

Marquette University Committee On Staff
Approved Minutes
Thursday, March 18, 2010
AMU Henke Lounge

Present: **Sherri Lex**, Provost Office Representative/Chair; **Kristina Fisher**, Senior VP Office Representative/Vice Chair; **Lori Ozminkowski**, Provost Office Representative/Secretary; **Melissa Econom**, Provost Office Representative; **Sheila Kershek**, Provost Office Representative; **Carrie Kratochvil**, Provost Office Representative; **Jessica Lothman**, Area Representative; **Jeremy Saperstein**, Member at Large

Excused: **Ellen Blonski**, Historian; **Mike Cosgrove**, Member at Large/Treasurer; **Barbara Fedran**, Member at Large; **Gwenyth Murphy**, Senior VP Office Representative

Guests: **Kristin Etzelmueller**; **Carol Poth**, Center for Peacemaking

The meeting was called to order at 2:05 p.m. Jessica read a reflection sent in by Ellen Blonski.

Committee On Staff Topics

Employee Concerns

- **Fitness Courses for Employees Only**
Per Melissa, the Wellness Committee is still looking into an employee only yoga class but instructors are very expensive and good ones are difficult to find. Since both the Rec Plex and Rec Center have very tight budgets, there is no extra money at this time to fund a yoga class or to offer the proposed \$50 fitness incentive. It was discussed that perhaps a class, other than yoga, could be offered and would be more cost effective. Melissa will ask Mandi Weis for an update from the Wellness Committee with regard to any staff only classes that could be offered.
- **Fee Waiver for Fitness Courses**
Perhaps COS could recommend to the Wellness Committee that they continue to offer more “free” group exercise programs. It was suggested that an informal group be established that could use DVDs or videos to exercise together regularly through the lunch hour or after work. Where this could take place may be a problem because of space issues as well as risk management issues. Melissa will ask Mandi for suggestions. It was suggested that perhaps COS could organize or be a resource for an informal exercise program. It was also mentioned that the library may have DVDs or videos on hand.
- **Fee Waiver for Lockers/Towels**
This was brought up by COS and it will be mentioned to the Rec Centers, but COS also discussed the issue that for every service, there is a fee involved and someone has to pay for this. With the tight economy for not just employees, but also the University, it would be difficult to not have fees involved with such benefits.
- **Free Psychological Services for Employees**
An employee questioned why the College of Education 7 C’s program no longer exists. The College of Education had a 7 C’s Program that had been paid for by a grant, but the grant has not been renewed. This program was not open to the public and people were referred to the clinic by outside sources. There is, however, an Employee Assistance Program available. There are also free services available to employees through the Psychology Department’s Center for Psychological Services.

- **Fee Waiver for Replacement of Worn Out ID Cards**
Years ago COS had brought this to the attention of card services and they had agree to waive the fee. When employees have a worn out ID card, they should remind card services that this agreement had been made.
- **Reduced Parking Fees for Employees**
Since MU must pay for parking lot space and there is constant upkeep to the lots, there typically is an expected increase in parking fees. The employee has asked if this could be kept to a minimum or to no increase at all. Kristina will contact a member of the Parking Committee, Patricia Hackett, and will ask her to mention this to the Parking Committee. She will also ask Patricia to send a listing of the cost of employee parking fees from the last 5 years for comparative purposes. It was also noted that MU is very competitive with parking costs compared to other establishments in the area.
- **Computerized Billboard for Selling Items**
This also had been brought up in the past and MU has said “no” because the upkeep would be too difficult and it would be too time consuming to maintain such a site. There are also risk management and legal dispute issues that could arise. Suggestions for the employee were to consider using e-Bay or Craig’s List.
- **Two 15 Minute Breaks for Employees**
The University Handbook indicates that each employee is allowed a 15 minute break for each 4 hour block worked. For a 7 ½ hour day, one break would be allowed. COS will ask HR if this could be emphasized University wide, as some areas do not make this benefit as apparent as others. Melissa will ask the Wellness Committee to bring this to the attention of the University, since getting up and moving is also a health benefit.
- **Childcare Assistance Program – look what Princeton is doing:**
<http://www.princeton.edu/hr/announcements/archive/?id=2608>
- **Social Media – Facebook, Twitter for MU.** A place for support staff members to share recipes, walking groups, work out buddies, various support topics, etc. There are Facebook programs in place and OMC would have to be asked for permission if there would be a request for a new one. COS will explore this further.
- **Earth Day**
It was suggested that on Earth Day, MU employees take one hour to clean up/recycle the office.
- **Spirit Shop Discount Coupons**
It was suggested that perhaps the Spirit Shop could offer a coupon for a discount if an employee donates certain items toward a university sponsored charity.
- **Compare MU to other Productive and Innovative Companies**
An employee suggested that MU look at what other larger companies are doing in their work environments to get new ideas. COS mentioned that the employees at MU receive great benefits.

