

Marquette University Committee on Staff
Approved Minutes
Thursday, February 1, 2007
Alumni Memorial Union, Room 231

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; Mary Jennings, Area II Representative.

The meeting was called to order at 10:00 a.m.

Billie Sanders led us in prayer.

ANNOUNCEMENTS

Office of the Ombuds - The position of Ombuds has been posted. Carol Dufek will sit on the search committee.

COA Update - The new Chair of the COA is Jackie Walker from Financial Aid. The Vice Chair is Annette Conrad from the AMU, and the Secretary is Scott Feldstein from ITS. Among their list of accomplishments is a \$250 donation to Hunger Task Force.

The COS will discuss getting involved in a cause like Hunger Task Force or Hunger Cleanup.

Fr. Doug Leonhardt S.J. Update - Fr. Leonhardt has proposed to the COS that he be given 5-7 minutes at the beginning of each meeting for the purpose of discussing one aspect of the university's mission. After discussion, it was decided that Carol Dufek will contact Fr.

Leonhardt and tell him we like his idea, but the subject matter should be available to more than just COS. We would propose creating a series of brown bag lunches, promoted by COS, and dedicating an area on the COS website for him to discuss his topics. Sandy Peterson made motion on this decision, seconded by Billie Sanders.

CURRENT TOPICS

Hostile Work Environment - Jessica Payson will follow up with Steve Duffy to see if any progress has been made in the attempt to unify the Employee Handbook and UPP in regards to them both using the same wording relative to Sexual Harassment.

By-Laws Change - (1) Building Reps - Billie Sanders made a motion to remove Building Reps from the By-Laws, Jessica Payson seconded the motion, and all were in favor. Carol Dufek will draft wording for the By-Laws stating that committees will be made up of support staff from across campus, with a COS member designated as a liaison.

(2) Notification via email - Billie Sanders made a motion, seconded by Carol Chilson, to add the following wording to the by-laws: "Electronic transmissions via email be a proper and acceptable form of communication to notify staff" to bring the by-laws up to date.

WI Coachlines - Jessica Payson is waiting to hear from the contact person at UWM Parking and Transit.

Electronic Bulletin Board - Carol Dufek contacted Kathy Lang at ITS to find out if the bulletin board is physically possible to do.

Medical Lab 1 Card - Employees with the PPO option insurance received a Medical Lab 1 card. This card enables patients to avoid paying separate co-pays for a doctor visit and lab visit when the lab work is ordered by the doctor at that visit.

PENDING ITEMS

Follow-up Letters from Building Representatives - We had been waiting for the vote on eliminating the Building Rep positions from the By-Laws, and can now move forward and send the letters to the Building Reps who were unable to attend the luncheon.

Vacation Proposal - Carol Dufek will ask for clarification as to when the 5th week actually begins to accrue for support staff, because conflicting information was received from Human Resources and Payroll.

Bereavement - The proposal is with Cindy Bauer.

Tuition Remission - The proposal is with Steve Duffy.

SUB-COMMITTEE REPORTS

University Parking - Nothing to report from the committee, but some employees who park in the Dental School lot said there were several occasions when the attendant was not there, allowing unauthorized people to enter. The people with permits for that lot then had to find another place to park. Jay Sobota will be contacted.

Public Relations - It was suggested that COS members take turns attending New Employee Orientation.

Nominations and Elections - Mary Jennings and Chris Pivonka are preparing for the election of At-Large Members that will take place this Spring.

Employee Welfare Committee - No report.

OTHER BUSINESS

COS Website - Emily Maldonado will update the By-Laws on the website. It was also recommended that we put a link on the website to the *News Briefs* archives. Jessica Payson will contact Public Relations. Jessica will also find out about putting retirements in the *News & Views* along with the years of service listings.

Bridging the Gap - A motion by Carol Chilson, seconded by Chris Pivonka, was made to co-sponsor the proposal for Length of Service Recognition created by the Committee on Administrators.

Area Update - Sandy Peterson, who sits on the AMU Advisory Board reported that the AMU is looking for more space, and will possibly be relocating the Brew Bayou and Campus International Programs.

Snow Day - A staff member at the Raynor Library expressed distress that due to Raynor's designation as an essential service on snow days, the university administration has removed the dean's discretionary power to reduce hours or close the library in severe weather. This change is seen as a blatant disregard for staff safety.

Jessica Payson moved to adjourn, Carrie Kratochvil moved to second.

Adjourned at 12:05 p.m.