

Marquette University Committee On Staff
Approved Minutes
Thursday, October 15, 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; **Mike Cosgrove**, Member at Large/Treasurer; **Barbara Fedran**, Member at Large; **Sheila Kershek**, Provost Office Representative; **Gwenyth Murphy**, Senior VP Office Representative
- Excused: **Ellen Blonski**, Historian; **Carrie Kratochvil**, Provost Office Representative; **Jeremy Saperstein**, Member at Large

The meeting was called to order at 2:05 p.m. Sherri read the Prayer for Generosity by Saint Ignatius of Loyola.

Committee On Staff Topics

Employee Concerns

Last month an employee requested that the Time Warner pricing be addressed. Jeremy was still waiting for an answer, but Sherri inquired whether Marquette could pursue upgrading the promotional deal TWC offers to MU employees.

Following is the response that was received:

Mr. Rick Arcuri, Associate Dean for Administration, informed COS that Marquette's TWC contract is locked in until 2017. If Marquette would opt out of the current contract, it would result in a price increase. He will continue to ensure that Marquette employees get the best deal possible.

It was brought to the attention of COS that the responses to the Giving Tree Donations are substantially down this year. All are encouraged to participate this year, if at all possible.

An employee asked if Subordinate – Supervisor Performance Appraisals are available and if they are anonymous.

Human Resources responded that they are referred to as "Reverse Performance Reviews". They can be given to employees to complete anonymously and forwarded to HR. After the information is received, HR forms tangible issues that are then presented to the manager. The form is located on the HR website. Following are a few sub-points that were used as discussion points at past performance appraisal Grow classes.

Value of Reverse Performance Appraisal

- *Provides managers with insight on opportunities for change and improvement*
- *Encourages input, feedback and dialogue from employees within a constructive framework*
- *Provides managers with specific perceptions/opinions and areas that need to be addressed or improved*
- *Learning tool - a gauge of how your employees view your style and effectiveness as a manager.*
- *Helpful in a manager's continual growth and improvement!*
- *Appraisal can be completed by peers, direct reports, or other frequent contacts*

The Ombuds person, Dr. Kerry Egdorf, was also suggested as a confidential contact person for employees to discuss possible issues.

Other employees mentioned that some vending machines are not well stocked. They also encountered a Tyme machine out of money on more than one occasion. Sheila will call on behalf of COS and voice these concerns to the AMU for vending and to US Bank for the Tyme machine.

Progress Report

Race for the Cure

The team raised \$840 this year and consisted of 13 members. Seven chose to walk, 3 to run and 3 slept in. Pictures of the event will be posted on the website.

Centennial Celebration of Women at Marquette

Each month COS will be highlighting a woman that has been employed at MU for many years and feature her on the website. Sheila will comprise an email with the questions discussed at the August meeting and send them to Sherri by Thursday, October 22nd for distribute to all staff.

COS Nominations

Kristina has received 23 nominations for possible COS member candidates. She has contacted human resources to verify that all of the employees are staff members and have been employed for more than one year. Lori, Sherri and Kristina will call the nominated employees to encourage their participation and ask them to submit a short biographical sketch by Friday, October 23rd, if they are interested in being on the election ballot. The ballots will be emailed to all staff on November 2nd. The newly elected members will be invited to attend the November 19th COS meeting.

COS Budget Planning

Ideas that were discussed:

- Christmas Meeting with Lunch
- Staff Lunches
- Annual Joint COA Lunch
- Sponsor a “Lunch and Learn Series” Session
- Support Staff Luncheon Raffle Prize
- Lunch with “Experts on Campus” to discuss architectural plans for MU, the financial status of MU or photography instruction
- Every month pull employee name with a birthday in that month to win a gift
- “You’ve Done Something Extraordinary” – Ask for nominations from co-workers and feature that person on website
- Staff Recognition or Staff Employee of the Month
- Donation to a Student Group
- Donation to the Giving Tree

Mike contacted the Comptroller’s Office to determine the regulations for donations from COS to groups, which may include student groups, Giving Tree, Race for the Cure, etc. He was told that if the expenditures are Marquette related, they are allowed, but final approval comes from Mr. Cas Castro.

Sub-Committee Reports

Web Master

No report submitted.

Web Content

The photos from the Mission of Mercy Trip were added to the web site. Kristina will submit an article and pictures from The Race for the Cure event.

Public Relations

Sheila has been distributing the welcome gifts of water bottles and glasses to new staff employees from COS. Gwen has received the COS business cards and will be receiving the magnets soon. The New Employee Orientation meetings take place on the third Wednesday of each month. Sheila asked if a COS member could attend the October 21st and November 18th meetings as the COS representative. Depending on the number of new employees, there may not be a meeting in December.

Nominations and Elections

As discussed above, the nomination process is complete and the election process will begin early November. All nominees will be contacted by COS members to determine interest.

All-University Committees

University Parking Committee

No report submitted.

University Safety Committee

No report submitted.

AMU Advisory Board

No report submitted.

Marquette Sustainability

New Buildings Work Group

Lori reported that she was not able to attend the meeting, but that a member suggested placing stickers on the paper towels dispensers reminding people that they are made from trees and to use less.

Recycling Work Group

Mike reported that the committee has met their major goal from last year, as the University has now implemented single stream recycling. Their next major goal is to provide more outside recycling receptacles.

Natural Resources & Utilities Work Group

No report submitted.

Supplier/Vending Work Group

No report submitted.

Excellence in Service

No report submitted.

Employee Wellness Committee

Mike reported that the committee had a meeting in which they formed sub-committees in the following categories: Nutrition, Weight Watchers, Fitness, Smoking Cessation, Financial Wellness, Stress Management and Self Care. Health Risk Assessment appointments can now be made. New this year is a glucose test which requires a 12 hour fast. When employees complete a Health Risk Assessment and complete an online survey, they will receive a discount on their 2010 health insurance premiums.

Announcements/Other Business

- The COS member pictures were not taken at the October 15th meeting and will be rescheduled.
- Lori asked that members please reply to the requests asking for monthly minute corrections, as well as the vote to approve the minutes on a timely basis. Both steps are required in the approval process.

Sheila moved and Mike seconded the motion to adjourn the meeting at 3:22 p.m.

The next meeting is scheduled for Thursday, November 19, 2009 from 2 – 4 p.m. in the AMU Henke Lounge.