

Marquette University Committee On Staff
Approved Minutes
Thursday, December 17, 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; **Melissa Econom**, Provost Office Representative; **Barbara Fedran**, Member at Large; **Sheila Kershek**, Provost Office Representative; **Jessica Lothman**, Area Representative; **Gwenyth Murphy**, Senior VP Office Representative; **Jeremy Saperstein**, Member at Large

Excused: **Mike Cosgrove**, Member at Large/Treasurer; **Carrie Kratochvil**, Provost Office Representative;

After Jessica took our individual pictures for the website, the meeting was called to order at 2:10 p.m. Ellen read a prayer and then Jessica took a group picture for the website.

Committee On Staff Topics

The chair of the Committee on Administrators, Jacqueline Walker, contacted Sherri and asked if we would like to jointly host a presentation this spring that focuses on student needs. It was decided that the presentation might be more beneficial to both groups if it also focused on staff/faculty/administrator needs. The topic could be expanded from distressed students to adults in general and focus on stress relief/relaxation techniques. It could include personal tips and ideas as well as incorporate humor. Perhaps Mandi Weis, chair the Wellness Committee, would also like to be a part of the planning process, since their goals overlap with these ideas. Sherri will speak with the chairs to coordinate this event.

Employee Concerns

A staff member is concerned that the Annex still allows smoking when other university buildings do not allow smoking.

- At the current time, smoking is only allowed after 9:00 pm in the Annex and after July 5, 2010 smoking will not be allowed in any public place, per State law.

Another employee asked if travel reimbursements can also be direct deposit just as payroll checks are.

- The employee will be directed to the Renewal Task Force website, as this could be a money saving idea for the University.

Progress Report

Centennial Celebration of Women at Marquette

Each month COS will be highlighting, on the website, a woman that has submitted her individual story about her success at Marquette. The first person to be highlighted will be Ms. Mary Simmons Radke. So far seven stories have been received. A reminder email will be sent asking others if they would still like to participate, and it will include the link to the COS website.

Sheila provided answers to the concern raised in October regarding the empty Tyme machine in Cudahy Hall and vending machines that were not well stocked.

- The Cudahy Hall Tyme machine was not being restocked, because it was being removed. US Bank has seven Tyme machines on campus, two in the AMU and five in other areas. US Bank should be contacted if there is an issue at any of their Tyme locations.
- The vending machines are replenished across the campus based on location either every day or up to two times a week. The items in the machines also vary by location as machines are stocked by different contractors. New items are sometimes placed in the machine, but demand of an item will determine what is being stocked. Items with expiration dates can become very costly to MU if the items spoil. More healthy foods have a tendency to fall in that category. Melissa will ask for a listing of what is allowable in the machines. It was suggested that perhaps a poll be sent out asking employees what they would like to see in the vending machines.

Melissa reported on the MU fitness center membership fees:

The Rec Center and Rex Plex costs were discussed. Memberships for full-time employees are as follows: An individual can visit either location for a daily \$2.00 fee or \$210.00 annually. An annual family membership is \$305.00. A semester individual fee at the Rec Plex is \$66.00 and the semester family fee is \$96.00 and at the Rec Center the semester individual fee is \$53.00 and the semester family fee is \$76.00.

Steve McCauly in Human Resources was contacted regarding the question of the \$50 refund from insurance. The fitness center rebate is scheduled to be considered for January 1, 2011.

Steve also indicated that fitness center memberships are NOT FSA (flex spending) approved. This is a FSA rule, not a MU decision.

Mandi Weiss from the Wellness Committee is working on ideas for possible membership stipends for eligible employees that complete a set number wellness challenges. Watch for information in the upcoming year from the Wellness Committee.

Sub-Committee Reports

Web Master

There are two boxes on the web page that will need content.

Web Content

Barb and Carrie will add new items.

Public Relations

Gwenyth handed out business cards to all members for distribution. She is still waiting for the magnets. Sheila has been continuing to distribute the welcome gifts for new employees.

Nominations and Elections

Due to an error on the ballot, Jessica was elected to the Committee On Staff as a member of the Sr. Vice President area. It was later determined that she is a part of the Provost Office area. It was discussed by the members and a motion was made and approved that she would be allowed to remain on COS until the next election in May 2010, even though the Provost area has all of their positions filled. Since there was significant interest in running for COS by support staff in the Area of the Provost, members discussed changing the bylaws to address the election of additional members at large when an area is unable to elect their complete number of representatives. Sherri will review the bylaws and present a proposed change to address this issue at the January meeting.

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 departments are moving into Zilber Hall and the final move should take place in the beginning of January. MU expects Zilber Hall to be LEAD certified. There are many energy saving initiatives in the building including, water saving measures, LED light bulbs, motion sensitive lighting throughout the building and the use of daylight and large windows. These are just a few of the green measures. There are also recycling opportunities around campus: Cell phones and printer cartridges at the Child Care Center, shoes and clothes at the Rec Center. They are checking into battery recycling and it was suggested that perhaps they look into the recycling of the new light bulbs that should not be thrown into the garbage.

Recycling Work Group

Mike sent the following update: With single stream recycling now in place, the committee has been focusing on getting more outdoor recycling stations. Three receptacles have been purchased as sort of a 'pilot' program and will be placed by the AMU, outside the library and somewhere in central mall – most likely by the Business Administration building. We are also continuing to try to help people transition into the recycling mind frame.

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 sent the following update from the meeting:

- We discussed the best ways to relay information to all employees – email, News Briefs and a sub-section of MYJOB were all discussed. OMC is also working on a comprehensive communication plan.
- WELCOA Well Workplace Application Progress – the application has been turned in and we expect to hear the results within eight weeks. Receiving a well-workplace award would be a great accomplishment and much merriment will be made.
- Safety Challenge – the Wellness committee is looking at sponsoring a safety challenge encouraging employees to refrain from using their cell phones while driving.
- We discussed adding a program similar to the diversity advocates program in which people would be wellness advocates and trained accordingly.

- 2009 Culture and Interest Survey - we have made significant gains in the culture survey in the first year, but more effort needs to be made to increase the number of employees who agree with the statement, “At MU, people who lead healthy lifestyles are rewarded with incentives.
- We also discussed incentives pertaining to 2010 fitness/wellness programming. Watch for more information on said programs.

It was noted by Melissa that there was a decrease in the number of employees that took advantage of the discount on their 2010 health insurance premiums for completing the Health Risk Assessment and the required online survey. Those that took advantage of the opportunity will receive a 5% decrease in their 2010 health insurance premiums.

Announcements/Other Business

Sheila Kershek should have been excused, not absent, as noted in the November 19, 2009 minutes.

Barbara moved and Melissa seconded the motion to adjourn the meeting at 3:32 p.m.

The next meeting is scheduled for Thursday, January 21, 2010 from 2 – 4 p.m. in the Raynor Conference Center D.