

**Marquette University Committee On Staff**  
**Approved Minutes**  
**Thursday, April 15, 2010**  
**AMU Henke Lounge**

- Present: **Kristina Fisher**, Senior VP Office Representative/Vice Chair; **Mike Cosgrove**, Member at Large/Treasurer; **Barbara Fedran**, Member at Large; **Carrie Kratochvil**, Provost Office Representative; **Gwenyth Murphy**, Senior VP Office Representative, **Ellen Blonski**, Historian.
- Excused: **Sherri Lex**, Provost Office Representative/Chair; **Lori Ozminkowski**, Provost Office Representative/Secretary; **Sheila Kershek**, Provost Office Representative
- Absent: Jeremy Saperstein, Member at Large; Jessica Lothman, Member at Large; Melissa Econom, Provost Office Representative

The meeting was called to order at 2:05 p.m. Ellen read an opening prayer.

## **Committee On Staff Topics**

### ***1. Employee Concerns***

- Dealing with stressed staff and administrators  
An employee suggested that MU sponsor a program concerning stressed Marquette employees. Mike suggested that the employee look into the Mindfulness Training and Stress Reduction program offered by the Wellness Committee. The program will run on April 28<sup>th</sup>. More information can be found at:  
<http://www.marquette.edu/chs/wellness/index.shtml>
- Smoking near the entrances of the AMU  
An employee informed COS that people are not following the 20 foot rule and are smoking too close to the entrance of the AMU. It was also noted that the ashtray receptacles are located too close to the building, actually encouraging people to smoke within the 20 foot smoke-free zone. The concern was referred to Todd Vicker of the AMU, and Todd said that he will bring this up to his building supervisors and staff, will work on setting up a clear procedure, and will also have his staff take a look at the distance of the ash trays from the building entrances. He appreciated that we brought the concern to his attention and said he will be following up with his team.
- 1<sup>st</sup> Shift parking rates vs. 2<sup>nd</sup> and 3<sup>rd</sup> shift rates  
An employee contacted COS with the concern that parking rates are more expensive for 1<sup>st</sup> shift employees than for 2<sup>nd</sup> and 3<sup>rd</sup> shift employees. The employee felt that fees should be the same regardless of what time the vehicle is parked. This concern was passed on to Patricia Hackett of the Parking Committee, and she agreed to bring it up at the May 6<sup>th</sup> Parking Committee meeting.
- Reserve 1<sup>st</sup> and 2<sup>nd</sup> floors of the Parking Structures for employees  
An employee contacted COS with the idea that the 1<sup>st</sup> and 2<sup>nd</sup> floors of the parking structures be reserved for employee parking only. This issue was also passed on to Patricia Hackett and will also be discussed at the May 6<sup>th</sup> meeting.
- 9 and 10 ½ month employees feel that they are excluded from the gift of time  
Some 9 and 10.5-month employees that are not normally scheduled to work during the scheduled “gift of time” were confused with university announcements stating that “all

employees would be granted the gift of time”. This issue was passed on to Human Resources and Cas Castro. The following is the response that we received from HR: Mr. Castro apologizes for the miscommunication via News Briefs and acknowledges the mistake. Another NewsBrief article will run in the fall regarding this issue and in that message, it will be made clear that only employees who were scheduled to work during this time are included. HR has contacted supervisors and asked them to address this issue with affected employees through face-to-face conversations.

## **2. 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. Sherri is still accepting RSVPs.
- Ergonomic Work Station Program – planning is under way, perhaps looking towards an August presentation date.

## **3. Announcements/Other Business**

### **Amend Bylaws**

A vote to amend the bylaws will be voted on via email to include the full committee.

### **Search for New President**

- The Support Staff listening session featured a good group discussion.
- 34 staff members attended.
- Transcripts of the session can be found online at:  
<http://www.marquette.edu/presidentialsearch/listeningsessions.php>

### **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/ Web Content**

Project Night Night is up on the web page.

### **Public Relations**

Working on COS magnets – hope to be ready for the Support Staff Luncheon

### **Nominations and Elections**

There have been many nominations and a lot of interest. Most nominees have been contacted, and more people have expressed interest than in the past. Biographical sketches are due by Tuesday, April 20<sup>th</sup>. The voting deadline is 4:30 pm on Thursday, April 29<sup>th</sup>.

## **All-University Committees**

### ***University Parking Committee***

No report submitted.

### ***University Safety Committee***

No report submitted.

### ***AMU Advisory Board***

The last meeting of the semester was held on Tuesday, April 13<sup>th</sup>. There have been many small, albeit important, changes at the union itself. Cosmetic changes (paint, wallpaper, re-design and reconfiguration of some rooms, etc.) and the addition of electrical outlets in the Brooks lounge on the first floor and along the perimeter of the staircase on the second floor to accommodate those using laptops.

Todd Vicker and his staff have been working with Sodexo to bring new and interesting menu changes; supplying nutritional information for the items being served; working with students that may have food allergy problems.

All in all Todd and his staff have been a great “guiding light” in relentlessly seeking the changes as needed for the AMU.

### ***Marquette Sustainability***

#### New Buildings Group

No Report Submitted

#### Supplier/Vending Work Group

No report submitted.

#### Recycling Work Group

The April meeting was a joint meeting featuring members from all working groups as well as many students. Various ideas were discussed on how to make sustainability a way of life for MU employees and students alike.

#### Natural Resources & Utilities Work Group

No report submitted.

### ***Excellence in University Service***

The 2010 Excellence in University Service awards ceremony will take place on Thursday, April 27<sup>th</sup> from 2:45 – 4:45 at the AMU.

### ***Employee Wellness Committee***

- The 2009 Culture and Interest survey as well as the HRA summary results are available online.
- The healthy cooking series presentations have been very well attended – there are still some spots open for future events.
- TV Dinners Health Frozen Entrée Presentation – will take place on Wednesday, April 21<sup>st</sup> in Zilber Hall.
- Stress Recess: Mindfulness Training and Stress Reduction program will take place on Wednesday, April 28<sup>th</sup>.
- The committee is working on putting together a social cycling group.

- May 19<sup>th</sup> is National Employee Health and Fitness Day. The committee is putting together a walking program to be lead by Provost Pauly. Free access to both the Rec Center and Rec Plex will also be offered.
- More information can be found on the web at:  
<http://www.marquette.edu/chs/wellness/index.shtml>

### **Announcements/Other Business**

None at this time.

**Carrie moved and Barb seconded the motion to adjourn the meeting at 3:00 p.m.**

**The next meeting is scheduled for Thursday, May 20<sup>th</sup> at the AMU Henke Lounge.**