

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
December 8, 2003

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

Subcommittee Members Present: Felice Green, Mary Minson, Donna Schoenfeld

Members Excused: Pam Still

Guest: Cindy Bauer

Jane Casper, Chair, called the meeting to order at 1:00 p.m. John Kratzer provided the reflection for the meeting.

Correction to November Meeting Minutes

The correct day of the week for the COA luncheon is Thursday, January 8, 2004 and not Monday as previously reported in the November minutes.

Clarification on Manresa Retreat Fund Information

Susan Mountin supplied additional information regarding the Manresa Retreat Fund. Manresa will fund Marquette employees who attend any weekend retreat at the Jesuit Retreat House in Oshkosh, not just a particular retreat. Employees can use their “retreat day” to cover the Friday they will be missing work since the retreats begin on Thursday evening at 7:00 p.m. and end on Sunday at 1:00 p.m.

Jane Casper welcomed Cindy Bauer to the meeting and had committee members introduce themselves. Jane distributed copies of the COA brochure that outlines the goals and responsibilities of COA. The committee has been in existence since 1982. A vice president has always served as the liaison for COA. Cindy Bauer is currently the COA liaison. COA invited Cindy to the meeting to discuss the role and identity of COA.

Cindy indicated that her role as liaison is in the committee’s hands. She wanted dialogue from the committee regarding what we would like her role as liaison to be. Cindy reports to Greg Kliebhan. She informs Greg of any pertinent issues that the committee is

addressing. Greg shares the information with Madeline Wake as well. Cindy views her position as liaison as a vehicle by which proposals can come to her for review and then be forwarded to Administration. Administration will take into consideration any issue brought to their attention. However, the final decision on any issue is ultimately up to Administration. Cindy then asked for questions and/or comments from the committee.

Susan Dalsasso brought up the vacation policy issue that has been an ongoing concern by some administrators within the University. Susan was asked by COA to gather and collate the information received from administrators regarding this issue. The major concern centered on the time frame for using vacation time. Susan wanted to know how the concerns regarding the vacation policy should be presented to Cindy. Cindy feels any issues regarding a change to policies or procedures should definitely be submitted in written form. Also, any complex issues should also be submitted in written form. Cindy said any written proposals that are submitted should contain the reasons or rationale for requesting the change. Written requests are the easiest to pass along and offer the best opportunity of presenting all the pertinent facts. Cindy indicated that COA is welcome to forward a proposal to her regarding the vacation policy, but she feels it is a dead issue. She wants to be honest about the vacation policy. She does not want to encourage false hope if she knows the policy will remain the same. The main reason for not changing the policy is we are still talking about a twelve-month period – just different months. An important reason why the vacation policy was changed is because in the past, no one tracked vacation time for administrators. When individuals left the University, they claimed hours of unused vacation time that Marquette was responsible to pay. This was a huge cost to the University. In fairness to everyone, administrators were given two years in which to use accumulated vacation before the new policy went into effect.

A question was raised as to the scope of the Employee Welfare Committee. It was recommended the Committee should be addressing other issues relating to employee welfare other than health insurance, which has been the committee's primary focus recently. Cindy feels since health insurance has been such a major issue in recent years, this is why it has dominated the Welfare Committee meetings. Jane envisioned another committee that would address other employee welfare issues. Cindy feels our current employee welfare committee should be doing that rather than forming another committee.

John Novotny feels there is another issue that could use some clarification. That would be decision-making versus communication. John noted that one of the purposes of COA is to foster communication and juxtaposed this to what he acknowledged was COA's limited input into decision making within the University. He feels if there are issues that keep resurfacing, we might be better served to have some type of open forum to discuss the issues. Perhaps we could have an open forum on a semi-annual basis for the purpose of increased communication and input.

John Kratzer feels a reason morale may be low within the University could be due to decisions being made that affect the general population and have not always reflected input from the various employee groups. He also feels decisions that affect morale or

those that have negative connotations could use increased communication. Cindy feels communication within the University is very good.

Susan Dalsasso recommended prior to pursuing an open forum with University Administration, COA develop a survey for our constituents which would ask if an open forum is a good way to receive additional information and also request feedback on issues/ideas they would like to see COA working on.

