

**Marquette University Committee on Staff  
Approved Minutes  
Thursday, April 20, 2006  
Raynor Memorial Library-Conf. Room A**

- Attendance: Sherri Lex (*out-going*) Area V Representative/Chairperson; Cathy Patrick (*out-going*) Area VIII Representative/Vice Chair; Carol Chilson Member at Large/Co Chair Secretary/Treasurer; Carol Dufek Member at Large; Patricia Hackett (*out-going*) Area VI Representative; Mary Jennings Area II Representative; Vicki Meinecke (*out-going*) Area III Representative; Kris Weber (*out-going*) Area VII Representative/Co Chair Secretary/Treasurer; Michele Adler Area VIII Representative; Sheri Fredricks Area IV Representative; Carrie Kratochvil Area I Representative; Jessica Payson Area V Representative; Christine Pivonka Area III Representative; Billie Sanders Area VI Representative
- Excused: Robin Cork, Historian; Bob Koch (*out-going*) Area IV Representative; Fr. Doug Leonhardt; Rita Burns Ombuds
- Missing: Sandra Peterson Member at Large; Rebekah Stephens (*out-going*) Area I Representative

The meeting was called to order at 2:05p.m.

Cathy Patrick Area VIII Representative/Vice Chair, led us in prayer.

**INTRODUCTIONS:**

Everyone introduced themselves stating their name, department and area that they represent. Pat Hackett, (*out-going*) Area VI Representative handed out a *new employee* list to the new area representatives and explained that those should be for “Welcome to Marquette” calls from COS members.

Sherri Lex, COS Chairperson presented certificates of appreciation to the outgoing COS area representatives and thanked them for their service.

Sherri distributed the By-Laws of the Committee on Staff for review and we discussed each officer's position with the COS Executive Board thoroughly so each new COS member would have a good feel as to whether or not they might be interested in running for one of those positions at the May COS meeting when the elections are held.

Each sub-committee briefly discussed what their responsibilities were so that each new COS member would have an idea as to whether or not they might be interested in joining one of those committees at the May COS meeting as well.

## **ACCOMPLISHMENTS:**

- ✓ **Joint Meetings-Strategic Planning, Coaches & Insurance**
- ✓ **New Folks Convocation**
- ✓ **Building Representative Lunches**

## **ACTIONS TAKEN:**

- ✓ **Bereavement Policy**
- ✓ **Short-Term Disability/ Sick Leave**
- ✓ **Performance Review**
- ✓ **Pre-Tax WI Coach**
- ✓ **Job Restructuring**
- ✓ **Building Representative Revision**
- ✓ **Payroll Inquiry**

## **GOALS:**

- ✓ **Follow up on actions taken**
- ✓ **University wide promotions**

## **ANNOUNCEMENTS:**

### ***Step-Off Program:***

Sherri Lex, Area V Representative/Chairperson shared the information about the new Step-Off Exercise Walking Program. The program officially began on Monday, March 27<sup>th</sup>. It has about 30 members. It has convenient walking times of 7:00am, Noon and 3:15pm depending on the day of the week. Contact Matt McKinnon at the Rec. Center for more information.

### ***Excellence in Service Award:***

Sherri Lex congratulated our very own Carol Dufek, Member at Large for being honored with the Excellence in University Service Award. What a wonderful accomplishment!

## **SUB-COMMITTEES:**

### ***Parking***

Patricia Hackett (*out-going*) Area VI Representative had nothing to report since the parking committee did not meet.

### ***Public Relations***

Vicki Meinecke (*out-going*) Area III Representative bought some stickers to affix to the current COS brochures so we could update the section on Areas/Buildings. This will save us from a costly reprint of the brochure. Vicki passed some brochures out to all COS members asking them to return the *old* brochures for “corrective labeling” so they don’t get handed out to new employees. She also mentioned to the new COS area representatives that the public relations sub-committee has COS business cards on hand if anyone is in need of them.

### ***Nominations and Elections***

Carol Dufek, Member at Large, brought up the fact that Jennilee Barry, the new Area VII Representative will no longer be eligible to serve as Area VII Representative since her department within University Advancement recently found out they will be moving to Cramer Hall this summer. Carol will contact the other nominees to see who is still interested in the area representative position. We will either have another election or if only one nominee is still interested, that person will become the new area representative.

### ***Joint Chairs***

Sherrri Lex (*out-going*) Area V Representative/Chairperson shared the names of the chairs of the other committees:

COA-Pam Still & Alex Kaleta

COF-Tom Eddinger

### ***Employee Welfare Committee***

Sherrri Lex (*out-going*) Area V Representative/Chairperson had all the current At-Large Members and new Area Representatives vote for two members to be on the new Employee Welfare Committee. Carol Dufek and Carol Chilson were voted to represent COS on this committee.

### **JOINT COA, COF, COS MEETING/ALL EMPLOYEE MEETING PLANNING:**

COS was responsible for helping plan the Brown Bag Joint Lunch Meeting on Thursday, April 13<sup>th</sup>. Health care was the focus of the all employee meeting since it truly is a concern for the majority of the university population. Considering the day, Holy Thursday, it was rather well attended. We had 95 registrations and 15 walk-ins. COS members felt it went very well considering they had reservations about it being kind of a “hot” topic.

### **VACATION PROPOSAL:**

Sherrri Lex (*out-going*) Area V Representative/Chairperson informed COS that COA has rewritten the memo she drafted that was to accompany the vacation proposal. She read the new memo to the committee members and asked for their feedback. Since COS has seven new committee members considering this issue and a new COS chair has not yet been elected, Sherrri agreed to email the memo and the vacation proposal to COS members so the new members can become familiar with the proposal and all the

members would have the opportunity to submit any revisions they think are necessary. When all the feedback has been received, Sherri will send the information to Pam Still, COA Co-chair.

Carol Dufek Member at Large motioned that Sherri sign off on it with the committee's approval. Mary Jennings Area II Representative seconded the motion. Sherri expressed some concern with this since her term on COS and as chair has ended and any further action on this recommendation should be handled by the newly elected chair.

Carol Dufek Member at Large, moved to adjourn and Billie Sanders Area VI Representative, moved to second, meeting adjourned at 4:02pm.

Next meeting will be Thursday, May 18th, 2006 at 2:00 – 4:00, Alumni Memorial Union, Room 252.