

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
April 19 ,2004

COA Members Present: John Novotny (Chair), Marie Hegerty (Vice Chair), Susan Dalsasso, Alex Kaleta, Jane Eddy Casper, Mary Jo Kuzma, Donald Kynaston, Stephanie Zimbric

Subcommittee Chairs Present: Mary Minson, Donna Schoenfeld

Members Excused: Nancy Malczewski, John Kratzer, Pam Still

John Novotny, Chair, called the meeting to order at 1:05 p.m. John Novotny provided the reflection for the meeting.

I. Hunger Clean Up

Beth Andreasen and Claire Hoffmeyer provided an update on Hunger Clean Up which was held Saturday, April 17th, 2004. Hunger Clean Up is the largest one day service program in the nation. Marquette donates funds raised to Milwaukee-area organizations. The event coincided with both the Little Siblings weekend and Marquette's Open House weekend this year. As was the case in 2003, this year COA sponsored 25 students at \$5.00 each.

Over 1,500 volunteers turned out to more than 200 work sites. The great weather contributed to the terrific turnout as well as fund raising. The event has raised \$17,000 to-date with additional contributions and pledges being received and tallied. \$1,500 was raised the day of the event. The Milwaukee Journal/Sentinel and Channel 12 were both on-campus to cover the event.

The three organizations that Marquette sponsored this year include:

- St. Catherine's Residence – a program that helps provide housing for young, unwed mothers while they learn parenting skills and work on their education
- Christ Child Society – "My Stuff Bags" They provide a few personal items such as clothes, a toothbrush, and a toy to children who are taken from unsafe home situations without any personal belongings.
- Advocates of Ozaukee – domestic violence prevention, specifically their girls peer mentoring program.

John Novotny thanked Beth and Claire for the update and asked them to contact COA again next year regarding sponsorship.

II. Women: Leadership, Power and Money – April 28th, Kay Bokowy

“Women: Leadership, Power and Money” is a conference put together with the College of Business and the Marquette University Kohler Center for Entrepreneurship focused on graduating students to provide networking skills and opportunities for women. This conference was developed in reaction to Wisconsin’s 2003 low ranking for women in the workplace. Kay felt that it would be nice for Marquette departments to encourage your women employees to attend.

The conference runs from 2pm to approximately 9pm on April 28th and includes preliminary sessions, workshops, dinner and a keynote panel discussion. Topics include:

- Power Dressing
- Gender and Generational Issues in the Workplace
- Beginning Your Journey to Financial Security
- Networking
- Networking Reception
- Women: Leadership, Power and Money (keynote panel discussion)

Part-time students can attend at the student rate and the RSVP deadline has been extended from April 21st to April 23rd. 120 slots of 150 have already been filled and this may become an annual event depending on the response and attendees experience.

Kay also reported that all Marquette senior administration women were invited and men are welcome to attend. Questions can be directed to 80670.

COA committee members were supportive and enthusiastic about the conference, noting that there is not another conference of this type for 20’s – 30’s year old professionals. Because the event will have occurred by the time the minutes are distributed, COA members agreed to “talk it up” with those who may have an interest in the program.

III. Survey of Administrators

A. Response

624 surveys were mailed out and 110 were returned completed. This represents a return rate of approximately 17.6%. The response deadline was April 15th.

B. Review of next steps

- April 16-29: Tally survey responses (Marie and Sue)
- April 30: Discuss survey results (John N. John K and Marie)
- May 5: Share survey results with Cindy Bauer (John N. John K. and Marie)
- May 10: Share survey results at COA meeting
- May 19: Response received regarding survey results from senior administration
- May 20: Post survey results on the web (Stephanie) and distribute in campus mail (John K. and Marie)

- June 9: Sponsor a lunchtime discussion for administrators on campus to discuss survey results. Invite Rita Burns. Purpose is to facilitate an information and idea exchange and solicit additional feedback to focus the direction of COA. The discussion will be held in AMU 227 and will require RSVPs.

IV. Photo for COA website

- Dan Johnson took a group picture of the COA members for the COA website.

V. Old Business

A. Update on meeting with Cindy Bauer (John N. and Marie)

John and Marie reported that their April meeting with Cindy was brief. They shared the number of COA survey responses received at that point in time with Cindy.

