

Marquette University Committee On Staff
Approved Minutes
Thursday, October 18, 2008
Alumni Memorial Union, Henke Lounge

Attendance: Vanessa Mann, Senior VP Office Representative /Chairperson; Jessica Payson, Provost Office Representative/Vice Chair; Carol Dufek, Member at Large; Alandria Gladney, Provost Office Representative/Secretary; Jeremy Saperstein, Member at Large; Sherri Lex, Provost Office Representative, Carrie Kratochvil, Provost Office Representative; Ellen Blonski Historian, Laura Krenz, President Office Representative

Absent: Chris Pivonka, Provost Office; Mike Cosgrove, Member at Large/Treasurer

Guest: Steve Duffy, Associate VP from the Office of Administration representing Steven McCauley, Benefits Manager from Human Resources; Kristina Fisher and Kelly Swiger from Special Events; Patricia Psuik from the Theology Department

The meeting was called to order 2:01 p.m.

Guest Speaker

Health Risk Assessment Update - Steve Duffy

-Marquette will be offering the HRA to all employees. For all of the employees who complete Part 1 and Part 2, of the assessment will have an increase to their health benefit premium of 2%, those who do not complete the assessment will have an increase of 7%.

-New to the enrollment process is that vision insurance is now a stand alone program and not under the health insurance choices. Employees must enroll for vision insurance separately.

-Additional information can be found at <http://mu.edu/hr/HRA.shtml>

Committee on Staff Topics

Membership Updates-Vanessa Mann

Presidents Area- Vanessa has three eligible nominations who she will request a bio from.

Vanessa will then distribute the bios to the committee who will then vote on the three choices.

Provost Area- 368 nomination forms have been sent to all full and regular part time employees.

Pending Items

Bridging the Gap-Jessica Payson

Bridging the Gap has been approved by upper administration for employee recognition purposes only and has been added to the UPP (<http://www.marquette.edu/upp/documents/upp4-25.pdf>)

Dining Services Update- Carol Dufek

An E-mail was received from Sedexo's Marketing Manager indicating that their reason for not allowing carry out of food is due to their inability to monitor who is staff and who is student.

The Staff member contacted Todd Vicker, Executive Director of AMU and Auxiliary Enterprises, on their own so we will forward a copy of what we found to the employee. COS voted to close this issue till further action is requested of the committee.

Sub-Committee Reports

Web Development-Jeremy Saperstein

Jeremy is working on transferring all of the information from the old site to the new site. He will add information concerning mission week, Al's Run, and Hunger Clean up week. Jeremy requested a sub-committee to help with the final details and ideas for the new site. Jessica Payson and Sherri Lex volunteered.

Public Relations-Sherri Lex

Sherri has delivered almost the last of the MU glasses filled with candy to new employees. New employee orientation for October was canceled. A suggestion was presented on the possibility of doing a story about an employee each month.

Jessica then reported that Tim Olsen, Communication Manager from Office of Marketing and Communication, contacted her looking for suggestions of support staff whom have a special interest or involvement outside of Marquette that would like to be featured in the Marquette Matters new "On the Side" feature. A suggestion was made to provide a way for staff to submit ideas on the new website.

Employee Welfare-Carol Dufek

No updates/No meeting since last COS meeting

University Parking-Pat Hackett by Vanessa Mann

No updates/No meeting since last COS meeting

University Safety Committee-Jessica Payson/Carol Dufek

A meeting was held on October 7, 2008.

-Public Safety discussed how they are updating new students concerning safety issues on and off campus.

-Crime on campus has gone down, more student safety patrol vans are available, and more walking security.

-The students responded well to the new express limo, so they added a second one.

-The older vans will start to be periodically replaced with the express limo bus style due to easier entrance and exit of the bus with luggage or bags. The student safety vans also make trips for students to the Amtrak/Bus station.

-The University is installing bike racks in more publicly viewed places on campus, but wanted help in reminding people there are a few in the 16th Street parking structure. Public Safety is looking for help to promote bike registration on campus. Brochures are available and there is no cost to register.

-Public Safety wants to make more of a presence in the community and is working with MUSG to possibly implement a neighborhood watch program, identifying "Hot Spots" in the community, clean up programs and a "walk around" with the chief to help get students familiar with the campus and surrounding areas.

AMU Advisory Board-Sandra Peterson by Vanessa Mann

No updates/No meeting since last COS meeting

Marquette Sustainability-

New Buildings Work Group – Carol Dufek

- Members from COA, COF, COS and the students were present to discuss how MU will be going “greener”.
- University has already started by recycling 90% of the 1212 building when it was torn down.
- Discussed how the new buildings are being built to last longer, be more energy efficient, and how to not damage our atmosphere.
- The idea of how we fit into our buildings ergonomically and utilize space more efficiently also discussed.

Vendor Work Group – MaryJo Goodwin by Vanessa Mann

No Report

Natural Resources/Utilities Work Group-Peter Dombrowski by Vanessa Mann

No Report

Recycling Work Group – Mike Cosgrove

No Report

New Business

Employee Questions-Vanessa Mann, Jessica Payson and Patricia Psuik

A suggestion was sent about if the University can reduce the amount of intercampus bulk mailings sent. Jeremy Saperstein volunteered to contact RTF (Renewal Task Force) about if and how we can effectively reduce the amount of intercampus bulk mail sent.

An employee asked “Why are the work hours different for each of the groups of employees?” COS asked that the representative direct the employee to Human Resources.

An employee sent a question regarding 3rd Shift employees who may not have the opportunity to go to the Benefits wellness day. If there is info they would like they should be directed to contact HR. COS asked that the representative direct the employee to Employee Benefits.

Shoo the flu- Vanessa Mann

It is October 27 and 28 from 7 am-7 pm at the Student Health Center. \$30 for the flu shot, \$45 for the phenomina. They accept cash, check, Medicare A&B.

By Laws- Vanessa Mann

Due to time constraint will be postponed till next meeting.

Meeting adjourned at 3:46 p.m.

The next meeting is scheduled for Thursday, November 20, 2008, AMU Henke Lounge.