

COMMITTEE ON ADMINISTRATORS
Meeting Minutes – August 9, 2004

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

Committee Members Present: Marilyn Bugenhagen, Donna Schoenfeld

Members Excused: Pam Still

Guests: Rita Burns, Craig Coleman, Todd Vicker

John Novotny, Chair, called the meeting to order at 1:00 p.m. Jane Casper gave the reflection.

I. Automated External Defibrillators (AED)

Officer Craig Coleman was present to respond to questions regarding AED locations on campus. He indicated that they are located, along with personnel trained to use them, in the Rec Plex, Helfaer Recreation Center, Al McGuire Complex, and Public Safety. The two AED's at Public Safety are signed out to the Shift Supervisor and one of the patrol squad car officers. Marie asked why they were not located in other campus locations. Officer Coleman responded cost and the need for trained personnel to operate them. Susan added that AEDs were also available at the School of Dentistry and she was one of many at the School that have been trained to operate the device. Officer Coleman indicated that the personnel in Public Safety trained to use the device have refresher training 3 times a year and need to certify yearly. The device has been used at least once. If members desire further information they may contact Officer Coleman at 8-6800.

II. Sub-Committee Reports

John will contact Mary Minson to discuss the replacement on COA for Stephanie Zimbric. They will look at the results of the last election as the individual with the next highest number of votes will be asked to join COA.

III. Brown Bag Session Consensus Building and Fall Planning

John Novotny indicated that Madeline Wake, Provost, and Greg Kleiban, Executive Vice President would be invited to next months COA meeting. He then facilitated the discussion, using the report of the comments made during the Administrator Brown Bag session on what should be COA's focus the remainder of this term and into the next. Since communication was a most notable need mentioned during the Brown Bag, the

posting of COA minutes and the agendas for upcoming meetings would be an initial step to keep administrators informed. In response to a question raised by Nancy Malczewski, Marie Hegerty will be contacting Mykl Novak to check if we would be able to directly post the agendas on the web site. The goal would be to get the agendas out a week prior to the COA meetings.

Marilyn Bugenhagen shared a process that was used at the University of Nebraska in holding monthly Brown Bag sessions for administrators. The meetings were held over the lunch period, new administrators would be introduced to the group by an office colleague, the committees would give a brief report, and then they would have a guest presenter discuss either a topical or developmental topic. The first half hour was given to the introduction of new administrators and committee reports and the second to the guest speaker. Attendance was from 50 to 150 administrators. Senior University Administrators would attend these meeting to obtain input on various initiatives. John Novotny asked for comments on this process used by University of Nebraska and would it be of value at Marquette? The following comments were made:

Jane Eddy Casper: This may be a vehicle for administrators to know what is going on and know other people on campus.

John Kratzer. This could be a means to improve communication – who to go to within the university.

Susan Dalsasso: A means to find out whom to go to for additional information.

John Novotny: We could get individuals from within the university to speak on relative issues or topics.

John Novotny surmised that there was a consensus that we should attempt to develop a periodic Administrator Brown Bag session for Marquette University based on the University of Nebraska model. Further discussion would be needed as to the frequency, monthly, bi-monthly or quarterly; and develop a program that would be interesting and informative.

John Novotny asked for a volunteer to organize the questions/comments made during the Brown Bag so we as a COA could provide a follow-up response. Susan Dalsasso volunteered.

