

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
August 11, 2003

COA Members Present: Jane Eddy Casper (Chair), John Novotny (Vice Chair), Susan Dalsasso, Marie Hegerty, Alex Kaleta, John Kratzer, Mary Jo Kuzma, Nancy Malczewski, Pam Still, Stephanie Zimbric

Subcommittee Members Present: Felice Green, Donna Schoenfeld

Members Excused: Donald Kynaston, Mary Minson

Guests: Annette Conrad, Carol Witzke

Jane Casper, Chair, called the meeting to order at 1:05 p.m. Stephanie Zimbric provided the reflection for the meeting.

I. Subcommittee Reports

A. Subcommittee on Professional Development

Felice Green reported that plans are moving forward for the training entitled "Who Moved My Cheese". The training has been tentatively scheduled during fall break time for either Thursday, October 16 or Friday, October 17, 2003. It will be held in a classroom in the College of Business. The three-hour workshop will be presented by John Cotton and will be held either in the morning between 9:00 a.m. and noon, or in the afternoon between 1:00 p.m. and 4:00 p.m. The details will be finalized within the next two weeks.

Alex Kaleta had a few issues regarding cost that he discussed with the committee. COA is currently paying \$10 per workbook for the training. This is one half the cost of the book. There is an additional \$95 fee for a presenter's guide. Jane Casper said that COA would cover the cost of the guide. There is also a film that Alex felt was an intricate part of the training. It costs \$400 to purchase the film and \$200 to rent it. Stephanie Zimbric will check to see if she can rent the film at a different source for less money. Jane felt that COA should cover the cost of renting the film if no other source could be found at a lower rate.

Susan Dalasso would like COA to provide beverage service for the individuals who register to participate in the training. Jane agreed to do this.

This workshop is limited to 40 participants. It will be publicized in the next GROW newsletter, News & Views, and in E-news.

There will be a \$10 participant fee for those who want to take the training.

B. Subcommittee on Administrator Welfare

Jane Casper distributed the minutes from the University Safety Committee she had received. Jane felt this was a positive step in having other University committees communicate with COA.

II. Old Business

A. Gender Equity Update

Jane Casper distributed information that was a breakdown by gender, compensation band and salary. John Novotny felt the breakdown was fairly equal. Gender updates will be provided in future years, as they become available.

B. Salary Notification

COA continues to appreciate that individuals are receiving notification in writing of salary increases before July checks are distributed.

Susan Dalsasso felt that raise percentages should not be publicized since this creates general misunderstanding among employees. Several committee members felt the same.

C. Update on Cindy Bauer Meeting

Several issues were discussed at the meeting with Cindy. Gender Equity, the COA role in the Heartland IV Conference and banking of vacation hours to cover critical illness were all briefly discussed.

D. Volunteers for Monthly New Employee Orientation

The following individuals volunteered to participate in the New Employee Orientation session by being the COA representative:

August 21, 2003	-	Pam Still
September 18, 2003	-	Susan Dalsasso
October 16, 2003	-	Alex Kaleta
November 20, 2003	-	John Novotny
December 18, 2003	-	Jane Casper

Jane will send the meeting outline to all the volunteers.

III. New Business

A. Briggs & Stratton Al's Run

Annette Conrad was present at the meeting to discuss Al's Run and the various opportunities that are available to individuals who want to participate in this worthwhile event. Opportunities are available by being a participant in the race, by being a volunteer or by doing both. Annette distributed a list of all the volunteer positions that are available. Annette also distributed commemorative posters and other information pertaining to the Run to all committee members.

This year, Tom and Joani Crean will be the Grand Marshals for the Run. Having Tom and Joani as Grand Marshals is very exciting and should generate a lot of interest in the event.

Last year, Marquette had the largest team entered in the event for the second year in a row. Our goal is to beat last year's numbers. There were 46 Marquette teams. The team process has changed slightly from last year. There must be 25 individuals in a group to qualify for a specialized team this year. A specialized team has their team name on the back of their T-shirt. Teams with less than 25 members will be put into the general Marquette team.

Children's Hospital is emphasizing the pledge aspect of the race this year. They would like to see an increase in the amount of pledges.

The registration fee is higher this year. The fee has not been raised since 1994. It is still very reasonable.

