

**Marquette University Committee on Staff
Approved Minutes
Thursday, March 17, 2011
AMU Henke Lounge**

- Present: **Kristina Fisher**, Senior VP Office Representative/Vice Chair; **Lori Ozminkowski**, Provost Office Representative/ Secretary; **Alysia Dvorachek**, Senior VP Office Representative; **Sheila Kershek**, Provost Office Representative; **Sandy O'Donoghue**, Senior VP Office Representative
- Excused: **Stephanie Glanzmann**, Member-at-Large/Chair; **Jean Ott**, Member-at-Large/Treasurer; **Ellen Blonski**, Historian; **Melissa Econom**, Provost Office Representative; **Shirley Haig**, Member-at-Large; **Elizabeth Wawrzyniak**, Provost Office Representative
- Absent: **Barbara Fedran**, Member-at-Large; **Carrie Kratochvil**, Provost Office Representative; **Gwenyth Murphy**, Senior VP Office Representative; **Andrew Seifert**, Senior VP Office Representative

The meeting was called to order at 2:10 p.m. by Kristina Fisher, and Sheila Kershek read a St. Patrick prayer from Ellen Blonski.

Committee on Staff Topics

Employee Concerns

Someone inquired if COS was doing anything to help the earthquake/tsunami victims in Japan. Sandy will contact Kathy Hawkins to ask if she or others on campus are already planning to fundraise or collect items. If so, it was suggested that we connect efforts with them to promote the cause by putting the links on our website and sending the information via email to staff members. This could be a way for COS to direct interested parties to various relief efforts. Sheila mentioned that a newscast had a report that listed four ways that a person can help using existing trustworthy agencies. She will send the information to the COS members for review.

Progress Report

- Distribute Binders – Kristina distributed binders for new members.
- Distribution Lists and Building Rep Lists – Shirley received lists from Human Resources and will be sending an email to these representatives in order to narrow the list to the best contacts.
- Display Case – Kristina booked a display case in the AMU from July 18th until August 1st. She brought in the display board that COS uses for New Folks Convocations and other events throughout the year, to discuss the possibility of using some of it for the case. The other space could be used for a farewell to Father Wild. Stephanie and Elizabeth are working with archives to acquire pictures that could be used. If COS will be asking support staff for farewell messages, it was decided that an email, rather than News Briefs, would be used. Alysia has the most current list of support staff that could be used for the email.
- Possibility of running COS ad/promotion on TV monitors in the AMU, academic buildings and parking structures – Alysia received the user name and instructions to use the monitors for COS information. She was told the information posted should be a message pertinent to the majority of viewers. The first message to be posted will promote the upcoming elections.
- SharePoint Training – Kristina has asked and Pam Lewis agreed to hold a SharePoint training session from 2:00-3:00 pm during the next COS meeting on April 21st in Cudahy Hall, 208.

Announcements/Other Business

- Project Night Night: The Simmons grant has run out and in an effort to continue this project, several schools, such as the Dental School and College of Engineering, are hosting internal fundraisers.
- April Minutes: Alysia volunteered to take minutes at the April meeting because Lori will not be able to attend.

Sub-Committee Reports

Web Master/Web Content

No report submitted.

Public Relations

The March meeting was canceled and will be combined with the April meeting.

Nominations and Elections

The ballot is ready to be emailed to the committee to proof and test. It will be sent out by the end of March to all staff.

All-University Committee Reports

University Parking Committee

No report submitted.

University Safety Committee

No report submitted.

AMU Advisory Board

The AMU board met on February 8th with Sodexo. They are continually changing and monitoring what is being offered in the dorms and general food areas. They are trying to keep food prices at reasonable levels while still keeping quality high. They are trying to use more locally owned and grown produce from the Milwaukee and surrounding areas. Sodexo is looking into having more “farmer’s market” days on campus, since the last one was so well received.

Marquette Sustainability

New Buildings Group

The University is looking at the possibility of incorporating the “Energy Dashboard” project in some areas on campus. This system monitors use of utilities and could be used to educate users about consumption and perhaps ways to save.

Supplier/Vending Work Group

No report submitted.

Recycling Work Group

No report submitted.

Natural Resources & Utilities Work Group

No report submitted.

Excellence in University Service

The winners were chosen and the reception will be held on March 30th at 2:45 pm.

Employee Wellness Committee

No report submitted.

Sandy made a motion and Sheila seconded the motion to adjourn. The meeting was adjourned at 2:50 pm.

The next meeting is scheduled for Thursday, April 21st in Cudahy Hall 208.