

**Marquette University Committee On Staff
Approved Minutes
Thursday, May 21, 2009
Alumni Memorial Union, Henke Lounge**

Attendance: **Kristina Fisher**, Senior VP Office Representative; **Carol Dufek**, Member at Large; **Sherri Lex**, Provost Office Representative; **Patricia Psuik**, Provost Office Representative; **Ellen Blonski**, Historian; **Chris Pivonka**, Provost Office Representative; **Jeremy Saperstein**, Member at Large; **Sheila Kershek**, New Member, Provost Office Representative; **Jessica Payson**, Provost Office Representative/Vice Chair/Secretary; **Lori Ozminkowski**, Provost Office Representative; **Carrie Kratochvil**, Provost Office Representative;

Absent: **Mike Cosgrove**, Member at Large/Treasurer; **Gwenyth Murphy**, Senior VP Office Representative; **Barbara Fedran**, Member at Large

The meeting was called to order at 2:01 p.m.

Committee On Staff Topics

Officers

We have a need for two people to be chair and vice chair of the Committee On Staff. Sherri and Kristina volunteered and it was voted in that Sherri would be our Chair and Kristina would be our Vice Chair. We also need a secretary that would work with the Chair and all members were encouraged to consider that position. We agreed to wait until our June meeting to vote on the following positions: Secretary, Treasurer, and certain subcommittee positions such as the Public Relations representative.

COS discussion

We discussed the need to be involved with the subcommittees on campus. It was suggested that someone contact Jay Sobota of the Parking committee to make sure we are represented there. Currently, Patricia Hackett is our liaison but we need to find out if she wants to continue in that role. Perhaps a call to Todd Vicker would also be beneficial concerning the Alumni Memorial Union Advisory Committee representation.

The boxes containing COS pictures need to be stored somewhere. It was mentioned that Mike Cosgrove can store these boxes. Everything should be forwarded to Ellen and she makes the decisions as to what will be archived. The committee might want to look through the boxes to see what is in them. We postponed this discussion until our June meeting when Ellen is available.

Jessica and Vanessa met with Cas Castro, Director of Human Resources, regarding the Committee On Staff. Questions that were brought up included: "Do we have to have 13 members?" "Do we have to follow Robert's Rules of Order?", etc. The Committee On Staff and

its relation to Cas was discussed. It was agreed that the new committee will work with the Committee On Staff structure.

An announcement was made that the Support Staff luncheon will be held on July 27, 2009 at 12pm. Sherri agreed to introduce Fr. Wild. Kristina inquired as to who plans this lunch and the response was Human Resources.

Sub-Committee Reports

Web Development - Jeremy Saperstein

Jeremy is putting a presentation of our new website together for the committee to review and discuss prior to approving the updates.

He suggested that we move on getting our new web site approved so that he doesn't need to continue updating the old web site. He would like to put the agendas for our meetings on the web site.

It was mentioned that the rooms for our meetings are reserved through December. Jessica will forward the room reservation information to Jeremy so he can get the locations of the upcoming meetings on the web-site. If we can make our web-site more enticing and have the meeting information on it, perhaps more people will come to our meetings. We could have a general statement out there that would read: "Is this something you're interested in pursuing"?

A discussion took place regarding the bulletin board of ads and the promotion of the cookies (the cookies that Annette Conrad makes). Jessica Payson confirmed that as long as Jeremy Saperstein posts under the ads that this is not promoted or supported by Marquette University that they can post this. Permission was given last year during a meeting with Cindy Bauer from General Council.

Jeremy will send us the link to the web-site and we can review it and bring our comments to our meeting in June. It was suggested to reserve a smart cart for our next meeting so we can review the new web-site during the meeting and make a decision on it. After a discussion about the web site, we agreed to go live now and make changes as needed.

Here's the temporary web-site address: <http://dev.mu.edu/cos>

Jeremy and Kristina will meet to discuss adding the University Structure and the breakdown of members and the areas they represent on our web site.

Public Relations - Sherri Lex

Ellen, Kristina and Sherri delivered cards to the Excellence in University Service Awards recipients at the awards ceremony. It was mentioned that someone will need to represent us at the New Employee Orientation on June 17, 2009 from 2:15pm – 2:25pm. We discussed the possibility of creating a book-mark to hand out to people advertising the Committee On Staff. We agreed to look into magnets instead of bookmarks.

Employee Welfare Committee - Carol Dufek

The Employee Welfare Committee has not met. There is a new University Wellness Committee and if you are interested in being on this committee, you need to e-mail your Dean or V.P. letting them know of your interest and they will nominate you.

University Parking - Pat Hackett by Jess Payson

No updates.

University Safety Committee - Carol Dufek/Jessica Payson

Marquette University has purchased a new style of LIMO which is easier for individuals to get on and off of. During the last meeting, members of the committee including a few members of Committee On Staff, had the opportunity to ride in one of the new LIMOs while they toured the entire Public Safety patrol area.

AMU Advisory Board - Sandra Peterson by Jess Payson

No updates.

Marquette Sustainability

New Buildings Work Group – Carol Dufek

No updates. Sherri will contact Mike Whittow regarding offering a Committee On Staff member to be on this committee as Carol has chosen to step away from this position.

Recycling Work Group – Mike Cosgrove

No updates.

Natural Resources/Utilities Work Group – Peter Dombrowski

No updates.

Vending Work Group – MaryJo Goodwin

No updates.

Pending Items

By-Laws

Jeremy has the by-laws and will send them to Sherri.

New Business

It was mentioned that we should be involved in Marquette's Centennial Celebration of Women. Kristina will check with Rana Altenburg and Ann Taghikhani regarding how Committee On Staff can be involved.

Announcements

Jessica informed us that it is time to register for the Susan G. Komen Race for the Cure. Jessica volunteered to organize this event for Committee On Staff.

Jeremy Saperstein will contact the university photographer. New members will have their pictures taken for the Committee On Staff web-site soon.

Meeting adjourned - at 3:20 p.m.

The next meeting is scheduled for Thursday, June 18, 2009 2 – 4 p.m. in Cudahy Hall, Room 208.

Respectfully submitted by,

Sheila Kershek