

Marquette University Committee On Staff
Approved Minutes
Thursday, July 17, 2008
Alumni Memorial Union, Heinke Lounge

Attendance: Vanessa Mann, Senior VP Office Representative /Chairperson; Jessica Payson, Provost Office Representative/Vice Chair; Carrie Kratochvil, Provost Office Representative; Carol Dufek, Member at Large; Mike Cosgrove/Treasurer, Member at Large; Alandria Gladney, Provost Office Representative/Secretary; Jeremy Saperstein, Member at Large; Sherri Lex, Provost Office Representative; Ellen Blonski/Historian.

Absent: Laura Krenz, President Office Representative; Chris Pivonka; Judy Ottaway, Provost Office Representative; Peter Dombrowski, Senior VP Office Representative.

The meeting was called to order at 2:10 p.m.

Pending Items

By-Laws: Discussed what would be the best way for the committee to effectively go over the By-laws and update them where necessary. Jeremy suggested that we work on them together during the meetings, going over each part together to gain a consensus. Carol motioned for a vote to pass reviewing By-Laws during meeting; motion passed. Next meeting we will begin working on the Preamble and Article I.

Hostile Work environment-Jessica

The Human Resource link has been updated with the suggested changes as of 5/8/2008. The updated version can be found via HR web site in the Employee Handbook. The link from the COS site will be updated by Jeremy.

Bridging the Gap-Jessica

No updates

Sub-Committee Reports

Web Development-Jeremy

The new template is in place: <http://dev.mu.edu/cos/>. Jeremy is planning to move the current site to the new look for the University. He is working on developing the next election process so that it can be done via the web. COS will begin discussing the next election in January of 2009, with nominations in March of 2009.

Pub. Relations-Sherri

-Sherri has received all of the COS information from Carol. Sherri has the current list of new employees and she will be stopping by the employees to drop the gifts off to them.

- New Employee Orientation-Jessica
Left pamphlets for the staff, spoke briefly about COS.

-New Folks Convocation is scheduled for 8/18/2008. COS has a table at the NFC. Alandria and Jessica will cover the 9:45-10:50 session and Jeremy and Jessica or Alandria will cover the 12-1 session. Lunch is provided and set up begins at 9:45.

Employee Welfare-Carol

No updates/No meeting since last COS meeting

Parking-Alandria

No updates/No meeting since last COS meeting

AMU Advisory Board-Vanessa

No updates/No meeting since last COS meeting

University Safety Committee-Jessica/Carol

No updates/No meeting since last COS meeting

Support Staff Appreciation Luncheon-Carol/Jessica

The luncheon is scheduled for July 22, 2008. The staff will be receiving a glass as a token of thanks. Invites were sent to all support staff.

New Business

Susan G. Komen Race for the Cure-Jessica

During the last meeting, this was one of the ideas that was suggested COS get involved in. Jessica investigated and got in contact with upper administration for how to create a Marquette Team. The Race is scheduled for 9/28/2008. We will represent ourselves as the "Marquette Team" where anyone can join. We will advertise this via the University News Briefs. Each individual will set their own goal and register themselves. Jessica is the team captain, and will pick up the teams' shirts when they are available. If we are able to get 50 or more people for the team, the shirts may be mailed to us depending on the amount of teams they have. We will need to decide on a place to meet to distribute the shirts once we receive them. Michael will help Jessica come up with a short blurb for New Briefs concerning the race, requesting MU involvement.

Lights at New Intersection

Vanessa mentioned concerns she received from fellow support staff about the ramp off of Wisconsin Ave. Concluded that in speaking with Larry Rickert, if people follow the lights everything should be safe and that there are yield signs on 11th for pedestrians.

Other news

Judy Ottaway is still very willing to assist COS in any way she can, but due to certain circumstances beyond her control, she has chosen to step down from her post on COS. We thank

Judy for her effort and wish her the best and welcome any input she still has for the Committee. Jessica will contact Chris Pivonka and refer back to the nominee list and start contacting them for the person to fill her position on the committee.

Meeting adjourned at 3:30 p.m.