The whole point of this event is the help that the children receive through this event. It's an incredible event to be a part of.

B. MURA History

Carol Witzke was present at the meeting to speak about the Marquette University Retiree's Association (MURA). The organization has 160 dues paying members at this time. Dues are \$5 per year. Anyone who meets the criteria of a "Marquette retiree" is eligible to join the organization. The organization has various activities throughout the year along with several luncheons for its members. MURA is celebrating its 25th year anniversary.

Carol is the liaison between MURA and COA. Carol's job as liaison is to report back to MURA anything that is happening at the COA level that would affect Marquette retirees. Carol was also present to determine if the liaison position is still a valuable one to retain for the future.

Pam Still felt the liaison position was one that should be retained. She also felt that someone from COA should attend the MURA luncheons. She had attended the luncheons when she was Chair of COA and felt that this was a good tradition to continue.

Marie Haggerty discussed the acknowledgement letters that are being sent to administrative employees when they retire. She wasn't sure if MURA was aware of this activity. Marie also thought it would be a good idea to invite a MURA representative to the annual COA luncheon.

A short discussion took place regarding establishing a GROW training session that would focus on retiree issues. An individual from the MURA organization could conduct the training.

Jane Casper would like to see the connection between MURA and COA remain.

C. Heartland IV Conference

The Heartland IV Conference has individuals from Jesuit Colleges throughout the United States who participate in the conference. Marquette will be hosting the conference when it is held on May 24 - 27, 2004. Attendees to the conference come from all levels within Jesuit Universities.

Jane Casper had participated in a past conference of this type and she felt it was a wonderful experience. She said that in order to be a member of the conference, one has to apply for participation. It is a very worthwhile event for anyone who attends.

John Novotny thought that COA as a group should volunteer to do an activity associated with the conference, such as handle registration.

Jane asked for any other ideas from the group regarding how COA could be involved with the Heartland IV Conference.

D. University Holidays – 2004/2005

John Kratzer voiced a concern regarding the lateness of the University holiday calendars this year. It was difficult for him to establish his building schedules.

Pam Still questioned who actually generated the holiday calendars. She was not sure if it was Human Resources or the Provost Office.

There was also some discussion regarding the floating holiday, which some committee members felt was the December 31st holiday that was shown on the calendar.

E. New Folks Convocation

The “New Folks Convocation” will be held on Monday, August 18, 2003. The convocation is a day long event that is held for all new employees who began employment during the previous 12 months. The theme of the Convocation is mission and is an orientation regarding the mission of the University. Jane participated in this event last year and will again this year.

F. Excellence in University Service Awards

The ceremony honoring this year’s recipients of the Excellence in University Service Awards will take place on Wednesday, September 10th, from 2:45 p.m. to 4:00 p.m. in the Alumni Memorial Union Ballroom. Jane urged everyone to attend.

G. Minutes for September and October

Stephanie Zimbric volunteered to do the minutes for the September 8 and October 13, 2003 meetings.

H. Vacation Issues

- a) John Novotny discussed banking of vacation hours. Unused vacation hours could be transferred to a pool and from there be used to donate to other Marquette employees who are critically ill. This would keep the critically ill employees in a “paid status”.

Donna Schoenfeld asked about administrator vacation hours that expire on June 30th of every year. Would these donated hours then just disappear from the pool?

John will investigate this situation further.

- b) Administrator Vacation Time Table

Some individuals still do not like the administrator vacation timetable of July 1 through June 30. They felt that this timetable was not good due to their work and/or family schedules.

Susan Dalsasso felt that once an individual gets used to this timetable, it works as well as any other. No matter what the schedule, it is still a time period of one year.

Some committee members felt that administrators should be able to “carry over” one week of vacation. The reason “carry-overs” were eliminated was

because individuals leaving the University were turning in a large portion of unused vacation days which the University had to pay.

I. FlexBen

A group of individuals from Marquette received a letter stating that they should check their credit ratings. This was due to an employee of FlexBen who may have stolen identities of some individuals who had a flexible spending account with Marquette. The individual who stole the identities was not a Marquette employee. Marquette now has a different agency handling the flexible spending account program.

Marie Haggerty volunteered to do the September reflection.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Nancy Malczewski
Secretary, Committee on Administrators