

**Marquette University Committee On Staff**  
**Approved Minutes**  
**Thursday, November 20, 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; Mike Cosgrove, Member at Large/Treasurer; Jeremy Saperstein, Member at Large; Sherri Lex, Provost Office Representative; Patricia Psuik, Provost Office Representative; Kristina Fisher, Senior VP Office Representative; Ellen Blonski, Historian

Absent: Chris Pivonka, Provost Office Representative; Carrie Kratochvil, Provost Office Representative; Laura Krenz, President Office Representative; Alandria Gladney, Provost Office Representative/Secretary

**The meeting was called to order at 2:05 p.m.**

### **Committee On Staff Topics**

#### ***Membership updates***-Vanessa Mann

Vanessa welcomed to the committee two new members

-Patricia Psuik, Office Associate in the Dept. of Theology. Pat was elected by the committee to serve out Judy Ottaway's term as Provost Office Representative, which is until April 2010.

-Kristina Fisher, Office Associate in University Special Events/Office of Public Affairs. Kristina was elected by the committee to serve out Peter Dombrowski's term as Senior VP Office Representative, which is also until April 2010.

Laura Krenz, current President Office Representative, has decided and informed the committee she is resigning from the committee. Jessica Payson will take a look at the list of eligible employees in Chris Pivonka's absence.

### **Sub-Committee Reports**

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

The subcommittee that was created never had a chance to meet.

#### ***Employee Welfare Committee***-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***-Carol Dufek/Jessica Payson

No updates/No meeting since last COS meeting

**AMU Advisory Board**-Sandra Peterson by Vanessa Mann

No updates/No meeting since last COS meeting

### ***Marquette Sustainability-***

New Buildings Work Group-Carol Dufek

Meeting @3:30pm today

Recycling Work Group-Mike Cosgrove

Discussed new ideas for their website and websites in general on campus. Announced that recycling 90% of the 1212 building cost less than just throwing away all the debris.

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

Geothermal utilities was discussed, not fiscally responsible at this time. Looking into what they can do with what they have now.

Vending Work Group-MaryJo Goodwin by Vanessa Mann

No update

### ***Public Relations***-Sherri Lex

-No one was able to attend the New Employee Orientation this week.

-Sherri brought the last of the MU glasses filled with candy and requested assistance in distributing to new employees on campus.

-Revisited the idea of posting a feature of a support staff member on the website or assisting this info for Tim Olsen and *Marquette Matters*. The committee agreed to assist Tim Olsen. Sherri will create an email that can be sent out on list serve requesting suggestions on people they know who can be featured in the "On The Side" portion of *Marquette Matters*.

-Carol mentioned the holiday greeting that was put on COS's main web page last year and sent to all support staff. Suggested to do again this year. Jessica will see how it was done last year and work with Jeremy on what to put on the website this year.

## **Pending Items**

***By-Laws Article III***-Changes made

***Campus Bulk Mail***- Jeremy Saperstein sent to RTF concern on bulk mailing and the possibility of reducing it. No reply as of yet.

## **New Business**

***Employee Questions***-Vanessa Mann

An employee inquired about a possible incentive for those who do not use any sick time during the year. A committee representative contacted HR and found out you receive a certificate and an extra day to use the following year. The representative informed the inquiring employee and instructed the employee that any further questions should be forwarded to HR.

An employee wanted to know how vacation accrual was calculated. The employee was instructed to contact HR.

Some employees brought to a committee representative concerns about not being notified or alerted via the news brief alerts, that were so often used last spring, of an incident that had occurred near campus during regular work day hours, involving an MU student. The committee will inform Public Safety about this concern.

***December 18<sup>th</sup> meeting***-The regular meeting from 2-4pm was voted on and has been cancelled. Instead the committee has rescheduled a luncheon and will invite Public Safety Representatives regarding recent concerns from employees about the sharing of incident news to the campus and how COS can help.

**Meeting adjourned 3:29pm.**

**The next scheduled meeting is for December 18, 2009 12 – 2 p.m. Henke Lounge.**