Cindy is now the head of the Excellence in Service committee. University Excellence in Service Award nomination forms will be sent out in late April. The award ceremony is scheduled for September 30th, 2004. Cindy plans to seek the assistance of COA to build meaningful dossiers on all the nominees and communicating the nomination review progress to the University community. Cindy also asked COA to consider volunteering to serve on the review committee which is comprised of Cindy, Steve Duffy (HR), 3 members from COA, 3 members from COS and 2 members from COF.

Mary Minson, Jane Casper and Susan Delsasso volunteered. John and Marie will share those volunteers with Cindy at the May meeting.

Cindy wants to approach this year's nomination review with a 'fresh slate' approach and consider all nominations for the current year only. In the past there had been a tendency on the part of the selection committee to recall and draw upon the excellent nominations from prior years when evaluating current nominees. Cindy is interested in capturing current examples in this area of service excellence to ensure that these contributions are recognized.

Cindy also indicated that consideration may be given to monetary awards in conjunction with the recognition and service award if a funding source is identified.

B. Bios template for website

John asked all COA members to send him the following information by April 30th for member bios on the COA website:

- Name
- Department and division represented
- Title
- Years of service to Marquette University
- Term and year in term
- Email address and phone number

C. Heartland Update

Jane Casper reported that there are currently 60 volunteers for the Heartland Conference. All volunteers will be contacted by the last week of April with specific assignment information. Volunteer shirts have been ordered and training sessions will be held May 11 and 12. The conference expects to host 500 attendees. The MU Retirees group has volunteered to complete all of the pre-conference packet and bag 'stuffing'

D. Milwaukee County Transit System Update

John N. reported that Toby Peters has approached COA with a mass transit proposal and requested the committee's feedback. Toby has been working with the County and Jim Courtright from COF for several months to develop a viable plan for mass transit during the Marquette Interchange Reconstruction project. Highlights of the proposal are below from an email from Toby:

- Interested employees would make a commitment to participate on a quarterly basis (all employees do not have to participate. This is strictly voluntary.)
- An employee would be issued an 'Easy Pass', with the employee's photo that is renewed with a sticker every quarter. It could be obtained from Union Station at the AMU.
 - Cost is \$168 / quarter
 - There would be a payroll deduction of \$56/month. (same as next year's parking rate)
 - Marquette pays County each quarter
 - Unlimited rides
 - Includes Freeway flyers and special promotions
 - County does initial administration, we may assist thereafter
 - We could use photos on inventory (if approved)
- Here's the big one! The monthly deduction will all be pre-tax! The actual cost to employees will vary depending on tax brackets.

Waukesha and Washington county options are being explored. The committee thought the convenience of the plan was good for commuters. Also, because the pre-tax discount makes this a cheaper option than paying for parking, commuters affected by the Marquette Interchange reconstruction work would be more likely to consider this a viable option.

The question of the feasibility of purchasing parking by quarter to coincide with this plan was raised. John Kratzer will be asked to take this question back to the parking committee.

E. June 14th meeting

The June meeting will be held in Raynor Library 301 and will begin at 1:30

F. Parking and University Wellness Committee

An email from John Kratzer was read by Marie Hegarty:

“Parking – Structure #2: New one on Wells will have 1100 spots and is scheduled to be completed around the 2nd week in August.

Lot M assigned employees – will be out of that lot by May 17th. Most should have received a letter and will be notified of their new lot assignment 1-2 weeks before May 17th. Most will be moving to Structure #1.

2004-2005 parking applications will be out first week of May. Also the new parking rates will be released soon.”

The Univesity Wellness Committee is meeting and progress is being made.

G. Marriage and Birth Announcements

Stephanie Zimbric reported that she has received permission from her manager to collect and edit marriage, birth and adoption information for the Marquette community on a weekly basis. She will work with Steve Schultz in the Office of Communication to determine a standard message format, schedule and how to publicize this new announcements list.

VI. New Business

A. Marilyn Bugenhagen’s inquiry re: sub-committee history

The sub-committee on Professional Development Chair position is vacant. Marilyn Bugenhagen has agreed to serve as chair and has requested a briefing on the history of the committee. Alex can provide a briefing for 2003. Neil Weucher was the previous chair.

B. Volunteer for May reflection

Marie Hegarty will act as Secretary in May.

Alex Kaleta will provide the May reflection.

Alex Kaleta will act as Secretary in June.

Meeting adjourned at 2:55pm

Respectfully submitted,

Stephanie Zimbric
Committee on Administrators