

**Marquette University Committee on Staff**  
**Approved Minutes**  
**Thursday, February 17, 2011**  
**Raynor Conference Room A**

Present: **Stephanie Glanzmann**, Member-at-Large/Chair; **Kristina Fisher**, Senior VP Office Representative/Vice Chair; **Lori Ozminkowski**, Provost Office Representative/Secretary; **Alysia Dvorachek**, Senior VP Office Representative; **Barbara Fedran**, Member-at-Large; **Shirley Haig**, Member-at-Large; **Sheila Kershek**, Provost Office Representative; **Sandy O'Donoghue**, Senior VP Office Representative; **Andrew Seifert**, Senior VP Office Representative; **Elizabeth Wawrzyniak**, Provost Office Representative

Excused: **Jean Ott**, Member-at-Large/Treasurer; **Ellen Blonski**, Historian; **Melissa Econom**, Provost Office Representative;

Absent: **Carrie Kratochvil**, Provost Office Representative; **Gwenyth Murphy**, Senior VP Office Representative

The meeting was called to order at 2:03 p.m. by Stephanie Glanzmann, and she read a reflection from Ellen Blonski.

## **Committee on Staff Topics**

### **Employee Concerns**

None were presented.

### **Progress Report**

Kristina will provide binders for new members at the March meeting.

## **Announcements/Other Business**

- Ideas for more committee presence on campus: Stephanie would like the committee to generate ideas that will heighten peoples' awareness of COS throughout the campus.
  - Can we put something out on the TV's that are around campus?
  - Post flyers on bulletin boards around campus promoting projects that we participate in.
  - Perhaps look for building representatives that would be able to post items in buildings. Shirley will ask for a distribution list from Human Resources.
  - We also have a display board that we could use as promotion for events on campus and perhaps during the summer in the glass display case in the AMU. Kristina will ask for permission from the AMU to use the display case. It was suggested that a tribute to Fr. Wild and/or a welcome to Fr. Pilarz could be created and displayed.
- Father Wild farewell: Stephanie will be asking for farewell messages from staff, which could be put on the website or in the display case. Stephanie asked archives for pictures of Fr. Wild with staff members.
- Continuity between sub-committees: Committee members are asked to document their responsibilities for each sub-committee to be used as a tool for new members of the sub-committee. The COS SharePoint site will host this information. Since several COS members indicated that they have limited SharePoint experience, Kristina will contact ITS and ask a representative to attend a meeting to teach us how to better utilize our SharePoint site.

## **Sub-Committee Reports**

### ***Web Master/Web Content***

- Andrew will be posting election materials to the home page.
- Alysia Dvorachek has volunteered to serve on the Web Content sub-committee.

### ***Public Relations***

The latest new employee workshop was attended by Ellen. Sheila continues to distribute the welcome packets. Sandy has the stars in storage, and Elizabeth has the magnets. Stephanie will contact Lisa Olson from COA to see if there are events that could be planned together in the upcoming year. The chairpersons from COA, COF and COS will begin monthly meetings to create better communication and a better working relationship.

### ***Nominations and Elections***

Alysia Dvorachek volunteered to serve on the Nominations and Elections sub-committee. Elizabeth and Alysia will begin working on the election process. There are six committee members up for election this year. Elizabeth would like the six members to contact her to let her know if they would like to nominate themselves to run for another term.

## **All-University Committee Reports**

Alysia Dvorachek has volunteered to be the COS representative to help plan the Support Staff Luncheon. Faye Otero has been notified and will contact Alysia directly with further details.

### ***University Parking Committee***

No report submitted.

### ***University Safety Committee***

No report submitted.

### ***AMU Advisory Board***

No report submitted.

### ***Marquette Sustainability***

#### **New Buildings Group**

No report submitted.

#### **Supplier/Vending Work Group**

No report submitted.

#### **Recycling Work Group**

- Pending official numbers from report next week, it looks like we are very close to meeting our goal to recycle 30% of total waste stream.
- Discussions are underway to investigate the possibility of composting on campus. This would also raise the recycling rate percentage.

#### **Natural Resources & Utilities Work Group**

No report submitted.

### ***Excellence in University Service***

Sheila Kershek and Stephanie Glanzmann have volunteered to serve as members of the Excellence in University Service Committee. The award will be presented on March 30<sup>th</sup>. It was suggested that COS also sends out reminders next year encouraging staff members to nominate a colleague.

### ***Employee Wellness Committee***

- Data compiled from last 3 years of HRA:
  - Wellness score has gone up every year
  - In general all health risks decreased, except for stress
  - Non-compliance for flu shots went down 3% and also declined for colon cancer screening, but some other screenings still need work. Looking into offerings to help with non-compliance.
  - Average wellness score in nation is 85.4% and MU has 89.4%.
  - Benefit Services Group will work with MU to discuss how to incorporate wellness into our benefit plan.
- Weight Watchers at Work now up to 24 members
- Yoga
  - 24 employees are currently participating in the 8-week class
  - Next 8-week session will run from March 23-May 11
- Fall 2010 GROW Classes evaluations:
  - 10 fall wellness sessions
  - 98 participants- 62% Staff, 35% Administrators, 3% Faculty
- Upcoming programs:
  - GROW classes on topics, such as: lowering your blood pressure, sleep apnea, and relaxation techniques
  - Healthy cooking demonstrations monthly. The next one is February 24<sup>th</sup> on Flavorful Stir-fry Variations.
  - Weight Watchers at Work- new series begins March 10<sup>th</sup>
  - April is Stress Awareness Month- events are in the works for that month
  - National Employee Health and Fitness Day is May 18<sup>th</sup> this year- plans are in the works for this as well, likely including a walk
  - Bike to Work Week and the Commuter Bike Challenge will run from June 6-10<sup>th</sup> this summer, with events and prize drawings in the works
- Committee looking to solicit ideas for future activities courses. If anyone has ideas, please share them with WIC!

**Sheila made a motion and Sandy seconded the motion to adjourn. The meeting was adjourned at 2:55 pm.**

**The next meeting is scheduled for Thursday, March 17<sup>th</sup> in the AMU Henke Lounge.**