

Marquette University Committee On Staff
Approved Minutes
Thursday, July 16, 2009
Raynor Library, Conference Room A

Present: **Sherri Lex**, Provost Office Representative/Chair; **Kristina Fisher**, Senior VP Office Representative/Vice Chair; **Mike Cosgrove**, Member at Large/Treasurer; **Lori Ozminkowski**, Provost Office Representative/Secretary; **Gwenyth Murphy**, Senior VP Office Representative; **Patricia Psuik**, Provost Office Representative; **Sheila Kershek**, Provost Office Representative

Excused: **Ellen Blonski**, Historian; **Jeremy Saperstein**, Member at Large

Unexcused: **Barbara Fedran**, Member at Large; **Carrie Kratochvil**, Provost Office Representative

The meeting was called to order at 2:05 p.m.

Committee On Staff Topics

Motions were made to approve and accept the meeting minutes for May 21, 2009 and June 18, 2009 with the correction in the June minutes of Ellen's first name and that Patricia Psuik was not in attendance. Motion carried.

The committee member selection process and the newly created by laws were discussed in detail in order to help clarify the structure for the new members. The officers hold a one year term.

- Secretary – Lori Ozminkowski has accepted
- Treasurer – Mike Cosgrove will continue
- Website Sub-Committee – Barbara Fedran and Carrie Kratochvil have accepted
- Public Relations Sub-Committee – Sheila Kershek, General; Gwenyth Murphy, Marketing; Ellen Blonski, Welcoming have accepted
- Nominations and Elections Sub-Committee – Ellen Blonski, Kristina Fisher and Carrie Kratochvil were nominated. Lori Ozminkowski will step off, as she is now secretary.
- All-University Committees
 - Marquette Sustainability: New Buildings Working Group – Lori Ozminkowski
 - Employee Wellness – Mike Cosgrove

If those that were nominated accept their positions, all of the COS Committee Member positions have been filled.

Discussion followed regarding the dilemma that we are still four COS members short, three from the Sr. Vice Presidents area and one from the Presidents area. It was felt by all members that there is a “disconnect” between COS and the staff. Staff are not certain of the role that COS plays and the election was a bit confusing this year because of the new structure. It was determined to keep the same structure but be more specific regarding the separation of areas and who falls under each one. Another nomination and election, with a clear explanation, should take place to fill the vacancies. Sherri requested that the Nominations and Election Committee proceed with this as soon as possible.

Sub-Committee Reports

Public Relations

Sheila Kershek attended the New Employee Orientation on July 15, 2009 as a representative of Committee On Staff. She indicated that it is important to get the magnets ordered, so that they can be handed out at the next event. Gwenyth indicated that she would look into ordering the magnets.

Web Development

It was decided by the committee that the new website must go live by August 1, 2009. A motion was made and seconded that if Jeremy is not able to get the new website live by August 1st, someone in IT would be asked to assist. Motion carried.

Public Relations

Gwen will look into ordering magnets.

Employee Welfare Committee

No report submitted.

University Parking

No report submitted.

University Safety Committee

No report submitted.

AMU Advisory Board

No report submitted.

Marquette Sustainability

New Buildings Work Group

No report submitted.

Recycling Work Group

No report submitted.

Natural Resources/Utilities Work Group

No report submitted.

Vending Work Group

No report submitted.

Pending Items

Website Development

The new website should be live by August 1, 2009.

Announcements/Other Business

- The Race for the Cure will take place on Sunday, September 27, 2009. It will be announced on the website, as well as in the News Briefs.
- The Support Staff Lunch will take place on Monday, July 27, 2009.

- The New Folks Convocation will take place on August 24, 2009 in the AMU Ballrooms. We will have a table advertising COS. The table should be set up by 7:45 am and someone needs to be present at the table between 8:00-8:30 and 9:30-10:00 am. It was suggested that we have the magnets ready to give away, as well as candy and handouts.
- The Centennial Celebration of Women at Marquette was discussed. Kristina is still waiting to hear from Rana Altenburg regarding her ideas of how the COS could best participate. Gwen suggested that each month we highlight a woman that has been employed at MU for many years and feature them on our website and perhaps even in News Briefs. Sheila will contact long time employees to see if they would be willing to participate. Sheila will email the list of questions to the COS members for approval before the next meeting to assure the August start for the kick off.
- Sherri indicated that she would like to send out the COS Agenda and Minutes each month to all staff, so that they will have a better understanding of the committee.

New Business

Improving COS

- Sherri would like the Nominations and Elections Committee set up an election as soon as possible. Perhaps the voting can be done online, instead of the conventional paper method. An online survey tool such as Survey Monkey may be used. Since not all staff have a computer or access to computer, it could be advertised in a printed document that all staff receive, such as Marquette Matters, indicating who they should contact for a paper copy.
- Patricia felt that COS could benefit from using a SharePoint site. Members could check out minutes to correct, see the calendar, read announcements and have a discussion. Patricia indicated that she would be willing to help set this up.
- Sheila agreed that the number one priority should be increasing the membership.
- Sheila also received feedback from staff that some of the GROW programs were too long. Though they are excellent classes, it is sometimes difficult to take off for three hours at a time. Sherri said she will send an email voicing this concern to the GROW program coordinator.
- Lori feels that staff need to have a better understanding of what COS is and what they do.
- Gwenyth would like to see the marketing of COS expand. She will follow up and show us samples of magnets for approval.
- Mike would like COS to be better understood and to reach full membership.
- Sherri feels that we need to once again get established. We will then be able to continue with additional ideas.

Treasurer's Report

- A treasurer report was requested for the next meeting to set up budget items for the coming year.

Department Lunches

- It was suggested that COS can meet with various departments on campus for bag lunch meetings. This will allow the COS to perhaps gain an understanding of the issues that staff members may be facing. It was brought up that staff may not know who to contact on COS to bring issues to the committee.

Support Staff Appreciation Luncheon

- The committee members discussed providing information about COS at the Support Staff Appreciation Luncheon. It was decided that COS would purchase small bags of M&Ms and attach a label containing the COS website and create a flyer containing general information, membership, and area/representative information.

Mike moved to adjourn and Pat seconded. The meeting was adjourned at 3:58 p.m.

The next meeting is scheduled for Thursday, August 20, 2009 from 2 – 4 p.m. in the AMU Henke Lounge.