

Minutes
April 12, 1999

COA Representatives present: Rick Arcuri, Jane Casper, Joan Dinan, Mary

Feeley, Anne O'Brien (Vice Chair), Mike Price, Pam Still (Chair), Ann Taghikhani, Peggy Wendt, Mike Wiedower.

COA Subcommittee Representatives Present: Patricia Almon, Mary Minson.

Guest: Steve Duffy, Director, Human Resources.

I. Pam Still welcomed Steve Duffy to the meeting. Steve was invited to discuss the new and proposed Tuition Remission Policy. Steve gave a brief background to the current proposal which originated from a COF proposal last November. The Employee Welfare Committee studied the proposal and conducted a survey of employees regarding their use of the benefit. With a 50% response, the Joint Committee made the following recommendation which was sent to Mr. Ken Smits.

Recommendation:

- 1) That the waiting period for tuition remission for dependents of employees be reduced from five years to three years.
- 2) That the waiting period for tuition remission for spouses of employees be eliminated, but that the current credit cap remain.

The recommendation was sent to Dr. Jerry Viscione and was discussed by the Administrative Committee. The Administrative Committee amended the proposal. Part of the reason for the suggested change is due to the capping of enrollment at 1800 students which is effective fall 1999. Because there are real costs associated with tuition remission, the income would be reduced at a time when the university is looking to increase tuition revenues. The program is also selective of employees with dependents and all benefit

programs must be reviewed for their applicability to all employees.

With the above reservations, the Administrative Committee offered the following counter proposal:

1) That the waiting period for dependents be reduced from five years to three years and the waiting period for spouses be eliminated.

2) That the recipients of tuition remission will pay an administrative fee each semester according to a set schedule:

Undergraduate - full-time: \$800 per term

Graduate - full-time: \$350 per term

Summer - full-time: \$400 per term

Undergraduate - part-time: \$200 per term

Graduate - part-time: \$200 per term

Summer - part-time: \$200 per term

3) The current credit cap for spouses will remain as it is.

4) Currently eligible employees (those with 5 years or more of service) will be "grand fathered" with no fee.

5) Current employees with less than five years of service would have two options:

- wait the five years and receive tuition remission without a fee;
- wait the new three years and receive tuition remission while paying the administrative fee.

COA discussion raised the following points and questions:

- Will FACHEX participants be charged the administrative fee?
- Employees will not be charged a fee for courses taken through tuition remission.

- Is the fee considered part of the tuition or over and above the tuition? This clarification could open financial aid possibilities that currently are not available.
- We are concerned that the 100 % tuition remission is no longer feasible at Marquette.
- Some waiting period is important so that employees have a vested interest in the education which will be received.
- Clarifications related to the administrative fee will be needed, e.g. what happens if a student drops classes and his/her status changes from full time to part time? As tuition increases, will the fee be increased also?

After the discussion, the COA agreed the following feedback will be given to Mr. Ken Smits from COA:

- 1) A fee to coincide with a three year waiting period is reasonable, but the proposed fee seems too large.
- 2) Eliminating the waiting period for spouses is supported but a 7-7-8 credit remission cap should be in place.
- 3) Keep the five year waiting period for 100% tuition remission for those who choose that option.
- 4) Assure that faculty/staff children be eligible for merit based scholarships and that they be treated no differently in any area than other students. (Some concern was registered that the administrative fee not affect scholarship eligibility.)

The COA asked that they be kept informed regarding the status of tuition remission and Continuing Education credits. Employees have used CE largely for professional development and enhancement of skills.

Steve Duffy will keep the Chair of COA updated on the progress of the proposal.

II. Subcommittee Reports:

A. Subcommittee on Nominations, Appointments, Elections: Nothing to report.

B. Subcommittee on Administrator Welfare: Planning has begun for the annual Pere

Marquette birthday party. The probable date is Tuesday, June 1, 1999. The cost of the lunch will be included on this year's publicity.

C. Subcommittee on Policies and Procedures: The proposal for dealing with tie votes for membership on COA has been presented as amended. A vote will be taken at the May meeting to accept/or deny the by-laws change.

D. Subcommittee on Professional Development: A Y2K workshop was scheduled for April 14 at noon in the Weasler Auditorium.

III. Old Business:

A. Feedback from last month's meeting with Ken Smits, Cynthia Bauer and Steve Duffy: There was no further discussion on last month's meeting. We received the clarification for which we asked.

B. Vacation Policy: The following considerations are asked:

1. Allow administrators four years to use the vacation days they have earned;
2. If the above is not possible, pay the administrators for vacation not used at the end of the two years.
3. Address the equity issues which are raised in reorganization of some departments. Some administrators have less and less access to time off.

C. Feedback on the Sexual Harassment sessions:

The sessions were well organized and used the time appropriately. Pertinent issues were raised and discussed in a non-threatening manner. The issues seemed, however, to be geared to potential harassers rather than the person who may be harassed. The group recommended getting more information on the issues to employees.

D. Revised document on undergraduate education: Pam read a thank you from Gene Lazniak, the chair of the committee. He appreciated the recommendations and the feedback

given.

IV. New Business:

A. Joint Chairs meeting: Jim Courtwright, COF, was unable to attend. Three issues were raised and discussed: Y2K, the tuition remission proposal, and the employee recognition proposal.

B. Joint Committee on Employee Recognition: Dan Goyette, chair of the joint committee has asked all three committees to approve a recommendation (brought to the joint committee by a faculty member) to add a monetary award to the 3 recognition awards given each year. The COA unanimously agreed to support the recommendation. A proposal will be sent to the administration with a cover letter signed by the 3 chairs.

C. A question was raised about the time frame for the annual performance evaluations. Because the dates for completing the evaluations have been changed, they no longer match the dates for submitting budget and merit increases.

This will be discussed at the May meeting.

Respectfully submitted:

Mary Feeley
Co-Secretary

Mike Wiedower
Co-Secretary



[< Minutes](#)

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