Marie Hegerty mentioned the elimination of the Tuition Exchange Program as being a good example of insufficient communication. Cindy indicated the Tuition Exchange Program was not a well-utilized benefit. Accordingly, the University decided to focus its resources on the benefit more employees participate in, the Tuition Remission Program. The funding saved from eliminating the Tuition Exchange Program helped to fund health care and other benefits. Cindy indicated the Administration couldn't ask for input on all issues that require decisions at the University.

COA feels strongly that it is our obligation to forward constituents concerns to Administration as appropriate. Cindy feels if the same issues keep coming up, a written proposal should be prepared and forwarded to her attention. She will send the issues through the proper channels and report back to us on the outcome. Alex Kaleta feels this action will help to address the morale issue because administrators will see that issues have been brought forward and responded to.

John Kratzer asked about the elimination of the \$50 refund that had previously been given to individuals who joined a health club facility. John feels Marquette could have encouraged wellness among individuals by continuing to provide this refund. Cindy indicated that the refund had been provided by Humana and not by Marquette. She also indicated that the refund was not discussed during benefit negotiations. Cindy suggested John bring this issue up next year, although this does not mean it will be approved.

Jane mentioned that the challenge for COA is to serve as a sounding board for our constituents but at the same time, all must realize that not every issue will be able to be acted upon or approved.

Cindy stressed she will look at any issue COA brings to her attention. She also stressed the importance of written proposals.

Jane thanked Cindy for taking the time to come to our meeting and for her candor in discussing issues the committee views as important.

I. Subcommittee Reports

A. Subcommittee on Professional Development

The “Who Moved My Cheese” workshop evaluation summary was distributed. Overall results indicate the program was rated “very good” by the participants. Jane thanked Alex and Felice for all the work they put into organizing this well received program.

B. Subcommittee on Nominations, Appointments, Elections

Mary Minson reported that the election ballots were due back on December 5th. The election ballots have been tabulated and the results are as follows:

Elected to be At Large Representatives – Susan Dalsasso and Nancy Malczewski

Elected as the Representative for the Office of the Provost – Marie Hegerty

Mary will contact the other individuals who had consented to be on the ballot to see if they would be interested in serving on a subcommittee.

II. Old Business

A. COA Luncheon

Donna Schoenfeld and Mary Jo Kuzma met with catering and have decided on a menu. Sister Carol Ann Smith will do the luncheon reflection. Greg Kliebhan, Madeline Wake and Steve Duffy will be invited.

B. Parking

John Kratzer reported that individuals who pay to park in Marquette facilities might go to a different lot for an event in the evening without having to pay an additional fee. Individuals would have to go to a lot that has video capabilities. Placing a call to the Parking and Traffic Office to notify them of your intentions to use a different lot at night for an event will expedite the process. John also reported that parking in the structure will be free to visitors for graduation weekend. Jane thanked John for his work on the Parking Committee.

C. COA Sponsorship of Heartland IV Events

Jane circulated a draft copy of volunteer needs for the Heartland Conference. She asked the committee if anyone had any input to offer regarding what event the committee would like to volunteer to help with. It was decided that committee members would volunteer to help at the conference on Monday, May 24, 2004, between the hours of 11:00 a.m. and 5:00 p.m. The volunteers will be working at AMU.

D. Officers for 2004

Jane reminded everyone to think about who they would like to nominate for officers for 2004. Election of officers will be taking place at the meeting that will follow the luncheon on January 8, 2004.

III. New Business

A. Benefits Review

COA feels we should still bring the vacation issue forward even if this policy is not going to change. COA feels we owe this to our constituents who have voiced their concerns. Susan Dalsasso will send committee members copies of the concerns that were directed to her by various individuals.

Stephanie Zimbric recommended we work on ways to develop creative ideas (low cost/no cost) to improve morale and benefits that will foster and enrich a sense of community at the University. This would have a positive impact on everyone at Marquette.

B. Reflection for the January Meeting

It was decided that since Sister Carol Ann Smith will be doing a reflection at the luncheon, another reflection would not be needed for the meeting.

C. Meeting Dates and Locations for 2004

Nancy Malczewski distributed copies of the dates and room locations for 2004 meetings. At the present time, there is no room available at AMU for the June 14, 2004 meeting due to Preview.

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

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrators