

**Marquette University Committee on Staff
Approved Minutes
Thursday, March 15, 2007
Alumni Memorial Union, Room 380**

Attendance: Carol Dufek, Member at Large/Chairperson; Carol Chilson, Member at Large/Vice Chair; Robin Cork, Historian; Billie Sanders, Area VI Representative/Co-Chair Secretary/Treasurer; Michele Adler, Area VIII Representative/Co-Chair Secretary/Treasurer; Sheri Fredricks, Area IV Representative; Jessica Payson, Area V Representative; Sandra Peterson, Member at Large; Christine Pivonka, Area III Representative; Emily Maldonado, Area VII Representative; Carrie Kratochvil, Area I Representative.

Guest: Art Scheuber, Vice President, Office of Administration.

Excused: Mary Jennings, Area II Representative.

The meeting was called to order at 2:00 p.m.

Art Scheuber asked to attend this meeting to clarify two items that appeared in the February 1st minutes.

The first item was regarding the snow day in December, and how snow days are handled. He explained that when 911 happened, there was no place for students to go when the university closed. Pursuant to that, there was a policy review done and it was determined that certain areas were essential and needed to be open for students to go to hang out or study. Those essential services are listed in the University Policies and Procedures (UPP 6-05), and include Facilities Services, Rec Sports, Public Safety, the AMU, Sodexo Food Service, and Raynor Library. The university still has a responsibility to the students, even though there are faculty and staff that cannot get here. He wanted to stress that the decision to close a building was not taken out of the hands of the deans, because it was never in the hands of the deans. The decision to close the university lies in the hands of Art Scheuber, Greg Kliebhan, and Madeline Wake. The essential departments are not told how to staff, but just that they have to staff.

The second item was regarding a miscommunication from the AMU Advisory Board that the Brew Bayou was being relocated, when actually the recommendation was to expand the size of the Brew. There are several proposals being looked at for the AMU, but nothing has been finalized.

Current Topics

Fr. Doug Leonhardt S.J. Update - Carol Dufek met with Fr. Doug, and he liked the idea of having discussions on the mission that are broader than just the COS group and extending them to the whole university. This will be looked into further.

Hostile Work Environment Update - The sexual harassment definition is no longer in the UPP, but it is in the employee handbook in addition to a link to the policy on the Human Resources website. However, several employees still feel that there should be a clear and separate

definition of a hostile work environment. Jessica Payson and Sandy Peterson will work together to come up with a definition of hostile work environment.

By-Laws Change - Robin Cork and Carrie Kratochvil made some changes to the by-laws, and the committee will vote on the changes at the April meeting.

WI Coachlines Update - Jessica received information from the president of Wisconsin Coachlines that there needs to be a third-party administrator to purchase the tickets. Jessica will look into the procedure and once the committee has a clear picture of the process, a decision will be made as to how to proceed.

Electronic Bulletin Board Update - Pending.

Building Rep Follow-up Letters - Letters will be written explaining the change in the By-Laws.

Bereavement Leave Update - The proposal was turned down by upper management. The committee decided that improving the bereavement leave to reflect today's family structure is an important issue and should be revisited.

Sub-Committee Reports

University Parking - No report.

Public Relations - No report.

Nominations & Elections - Ballots will go out Friday, March 16th.

Employee Welfare Committee - A request was made for the committee to discuss the possibility of using the building on 19th and Clybourn that the university has recently acquired for a new day care. Some of the health care coverage for immunizations has been changed.

Other Business

Sodexo Discount - Sheri Fredricks and Michele Adler met with Todd Vicker and Jerry Dohr to discuss a Sodexo discount being extended to employees. Jerry will be invited to attend the April meeting and asked that committee members come with suggestions regarding what type of food we'd like to see in the retail areas and/or if there are some type of deals that we'd like Sodexo to offer.

New Business

Joint COA/COF/COS Meeting - Carol Dufek was invited to a meeting with COA and COF regarding the possibility of holding a joint meeting. The 125th Anniversary celebration was discussed as a possible theme. They are requesting volunteers to serve on a subcommittee to plan an event. Sheri Fredricks will join the subcommittee.

Congratulations - A suggestion was made to write a letter of congratulations to Terri Mitchell for being named Big East Coach of the Year. Everyone was in agreement.

Carrie Kratochvil moved to adjourn, Sandy Peterson seconded the motion.

Adjourned at 4:00 p.m.