

Marquette University Committee On Staff
Approved Minutes
Thursday, June 18, 2009
Cudahy Hall, Room 208

Attendance: **Kristina Fisher**, Senior VP Office Representative; **Ellen Blonski**, Historian; **Jeremy Saperstein**, Member at Large; **Sheila Kershek**, Provost Office Representative; **Lori Ozminkowski**, Provost Office Representative; **Carrie Kratochvil**, Provost Office Representative; **Mike Cosgrove**, Member at Large/Treasurer; **Barbara Fedran**, Member at Large

Absent: **Gwenyth Murphy**, Senior VP Office Representative; **Sherri Lex**, Provost Office Representative/Chair; **Patricia Psuik**, Provost Office Representative

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

Committee On Staff Topics

May Minutes

It was mentioned that the May meeting minutes should be looked over and officially approved within the next week.

Sub-Committee Reports

Web Development - Jeremy Saperstein

We discussed that, as this sub-committee moves forward, we might want to move towards having co-chairs for the Web Development committee. The idea was put forward that one person would be the 'webmaster' and one person would be in charge of web content, which includes updating info and finding new items to feature on the website.

It was discussed that Web Content co-chair from the Web Development sub-committee and the marketing co-chair of the Public Relations sub-committee would seem to be quite related in their tasks. It was suggested that there be a catchall group in place to make sure that both groups work seamlessly together.

Barb Fedran and Carrie Kratochvil volunteered to help with the web content portion of this sub-committee.

Public Relations – To Be Determined

We discussed that, much like the Web Development Committee, the Public Relations Committee could greatly benefit from having co-chairs, with one person in charge of the welcoming of new employees and another in charge of marketing – which would include promotional materials, updating the MU Calendar and general marketing/promotion items for the Committee on Staff.

It was discussed that the co-chair in charge of welcoming would not necessarily be responsible for attending all new staff orientations – but to coordinate with the committee as a whole to make sure that someone from COS could attend. Ellen Blonski volunteered to help out with welcoming new employees.

It was also discussed that COS would be adding some new members, and they would inevitably be able to help fill in the sub-committees.

Nominations and Elections

Lori Ozminkowski agreed to work on the Nominations and Elections sub-committee, and Ellen Blonski agreed to help out.

Committee Officers

Mike Cosgrove agreed to stay on as treasurer.

The position of Secretary is still open.

Employee Welfare Committee – To Be Determined

No Updates

University Parking – To Be Determined

No updates.

University Safety Committee – To Be Determined

No Updates

AMU Advisory Board – To Be Determined

No updates.

Marquette Sustainability

Recycling Work Group: Mike Cosgrove announced that, with the new waste removal/recycling contract, we will move to single-source recycling starting July 1.

Lori Ozminkowski agreed to be part of the New Buildings Work Group.

Employee Wellness Committee

Mike Cosgrove expressed interest in joining the employee wellness committee.

Excellence and University Service

A COS member will be appointed to the committee in the fall.

Pending Items

Website Development

The committee discussed and agreed that the website should get up and running as soon as possible – and any changes can be made as needed.

The committee looked at the website and suggested the following changes:

- Make sure all fonts are similar and mesh well
- Slow down the slideshow on the main page – and we should be sure to change up the pictures – possibly including pictures from our meetings, our Susan Komen Race for the Cure Team and the Support Staff Picnic.
- Change the headline names to be more streamlined/inviting.
- Think of staff members with interesting stories to feature on the web site.
- Perhaps instead of monthly happening, the website should focus on University events, as monthly happenings can get outdated very quickly.
- Post our meetings schedule on the main page and encourage staff members to come to our meetings.
- Link to the University Calendar and include our meeting on the University Calendar.
- Promote university events and information that is not on the University Calendar, including updates and news from Recreational Sports, The College of Professional Studies, Campus Ministry, the Faber Center, the Haggerty Art Museum, the Law School, the Women’s Centennial, The Center for Peacemaking
- Under the Current Representatives section, include a link that says “Who’s My Representative” that would allow people to easily see which areas that the current members represent.
- Make the agenda and minutes PDF files instead of the current Word format. 2007 minutes should be archived.
- Update COS involvements
- Have a questions and suggestions link that would notify Sherri of any questions or suggestions from people viewing the website.

With those changes, the committee voted to allow the website to go live.

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

Race for the Cure

The race will take place on Sunday, September 27, 2009. Jessica Payson is organizing the team. Participation is open to all Marquette University students, staff, faculty and administrators.

The committee reviewed a blurb to be submitted to Marquette’s News and Views and Ellen Blonski offered rewrite the blurb and send it out to the committee for approval.

Support Staff Luncheon

The Support Staff Luncheon will take place on Monday, July 27. All COS members are encouraged to attend the lunch and mingle with fellow support staff. COS Chair Sherri will introduce Fr. Wild.

Brainstorm for the Future Direction of COS

All COS members are encouraged to brainstorm ideas for the future direction of COS. Think of things that we want to be involved in, events that we would like to sponsor and general ideas that can help improve the committee. This will be discussed at the next meeting.

Meeting adjourned - at 3:20 p.m.

The next meeting is scheduled for Thursday, July 16, 2009 2 – 4 p.m.