III. Parking Concerns

Todd Vicker provided an excellent summary on the parking situation and in responding to questions raised at the June COA meeting. Everyone would “ideally” like to have parking next to their door and free, which unfortunately is not possible. The parking fee is, and has been for approximately five years now, pre-taxed dollars just like the new employee policy on bus transit program. Applications for employee parking permits will not include social security numbers in the near future. Students will be able to purchase

parking permits on-line again this fall. This service began in July of 2003. Social Security numbers are not required for students through this process. The on-line process has eliminated students missing classes on the first day in order to sign up for parking. Parking rate increases are not tied to employee merit increases; they are based on the cost of providing parking for Marquette University employees, students, and visitors. The new parking structure cost approximately, 13 million dollars. Parking Services works hard to minimize the expenses to provide adequate parking facilities for the Marquette community. We lost over 700 spaces with the Marquette Interchange project. A diverse Parking Task Force (PTF) looked at various options regarding the parking situation: do nothing, outsourcing, remote parking & shuttle services, transits, or pursuing a solution to our parking needs supplying an adequate supply of parking for employees, students, and visitors. The new Wells Street Structure is the result of the PTF analysis in 2001.

Charging visitors was examined by the PTF, and supported by MUSG, COA, COS, and COF during the PTF outreach efforts. The decision to have all visitors pay, initially met with some concern, but has gone extremely well. Free parking is available to visitors to undergraduate admission and to the President's office. There are provisions for offices to pay for parking at a reduced rate for visitors.

In developing the parking rates, we looked at other universities and rates charged within the city of Milwaukee. Although there was a somewhat increase in parking rates the last few years, future rate increases should be more palatable for users. With this latest assignment for parking, 75% of our employees received their first choice and 90% have received either their first or second choice. Marquette did contact the County government early in the planning of the Marquette Interchange project to explore a collaborative effort to resolve parking issues. The County procrastinated and now is in need of a parking solution. Marquette's parking fees are less than comparable lots downtown, e.g., at St. James Court parking fee is \$80/month. We have an advantage as Marquette is not looking at making a profit from our parking fees, but looking for the fees generated to pay costs for parking.

Plans are being made to allow employees/students to use their MU ID cards to access the parking lots/structures. This would then facilitate an employee to use other lots if needed after normal work hours.

Todd was asked does an employee who initially elects to use the Transit System option and then changes their mind; lose their priority for a parking location. No, parking assignment is based on seniority in the University as identified on the HR system and the availability in the lot requested.

Jane Eddy Casper indicated that both Jay and Tim in the Parking office have been very helpful, courteous, and service oriented. Todd responded that Parking's motto is "Be consistent and fair".

Marie Hegerty was glad that Parking was moving toward a process where students would be able to apply for parking on-line and that the application would not be using Social Security numbers in the future.

Todd indicated that 278 individuals were on the waiting list for Lot F. In the structures parking strived to have a mix of staff, commuter students, and on-campus students to alleviate possible congestion problems. The new structure was designed to enhance safety and security. Also based on design considerations, the new structure would have perpendicular rather than angle parking. The Parking Office will also move to the new building; and Public Safety will have a presence in the structure from 11:00 PM to 7:00 AM.

Susan Dalsasso asked how the change to charge visitors for parking has been received. Todd responded that some departments paid for some of their visitors using vouchers or their credit cards. During Alumni week-end, alums had the option of purchasing a week-end pass; and some commented on the reasonableness of the cost. The cost to visitors for parking is normally \$4/day and \$2 for evenings and weekends. Overall he feels it is going well.

John thanked Todd for his excellent and comprehensive briefing on parking. If members have questions or desire further information on the parking situation, they may contact Todd at 8-3265.

Due to the length of the meeting, John Novotny went over quickly the following items on the agenda:

- John will report at next month's meeting the status of posting marriage and birth announcement.
- Needed volunteers for the New Folks convocation on August 16; John Novotny, Susan Dalsasso, Don Kynaston, and Marie Hegerty volunteered.
- COA members should be prepared to discuss at the meeting next month with the Provost and the Senior Vice President our plans for the future.
- We will have a presenter from the Child Care Center at next month's meeting.
- Donna Schoenfeld volunteered to present the reflection at next month's meeting and Marie Hegerty volunteered to perform the secretary duties.

Next COA meeting will be on September 13 at 1:00 PM in AMU 252.

Meeting was adjourned at 2:55 PM.

Respectfully submitted,

Alex Kaleta
Committee on Administrators