

Marquette University Committee On Staff
Approved Minutes
Thursday, August 20, 2009
AMU Henke Lounge

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

The meeting was called to order at 2:05 p.m. and a prayer was read by Ellen Blonski.

Committee On Staff Topics

Employee Concerns

An employee requested that COS ask the Wellness Committee to consider offering health classes for support staff at a time immediately after work, without students, since some employees do not have flexible lunch times or only have a half hour for lunch. Mandi Weiss has been contacted with the concern. It was suggested that perhaps each employee should be able to attend one health class a year without any work related penalty. Since Gwen is also a member of the Wellness Committee, she will be able to mention these issues and also bring up the concern that classes are not sympathetic toward employees with chronic health issues. Perhaps the same classes can be geared to all levels of fitness/health. Another suggestion is that the AMU vendors should offer discounted prices for healthy food choices in order to promote better health/eating habits.

Sub-Committee Reports

Public Relations

There were many positive comments regarding the COS candy and flyers at the staff picnic. The extra water bottles from the staff picnic, and glasses from last year, are to be used as welcome gifts to hand out to new employees by the COS within two months of employment. It was suggested that the list of new employees be shared by the committee members so that visits can be made by all, since the number of visits can be very time consuming for one or two. This visit is done after the new employee orientation in which a COS member greets the new employees and hands out business cards. Gwen is ordering the business cards and should receive them soon.

Web Development

The web site should be completed soon. Jeremy received changes from the Office of Marketing and Communication after their review of the site.

Nominations and Elections

Kristina Fisher has accepted the nomination to chair the Nominations and Elections sub-committee. Ellen Blonski has agreed to help with the tabulation of votes. Carrie indicated that Carol Dufek and Chris Pivonka have agreed to share the voting forms and procedures for easier implementation. They will also be able to offer a timeline indicating how long an election could take. It was suggested that

an email be sent to all staff at the beginning of October to let them know that an election will take place the middle of October, so they should start thinking about the possibility of becoming a member.

Employee Wellness 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.

Announcements/Other Business

- The Support Staff Lunch took place on Monday, July 27, 2009. It was well received.
- The New Folks Convocation will take place on August 24, 2009 in the AMU Ballrooms. Lori and Ellen will staff the table. A computer was ordered and will be used to show the COS development website. Ellen will make flyers advertising COS, the Race for the Cure and a chance in a raffle to win a \$10 AMU gift card. Lori will pick up the candy from Gwen to hand out and photo holders from Carrie to display the flyers. Kristina will purchase the \$10 AMU gift card and leave it on her desk for Ellen to pick up Monday morning. The new employees will have the opportunity to visit the tables between 8:00-8:30 and 9:30-10:00 am.
- 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. Sherri will also send a reminder email to all support staff.
- The Centennial Celebration of Women at Marquette will be observed by COS with a female employee being honored each month. It was suggested that an email be sent to all employees asking them to reply to the following questions if they wish to be highlighted.
 - How long have you worked at MU?
 - When did you graduate and what is your degree in?
 - What is your favorite memory of MU as a student and as an employee?
 - What advice can you give to future women at Marquette?

It was decided that administrators that started out as staff and continued their education, would also be considered. A list could be formulated by COS members and a special email would be sent to those employees asking them if they wish to participate.

- Kristina confirmed that a SharePoint site for COS will be set up by ITS. Sherri and Kristina will be administrators, and they will be taking the upcoming Grow training sessions in mid-September. It is hoped that staff members could participate via their computer, and that they will have access to the site.
- A treasurer's report was received from Michael, and the account number was given out, so that members that purchase items for COS use can be reimbursed.
- It was decided that COS member pictures will be taken at the October 15th meeting.

New Business

Updating Bylaws

- A motion was made by Sherri to update the Bylaws, under the secretary section, to include specific titles for those receiving a copy of the COS minutes. The titles will read as follows:
 - Assistant Vice President/Director of Human Resources
 - Committee on Administration Chair
 - Faculty Council Chair
 - Ombuds
 - President
 - Provost
 - Senior Vice President
 - Vice President and General Counsel

The motion was seconded by Gwen and all approved.

Jeremy will be asked to update these changes on the website.

Upcoming Meetings

- Lori distributed the meeting dates and locations through June 2011.

Carrie moved to adjourn and Kristina seconded. The meeting was adjourned at 3:38 p.m.

The next meeting is scheduled for Thursday, September 17, 2009 from 2 – 4 p.m. in the Raynor Conference Center, Room A.