

**Marquette University Committee On Staff**  
**Approved Minutes**  
**Thursday, August 14, 2008**  
**Alumni Memorial Union, Heinke Lounge**

Attendance: Vanessa Mann, Senior VP Office Representative /Chairperson; Jessica Payson, Provost Office Representative/Vice Chair; Carol Dufek, Member at Large; Mike Cosgrove/Treasurer, Member at Large; Alandria Gladney, Provost Office Representative/Secretary; Jeremy Saperstein, Member at Large; Sherri Lex, Provost Office Representative.

Absent: Laura Krenz, President Office Representative; Chris Pivonka; Peter Dombrowski, Senior VP Office Representative; Carrie Kratochvil, Provost Office Representative; Ellen Blonski/Historian.

Guest: Kerry Egdorf, Ombudsman

**The meeting was called to order at 2:45 p.m.**

### **Pending Items**

#### ***By-Laws-Vanessa***

We will continue with Article II at our next meeting. Please review and be ready to discuss.

#### ***Bridging the Gap-Jessica***

Jessica spoke with Jackie Walker, Chair of Committee On Administration, and Upper Administration is working on creating the policy.

#### ***Race for the Cure-Jessica***

We officially have a team! 13 people have registered. We received a handout summarizing the team, and our goals. As of 8/14/2008 we have raised a total of \$125.00. There are 3 wks left until the race, and we are checking to see if a mass mailing can be sent to all MU employees. If possible, we would like to send the mailing out on August 25, 2008. Everyone has until September 5, 2008 to register. The Marquette team is open to everyone!

### **Sub-Committee Reports**

#### ***Web Development-Jeremy***

Jeremy is working on transferring all of the information from the old site. He would like suggestions on content for the News area of the web site. A suggestion is: a link to Grow Classes. Jeremy has fixed the comments section so they will be routed to the correct area when they are submitted.

#### ***Pub. Relations-Sherri***

-Sherri has received all of the COS information from Carol. Sherri has the current list of new employees and she will be stopping by the employees to drop the gifts off to them as soon as possible.

- New Employee Orientation: Sherri will be attending the 8/18/2008 New Employee Orientation. She will discuss the updates to the web site, give an overview of what Committee On Staff works on etc.

-New Folks Convocation is scheduled for 8/18/2008. COS has a table at the NFC. Alandria and Jessica will cover the 9:45-10:50 session and Jeremy and Jessica or Alandria will cover the 12-1 session. Lunch is provided and set up begins at 9:45. We will need a laptop (Jeremy will provide this), brochures, raffle, pens and candy. For the raffle, they will need to provide; their name, department and contact number.

***Employee Welfare***-Carol

No updates/No meeting since last COS meeting

***University Parking***-Alandria

No updates/No meeting since last COS meeting

***University Safety Committee***-Jessica/Carol

No updates/No meeting since last COS meeting

***AMU Advisory Board***-Vanessa

No meeting since last COS meeting, but they do have their meetings for the upcoming year set.

***Support Staff Appreciation Luncheon***-Carol/Jessica

The luncheon went very well. Vanessa did a very good job introducing Fr. Wild. Feedback from most employees was positive. Some concerns with Administration helping out where they can so that all Support Staff are available to go for an hour or so.

***Marquette Sustainability***-

No Updates

**New Business**

We discussed the Preamble and Article I of the By-Laws. Discussed necessary changes to both the Preamble and Article I, but we were unable to pass the changes as we did not have at least  $\frac{3}{4}$  of the members present to vote. Confirmed the "actual" number of members that are supposed to be elected to Committee on Staff, and how elections will be handled. Once the By-laws are complete, we will run the final document by upper administration.

**Announcements/Other Business**

We discussed the possibility of inviting the new HR person to attend our monthly meetings. There are two new restaurants on Wisconsin Ave; The Broken Yolk and Sals Pizza, located on 20<sup>th</sup> and Wisconsin.

**Meeting adjourned at 3:50 p.m.**