Progress Report

COS/COA will co-sponsor the Spring Event, “Working with Distressed Students”, hosted by Mike Zebrowski. The event will be held on Friday, April 23 from Noon until 1:00 p.m. COS will contribute half to the food/refreshments that will be offered. Sherri will be accepting the RSVPs for this event. The information will be posted on the COS web site.

Sheila talked to Charyl Burke, Director of Risk Management, and it was recommended that the presentation for Ergonomic Work Stations not be part of a Grow session because of Risk Management issues. Ergonomic Work Stations are very individual and an assessment cannot be conducted in a group setting. A general information presentation can be conducted and informative handouts from the

OSHA web site can be distributed. The MU loss control specialist who offers the service of looking at and evaluating individual employee workstations could be a guest at the presentation to explain his service and offer sign up times. It was suggested that August may be the best time to host this event. Sheila will call Charyl to set up a date.

Web Development

Jeremy passed around the pictures of COS members and asked all to identify themselves. They will be posted on the COS web site in the next couple of days.

Announcements/Other Business

Election Process Discussion

- A consensus was reached that all open seats remaining after an election should be filled by appointment of runners-up in said election to Member-at-Large positions.
- A majority agreed that these members would serve a standard two-year term, after which the seat would be an open seat in the original university area.
- All agreed that the Office of the President should remain as a President position, which if not filled, would be filled by a Member-at-Large.
- It was discussed if the size of committee should change, as COA has 11 seats and COS has 15 seats. COS is based on the number of staff in each university area, therefore, we will continue with 15 members to ensure adequate representation.
- Bylaws in the Nominations and Elections section will need to be amended so that COS will have the opportunity to fill all membership positions during an election. The following motion was made by Jessica and seconded by Jeremy:
 - If open seats remain after area elections, a staff member outside the designated area may be appointed by COS to fill the seat and serve as a member-at-large for a two year term.

All approved. Motion accepted.

- Up for re-election: Jeremy, Sherri, Michael, Jessica and 3 open seats.

Search for New President

- Fr. Wild retiring in 2011.
- A listening session is scheduled on April 7th from 11:30-1:30 for Support Staff.

Approval of Minutes

- All members were reminded that they should review and approve on a timely basis the unapproved minutes when they are sent out.
- It may take several attempts to edit the minutes and a reply is needed each time.

Sub-Committee Reports

Web Master

Jeremy will add the COS member pictures to the website.

Web Content

Information on the upcoming COS/COA Spring Event, "Working with Distressed Students" will be posted.

Public Relations

New Employee Orientation was cancelled in March and will be combined on April 21.

Nominations and Elections

The next election will be held in April. Jeremy will send out the nomination request email.

All-University Committees

University Parking Committee

No report submitted.

University Safety Committee

No report submitted.

AMU Advisory Board

No report submitted.

Marquette Sustainability

New Buildings Group

- There has not yet been a meeting. The next meeting is scheduled for March 31st.
- The Sustainability Joint Group Meeting will be held on April 6th.

Supplier/Vending Work Group

No report submitted.

Recycling Work Group

No report submitted.

Natural Resources & Utilities Work Group

No report submitted.

Excellence in University Service

No report submitted.

Employee Wellness Committee

No report submitted.

Announcements/Other Business

None at this time.

Sheila moved and Kristina seconded the motion to adjourn the meeting at 4:00 p.m.

The next meeting is scheduled for Thursday, April 15, 2010 from 2:00 – 4:00 p.m. in the AMU Henke Lounge.