

**Marquette University Committee On Staff**  
**Approved Minutes**  
**Thursday, February 21, 2008**  
**Alumni Memorial Union, Room 233**

Attendance: Jessica Payson, Area V Representative/Chairperson; Carol Dufek, Member at Large; Robin Cork, Historian; Billie Sanders, Area VI Representative; Lula Hopkins, Area II Representative; Sheri Fredricks, Area IV Representative.

Excused: Lori Stempski, Member at Large; Carrie Kratochvil, Area I Representative/Co-Secretary/Treasurer; Christine Pivonka, Area III Representative/Vice-Chair; Mary Jo Goodwin, Member at Large; Michele Adler, Area VIII Representative/Co-Secretary/Treasurer; Emily Maldonado, Area VII Representative.

The meeting was called to order at 2:20 p.m.

***Current Topics***

**Election-Restructuring Areas** - Carol Dufek provided handouts showing the current and the proposed Area Representative Structure; to assist with the discussion of voting on a new area representation structure. The new structure will follow the University Structure instead of the current structure of area by building locations. The structure is an attempt to compensate for the Universities acquisition of new buildings, the proposed demolish of buildings as well as the resent move by many departments out of their current area.

- A. A vote as take to restructure the Area Representative for the upcoming Election.
  - a. The new structure will have Area Representatives from the three (3) major University Areas
    - i. Office of the Provost
    - ii. Office of the Senior Vice President
- B. A second vote was taken to increase the number of members on the committee from its current 12 to 15
  - a. One (1) Representative from the Office of the President
  - b. Five (5) Representatives from the Office of the Provost
  - c. Five (5) Representatives from the Office of the Senior Vice President
  - d. Three (3) Members at Large (voted in from any area)
  - e. One (1) Historian (non-elected)
- C. A third vote was taken to split the elections from its current process of all Area Representatives elected in one ear and then the next year all the Members-at-large. To help with smooth transitions from year to year the new election process will have
  - a. Year A
    - i. One(1) Representative from the Office of the President
    - ii. Two (2) Representative from the Office of the Provost
    - iii. Three (3) Representative from the Office of the Vice President
    - iv. Two (2) Members at Large
  - b. Year A
    - i. Three (3) Representative from the Office of the Provost

- ii. Two(2) Representative from the Office of the Vice President
- iii. One (1)Member at Large

Carol motioned for the approval of these changes, Billie seconded, all in favor. Because the rules state we are unable to vote on the official change without a simple majority, or quorum (6 members of the committee) we were not able to put into official standing. Will either try via email or call for an emergency meeting.

It was then suggested to do an electronic ballot through the COS website this time. Carol will talk with Chris about moving ahead with this.

**Joint Committee Meeting** – Jessica has received approval from Paul Mascari from Public Safety and Jackie Walker from COA on the Lunch and Learn invitation. The joint committee is waiting on Dr. Bill Thorn, Faculty Council, for his approval so we can send the invitation out via mass email. The Suggested title for the talk is “Department Safety”.

### ***Pending Items***

**By-Laws Update** –Billie passed out a copy of the current by-laws and her suggested changes to fit with the new voting process. Discussed that no matter how we word the by-laws they will always need to be voted on and changed if the process of elections changes. Suggests were made for changes that will need to be made to the by-laws for this year’s election. Robin will write up those changes and bring to next meeting to be voted on.

**Hostile Work Environment Update** – Jessica will contact Steve Duffy on this matter on how to proceed with suggestions.

### ***Sub-Committee Reports***

**Public Relations** –Carol passed out new labels for old brochures we have left, directing employees to the web site for area updates. Everyone there was given a stack to label to have on hand when needed.

**Employee Welfare Committee** –No report.

**University Parking Committee** – No report.

**University Safety Committee** – No report.

### ***Other Business***

Billie mentioned a colleague in her department was invited to be on one of the Benefit Forums. So was Jessica. Pay attention to it if you were invited, might help with future Health Benefits.

Carol moved to adjourn, Billie Sanders seconded the motion. Adjourned at 4:00 p.m.

The next COS meeting will be on Thursday, March 20, 2008 in Annex

***GO MU***