

Marquette University Committee On Staff
Approved Minutes
Thursday, April 16, 2009
Alumni Memorial Union, Henke Lounge

Attendance: Vanessa Mann, Senior VP Office Representative /Chairperson; Mike Cosgrove, Member at Large/Treasurer; Carol Dufek, Member at Large; Sherri Lex, Provost Office Representative; Patricia Psuik, Provost Office Representative; Ellen Blonski, Historian; Chris Pivonka, Provost Office Representative; Jeremy Saperstein, Member at Large

New Members: Gwenyth Murphy, Senior VP Office Representative; Barbara Fedran, Member at Large; Lori Ozminkowski, Provost Office Representative

Absent: Jessica Payson, Provost Office Representative/Vice Chair/Secretary; Kristina Fisher, Senior VP Office Representative; Carrie Kratochvil, Provost Office Representative; Sheila Kershek, New Member, Provost Office Representative

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

New members were welcomed to the Committee On Staff and everyone in attendance introduced themselves.

Committee On Staff Topics

COS discussion

Vanessa Mann discussed the recent election process with the Committee, including a recent meeting with Cas Castro, director of Human Resources. During the recent election, not all of the openings were filled. Committee members will consider how to move forward with filling the open positions on the committee and will discuss the matter further at the May meeting.

Officers

Duties of the officers of COS were discussed and members were urged to consider filling one of the positions. Election of officers will take place at the May meeting.

Sub-Committee Reports

Representatives from each committee discussed the roles of that particular committee for the new members.

Web Development - Jeremy Saperstein

The changes suggested at the March meeting have all been implemented to the new site, except for the Marquette organizational structure. Please visit <http://dev.mu.edu/cos> to see the updates.

Jeremy was provided access to the web site for COS pictures and is looking for input as to how to incorporate these pictures on the COS web site. Jeremy has also contacted Human Resources to get a link to the COS web site posted on the HR web site.

Public Relations - Sherri Lex

Sherri is working with Kristina Fisher to gather information for the COS web site, which will be provided to Jeremy Saperstein. She is also continuing to work on a bookmark or a brochure that can be used to advertise COS. Carol Dufek suggested that COS purchase cards for the support staff winners of the Excellence in Service Awards. The Committee agreed and Sherri will move forward with this.

Employee Welfare Committee - Carol Dufek

No meeting since last COS meeting. Ellen Blonski inquired whether a proposal to increase the percentage of 10- and 11-month positions at Marquette would go to that committee. Carol reported that Cas Castro, Director of HR, is looking at dissolving this committee. Carol will contact Cas for an update on the status of the Employee Welfare Committee.

University Parking - Pat Hackett by Vanessa Mann

No updates.

University Safety Committee - Carol Dufek/Jessica Payson

No updates.

AMU Advisory Board - Sandra Peterson by Vanessa Mann

No updates.

Marquette Sustainability

New Buildings Work Group - Carol Dufek

Carol reported that all of the work groups are developing plans to promote Earth Day on the Marquette campus. She also reported that the buildings in progress on campus, Zilber Hall and Eckstein Hall, will be LEED-certified in their construction. A web site is being created about Marquette University's efforts in the creation of "green" buildings.

Recycling Work Group - Mike Cosgrove

Bids are being collected for the waste management program. Marquette is looking at Waste Management or Veolia. Efforts to move to single-bin recycling are unlikely to move forward due to the current economic conditions and costs associated with such a program. The work group is also looking into getting outdoor recycling receptacles, a process that must wait until the new vendor is selected. In a follow-up to a question raised at last month's meeting, Mike reported that there is a battery recycling program on campus. He is in the process of getting the information and will bring it to the May meeting.

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

No update.

Vending Work Group - MaryJo Goodwin by Vanessa Mann

Marquette is working with Office Max to sponsor an office supply exchange. Offices can bring excess office supplies that are in good condition to the Brooks Lounge in the AMU on Wednesday, April 22 from 12:00 to 4:00 p.m. Supplies will be available for pick up in room 157 of the AMU on Thursday, April 30 from 10:00 a.m. to 2:00 p.m.

Pending Items

By-Laws

The updated and formatted by-laws were ratified. Jeremy Saperstein will post the by-laws on the COS web site.

New Business

There was no new business.

New members of the Committee On Staff were invited to ask questions about the committee.

Announcements

Vanessa Mann inquired about COS' involvement in the Support Staff Appreciation Luncheon. Carol Dufek reported that the event is being planned by a Human Resources committee and that COS will be contacted with more information as it becomes available.

Jeremy Saperstein will contact the university photographer. New members will have their pictures taken for the COS web site at the June meeting.

Vanessa Mann announced that Jessie Payson has located boxes containing COS pictures. The boxes were not accepted by University Archives and need to be kept with a current COS member. Carol Dufek agreed to organize, consolidate and label the items in the boxes with Robin Cork, former COS Historian. Mike Cosgrove will then store the boxes.

Meeting adjourned at 3:24 p.m.

The next scheduled meeting is for Thursday, May 21, 2009 2 – 4 p.m. in AMU Henke Lounge.