

Marquette University Committee on Staff
Approved Minutes
Thursday, July 15, 2010
AMU Henke Lounge

Present: **Kristina Fisher**, Senior VP Office Representative/Vice Chair; **Lori Ozminkowski**, Provost Office Representative/Secretary; **Luba Aganina**, Senior VP Office Representative; **Shirley Haig**, Member-at-Large; **Gwenyth Murphy**, Senior VP Office Representative; **Sheila Kershek**, Provost Office Representative; **Sandy O'Donoghue**, Senior VP Office Representative; **Andrew Seifert**, Senior VP Office Representative

Excused: **Stephanie Glanzmann**, Member-at-Large/Chair; **Jean Ott**, Member-at-Large/Treasurer; **Ellen Blonski**, Historian; **Barbara Fedran**, Member-at-Large; **Carrie Kratochvil**, Provost Office Representative; **Elizabeth Wawrzyniak**, Provost Office Representative

Absent: **Melissa Econom**, Provost Office Representative

The meeting was called to order at 2:02 p.m. by Kristina Fisher.

Committee on Staff Topics

Employee Concerns

- An employee indicated that she has an interest in helping with an employee rummage sale at Marquette in which the proceeds would help financially needy students. Sheila will ask Alex Kaleta and see if anyone in COA is interested in helping, but no one from COS stepped forward to take the initiative because of the time commitment it would require.

Progress Report

- Ergonomic Work Station Brown Bag Program is being held on Tuesday, August 3rd from Noon to 12:45 p.m. in the AMU, Room 157. The program will be led by Clark Macalpine and Angela Banerjee. Sandy ordered the COS giveaways for the event and Sheila will make a flyer and send it to the department heads to be posted in the office area. The information will also be sent out in News Briefs and an additional email will be sent before the event.
- The thank you card and gift for outgoing chairperson, Sherri Lex, is being sent.
- Limited Use Parking Pass
Gwenyth followed up with Parking Services and verified that there is not a limited use parking pass for employees to purchase at this time.
- Annual and Bulb Plants on Campus
Lori contacted Jerry Kohn to discuss the various flowers used on campus. He mentioned that the University has cut back of the number of annuals being planted over the past couple of years. Some of the flower beds were made smaller, more mulch was used in other beds and the number of perennials has increased. He did mention that annuals are necessary on campus for

the instant color, as well as the continuous flowers they provide. This is especially important along Wisconsin Avenue, as it increases the image of Marquette for those passing through campus. Perennials, such as daylilies and shrub roses are being used in the center of campus where instant color and visibility may not be as important. He also indicated that now that there is a much larger Service Garage on 27th and Clybourn, the perennial bulbs will be stored in that facility during the winter and reused in the spring.

Announcements/Other Business

- Support Staff Appreciation Luncheon – The Support Staff Appreciation Luncheon will be held 11:30 a.m. to 1 p.m. Monday, July 26, in the AMU Monaghan Ballroom. COS is hosting a special raffle to increase awareness and collections for Project Night Night. Faye Otero will be asked if she can send out a special email explaining and promoting the raffle and collection of needed items. One raffle entry will be awarded for each item donated. Sandy donated the certificate for the one-hour massage and Gwen brought her photographs and cards. Kristina will contact Kathy Hawkins to see if there is a box or barrel that we can use for the collection of items. Sheila will make a poster indicating the Project Night Night drop off and Gwen will make a box to collect raffle tickets. Sheila is working on the candy labels for the tables.
- Luba Aganina has volunteered to be on the Support Staff Appreciation Luncheon Committee for the coming year. Kristina will notify Faye Otero.
- New Folks Convocation – The New Folks Convocation will be held on Monday, August 23. COS will again have an information table and host a raffle for one lucky qualifying staff member to win. Gwen will update the COS flyers that will be distributed.
- Susan G. Komen Walk for the Cure – Sunday September 26th – It was indicated that a staff employee has agreed to head up a Marquette team. More information will follow.

Sub-Committee Reports

Web Master/Web Content

Andrew has updated the website. It was suggested that the Centennial Celebration of Women at Marquette be removed from the website at the end of July and perhaps Support Staff Luncheon pictures be added in its place.

Public Relations

- Elizabeth placed the order for magnets that will be attached to COS business cards.
- Sheila and Gwenyth are preparing the candy and the flyers for the Support Staff Appreciation Luncheon.
- Sheila continues to attend the monthly new employee orientation meetings to introduce and promote COS to new staff employees.

Nominations and Elections

Kristina has forwarded a complete step by step guideline explaining the duties of and timeline for the Nominations and Elections Committee to Luba and Elizabeth, the sub-committee members.

All-University Committee Reports

University Parking Committee

No report submitted.

University Safety Committee

No report submitted.

AMU Advisory Board

No report submitted.

Marquette Sustainability

New Buildings Group

No report submitted.

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

- Al's Run and Walk Training Program Informational Session will be held on Monday, July 19th from Noon – 1:00 pm or 4:30 – 5:30 pm.
- Living Well with Chronic Conditions Workshop Series – Six-week program designed for adults with chronic health conditions. If there are enough participants, it will be held every Monday, July 26 through August 30 from 4:00 – 6:30 pm in AMU 252.
- Farmer's Market Wellness Walk – Wednesdays at noon in front of Zilber Hall, a member of the wellness committee leads a walk to the Westtown Farmer's Market.

Please contact Mandi Richter at 8-4581 for further information regarding these events.

- It was mentioned that the employee only fitness classes may be starting soon. More information to follow.

The Meeting was adjourned at 2:40pm

The next meeting is scheduled for Thursday, August 19th in AMU Henke Lounge.