

Marquette University Committee On Staff

Approved Minutes

Thursday, June 19, 2008

Raynor Library, Study Room D

Attendance: Jessica Payson, Provost Office Representative/Chairperson; Carol Dufek, Member at Large; Peter Dombrowski, Senior VP Office Representative; Alandria Gladney, Provost Office Representative; Laura Krenz, President Office Representative; Sherri Lex, Provost Office Representative; Vanessa Mann, Senior VP Office Representative; Chris Pivonka/Vice Chair.

Absent: Mike Cosgrove, Member at Large; Carrie Kratochvil, Provost Office Representative; Judy Ottaway, Provost Office Representative; Jeremy Saperstein; Member at Large.

Guest: Kerry Egdorf, University Ombudsman

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

Current Topics

Vote on Committee Officers –

The following members were voted in as the newly elected officers, who will hold office till May of 2009.

Chair - Vanessa Mann, Senior VP Office Representative

Vice Chair - Jessica Payson, Provost Office Representative

Co Secretary/Treasure- Alandria Gladney, Provost Representative & Mike Cosgrove, Member at Large

Vote on Historian – Jessica Payson brought forth Ellen Blonski's name as Historian, Ellen is a past member of COS and therefore eligible according to the bylaws to serve as a non-voting member on the COS committee. Ellen was voted in as the new Historian for COS and will hold the position till May of 2009.

Marquette Sustainability Representatives – As discussed at the April meeting, Jessica Payson was contacted by the Office of Administration to identify four (4) COS/staff representatives for the new sustainability working groups that the University has formed.

Peter Dombrowski will represent on the Natural Resources/Utilities Working Group

Carol Dufek will represent on the New Buildings Working Group

Mike Cosgrove will represent on the Recycling Working Group

MaryJo Goodwin will represent on the Vendor Working Group

More information Sustainability at Marquette can be found on the Marquette Web at

<http://www.marquette.edu/administration/dept/>

Current Topics

Website update – In Jeremy's absence Jessica Payson reported that Jeremy is working to update the COS website with current information.

Hostile Work Environment Update – After conversations with University Administration it was concluded that the current policy in the Employee Handbook will not be changed to include a separate Hostile Work Environment Section. However, it has been agreed that discussions will continue to change the wording in the Employee Handbook under the General Rules of Conduct section to be more clear.

WI Coach Lines Survey Update – The work to have Wisconsin Coach Line tickets sold at a pre-tax rate has not moved forward. After a discussion with Toby Peters in July of 2007, Jessica Payson found out Waukesha

Metro, who owns WI Coach Lines as well as the Milwaukee city bus lines, did not feel WI Coach tickets pre-taxed would be cost effective unless Marquette could produce better numbers than we were producing with the Easy Pass, which were not as high of interest as originally thought it would be. COS received permission to put a survey under the “Did you know...” heading on our webpage. Only 17 people responded. According to Waukesha Metro, we would need a much higher number (over 100) to be able to do pre-tax WI Coach Line tickets. A motion was brought forth to remove this item off of the agenda as the numbers of interest are not where they need to be. Motion carried by all present.

Bridging The Gap Update – The recent proposal that was sent to University Administration by COA, COS and the Faculty Council, was approved. A committee of representatives from COA, COS and Faculty Council will work with Steve Duffy to formalize this into a policy. The proposal requested that the University acknowledge an employee’s total length of service to include previous years of service if an employee leaves Marquette and is rehired after being away for a length of time. The proposal is for **length of service recognition awards only** and will **not** include any University benefits or seniority benefits (ie, Parking).

By-Laws – General consensus was reached that the current COS by-laws need to be reviewed and updated. All members are asked to read the by-laws and bring their suggestions on ways to efficiently and effectively divide the process into a manageable process.

Sub-Committee –

The following are the newly elected chairs for COS Subcommittees who will hold office till May of 2009

Subcommittee on Public Relations - Sherri Lex, Provost Office Representative

Subcommittee on Web Development - Jeremy Saperstein, Member at Large

Sub-Committee Reports

Public Relations – Carol Dufek reported that there were twelve (12) new staff members this past month. A list of the next semesters New Employee Orientations was passed around and members were asked to sign up to present at one of the orientations. All public relation paperwork will be handed off to Sherri Lex, the new chair of the sub-committee.

Employee Welfare Committee - Carol Dufek, current member and Carol Chilson, past member of COS, will remain on the Employee Welfare Committee. The committee has not met within the last month.

University Parking – Patricia Hackett, past member of COS, will remain on the University Parking Committee. Patricia reported no updates for the meeting today.

University Safety Committee – Carol Dufek and Jessica Payson will remain on the University Safety Committee. The committee met in March when the (then) recent armed robberies that had occurred on campus were discussed. Chief Larry Rickard asked for everyone’s help to encourage students to use the Public Safety resources available to students and employees to stay safe.

Jessica Payson thanked Chief Rickard and his staff for their presentation at the joint meeting of COS, COA and the Faculty Council *Lunch and Learn* that was held in March.

More information on Public Safety services can be found on the Marquette Web at <http://www.marquette.edu/dps/index.shtml>

AMU Advisory Board – Sandra Peterson, past member of COS, will remain on the AMU Advisory Board. Sandra reported no updates for the meeting today.

Support Staff Appreciation Luncheon – Jessica Payson and Carol Dufek reported that the plans for this year’s lunch, which will be held on Tuesday the 22nd of July from 11:30 a.m. – 1:00 p.m., are moving along.

Other Business

Childcare Center Update – Jessica Payson reported that an official MU Childcare Center Comprehensive Planning Committee was formed, with Steve Duffy and Dr. Sandra Hunter (PT dept.) as co-chairs, to create a new business plan for the center. The business plan was completed in April and is in the process of being sent to the Finance Department for review.

Hunger Task Force – In April COS donated \$100 to the University's Hunger Task Force.

COS visibility– suggestions were discussed as how to improve COS's visibility among University support staff.

Meeting adjourned at 3:45p.m.