

**Marquette University Committee on Staff  
Approved Minutes  
Wednesday, March 15, 2006  
Alumni Memorial Union 227**

Attendance: Sherri Lex Area V Representative/Chairperson; Cathy Patrick Area VIII Representative/Vice Chair; Robin Cork Historian; Carol Chilson Member at Large/Co Chair Secretary/Treasurer; Carol Dufek Member at Large; Patricia Hackett Area VI Representative; Vicki Meinecke Area III Representative; Sandra Peterson Member at Large; Bob Koch Area IV Representative; Rebekah Stephens Area I Representative; Rita Burns Ombuds

Excused: Mary Jennings Area II Representative; Kris Weber Area VII Representative/Co Chair Secretary/Treasurer; Fr. Doug Leonhardt

Guest: Shirley Haig, Straz Hall Building Representative; Barbara Hennigan, Public Safety Building Representative; Peggy Mead, 707 Building Representative; Jessica Payson, Cramer Hall Building Representative; Cecelia Zettel, 1212 Building Representative

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

Rita Burns, Ombuds, led us in prayer with an Irish Blessing.

**ANNOUNCEMENTS:**

Sherri Lex, Area V Representative/Chairperson shared the information about the new Step-Off Exercise Walking Program. The program will hold introduction meetings on March 22<sup>nd</sup> and March 23<sup>rd</sup>. There is a “Kick-off” walk on Wednesday March 22<sup>nd</sup> at 12:15pm. The program officially begins on Monday, March 27<sup>th</sup>.

Sherri Lex wanted to encourage everyone to nominate others for the Excellence in University Service Awards. It is a wonderful honor to receive or even be nominated for one of these awards. Families of the recipients are invited to attend the ceremonies. It is a very nice event.

Sherri Lex thanked Kris Weber for her promptness in submitting the February minutes.

**SUB-COMMITTEES:**

***Parking***

Nothing new, except for the new (rearview) mirror attachment, so the attendant can identify the daily parkers and open the gate for them as they enter in the morning. It seems to expedite things, alleviating some of the morning backup on Wells Street.

### ***Public Relations***

Concerns about how out of date the current Committee on Staff brochure might be getting were raised. After discussion, it was decided to try to attempt a “temporary fix” with a label rather than spend money on a reprint of the brochure at this time.

Nomination results for Area Representatives will be released next week for the Marquette University News Briefs.

### ***Picnic Committee***

The Support Staff Picnic will be on Tuesday, July 25, 2006 this year. Father Wild is scheduled to talk. It will be in the AMU Ballroom.

### ***Nominations and Elections***

Carol Dufek, Member at Large, discussed the current results in the on-going elections. A total of 35 different nominations came back from the initial election. With 15 staff members accepting their nominations, their “bios” are due back by March 16th for the FINAL ballot. Labels for the final ballots are coming from Human Resources. IF any area has only one person nominated, that area will have a “Write-in” option, since two OPTIONS must be available for a vote.

### **BUILDING REPRESENTATIVES:**

Carol Dufek, Member at Large, passed out a proposal to establish new responsibilities for COS Building Representatives. The needs of Building Representatives have changed since 1981 when they were first established; especially since technology has changed so much, resulting in many staff members getting the minutes directly off the COS website. Although it’s been suggested to have Building Representatives be part of the COS sub-committees, some of the building representatives mentioned the difficulty in getting away from their offices to attend meetings. It’s either very difficult to get away or even “frowned upon” to be out of the office. Apparently this mentality has been around for a long time in some university offices; making it increasingly difficult for support staff to get away from their desks for outside activities like meetings, committees, classes, even office errands. It was brought up that perhaps at the Joint Chairs meeting, COS could suggest that COF and COA encourage their respective areas about the importance of letting support staff out of the office more to participate in outside activities to expand their university involvement. Marquette (in general) needs to encourage all personnel to get more involved.

Some support staff on campus still don’t know what COS is. It’s a shame that they don’t realize that they have this type of support system here for them. COS will try to raise awareness among support staff employees.

As for the Building Representatives:

- ✓ Do we still need them?

- ✓ Should we send out a postcard asking them to continue their service on a choice of sub-committees (because they make a difference)
- ✓ Do we plan a Brown Bag Lunch discussion with the Building Representatives?
- ✓ Same as above...(Budget Permitting...Drinks & Dessert)

Due to time constraints, this conversation will be revisited due to the complexity of issues.

### **BEREAVEMENT POLICY:**

Robin Cork, Historian has added niece and nephew back into our proposal for the bereavement policy. Next month we will vote whether or not to send this proposal to COA and COF for their review.

### **JOINT COA, COF, COS MEETING/ALL EMPLOYEE MEETING PLANNING:**

COS is responsible for helping plan the next Joint meeting on Thursday, April 13<sup>th</sup> - Holy Thursday. The initial idea that COS brought to the joint chairs' meeting about Body, Mind & Spirit was not agreed upon. It was decided that insurance would be the focus of the all employee meeting since it truly is a concern for the majority of the university population. The responsibilities for the event will be shared for the event as follows:

Registration: COS  
 Contacts: COA  
 Evaluations: COF  
 Introductions and Closings: Shared by all Chairs

The room will be set for 200 and it will be a Brown Bag lunch with us serving dessert and beverages. The cost for COS' share is \$182.98. The Public Relations committee will release a Marquette University News Brief about the event. Jessica Payson, Cramer Hall Building Representative has volunteered to help design the invitation. She will contact Nancy Malczewski (of COA) for a copy of the previous invite for the joint luncheon in September, 2005. Once the invitation is approved, an e-vite will go out to the entire university. Sandy Peterson will print paper copies of the invite and dropped off at the departments that do not have e-mail access so they can place them into staff mailboxes. Robin Cork will collect all RSVP's for the event and Carol Dufek will print nametags for all the registered guests. The greeters at the registration table will be Carol Dufek, Carol Chilson, Rebekah Stephens and Pat Hackett.

Bob Koch, Area IV Representative, moved to adjourn and Sandy Peterson, Member at Large, moved to second, meeting adjourned at 4:05pm.

Next meeting will be Thursday, April 20, 2006 at 2:00 – 4:00, Raynor Memorial Library, Conference Room A.