

**Marquette University Committee on Staff
Approved Minutes
Thursday, October 21, 2010
AMU Henke Lounge**

Present: **Stephanie Glanzmann**, Member-at-Large/Chair; **Kristina Fisher**, Senior VP Office Representative/Vice Chair; **Lori Ozminkowski**, Provost Office Representative/Secretary; **Jean Ott**, Member-at-Large/Treasurer; **Ellen Blonski**, Historian; **Sheila Kershek**, Provost Office Representative; **Sandy O'Donoghue**, Senior VP Office Representative; **Andrew Seifert**, Senior VP Office Representative

Excused: **Melissa Econom**, Provost Office Representative; **Barbara Fedran**, Member-at-Large; **Shirley Haig**, Member-at-Large; **Carrie Kratochvil**, Provost Office Representative; **Gwenyth Murphy**, Senior VP Office Representative; **Elizabeth Wawrzyniak**, Provost Office Representative

Absent:

The meeting was called to order at 2:05 p.m. by Stephanie Glanzmann. Ellen read an opening prayer.

Committee on Staff Topics

Employee Concerns

Questions/concerns have been raised to COS to look into the following:

- Cas Castro will attend the November meeting to address the discrepancy between Support Staff and Administrator employee benefits and concerns that were expressed at our previous meeting.

Progress Report

Holiday Giving Tree Project: Ellen suggested that this project be added to our website in addition to Project Night Night. In prior years Kathy Hawkins set up a table in the Union to collect money from those passing by, who wish to support these projects with a donation. If interested, COS members could volunteer to assist her.

Announcements/Other Business

- As Luba has left the committee, a new representative will need to be appointed to represent the Office of the Senior Vice President. An email will be sent out to the Office of the SeniorVP area by Stephanie asking if anyone would be interested in joining the committee, as there were no other representatives from the last election for that area.
- The University Safety Committee is looking for a Committee on Staff member to become a member of their committee. Stephanie will send an email to all COS members inquiring if anyone would be interested in serving on the committee. If no COS members are interested,

we will open it up to all support staff, asking any interested staff member to report to COS with updates from University Safety Committee meetings.

Sub-Committee Reports

Web Master/Web Content

- Andrew will add information regarding The Giving Tree Project. Andrew asked new members for pictures they would like to be placed on the website, but if he does not receive any, he will bring a camera to the November meeting.

Public Relations

- Sheila will produce a new flyer for the New Employee Orientation meetings to better focus on what the committee does and email it to the members for updates and approval.
- Individual welcome “drop-ins” with new employees are still taking place and Sheila questioned what to do if an employee is not at their desk when she visits. It was determined that the items can be left, as long as the visit is followed up by an email. She will continue giving out the remainder of the mugs, and then she will hand out stars. Business card magnets will also be handed out with each item as part of the welcome gift.

Nominations and Elections

No report submitted.

All-University Committee Reports

University Parking Committee

Human Resources is introducing a “welcome wagon” package to new employees at their orientation meeting. They will receive a parking voucher and information. Lot J at the Law School opened and allowed for 231 more parking spaces for a total of 3,698 parking spots on campus. A plan is in the works to install GE charging units in some campus parking lots for hybrid and electric car use.

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

- The Farmers Market Wellness walks were a success.
- There are several GROW sessions on Wellness offered this fall.
- The Yoga class is full with 25 participants, and they are considering adding another 8 week class.
- The flu clinics are going well.
- There was a Nutrition Awareness Campaign highlighting events, GROW classes, Weight Watchers at Work, the Market Basket Program, and other wellness services.
- Drive Well, No Cell program began in October, and 206 employees have signed up to date.
- 33 members participated on the MU Cares team and raised \$650 for the Susan G. Komen Race for the Cure on September 26th.
- The Benefits Information and Wellness Day is coming up on October 25th.
- The Great Smoke Out is being held on November 18th.
- Blood Pressure Screenings will begin in December.
- The 2011 Operating Plan was discussed with recommendations, such as creating a packaged wellness program, starting a pedometer program to increase activity and utilization of breaks during the workday, possible addition of more employee fitness classes, continuing the nutrition initiatives, and increasing the focus on stress, mental health, and blood pressure, etc.

Kristina made a motion and Sheila seconded the motion to adjourn. The meeting was adjourned at 2:40pm.

The next meeting is scheduled for Thursday, November 18th in the AMU Henke Lounge.