prdept@stritch.edu).**

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### DESIGN

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### PHOTOGRAPHY

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