

**COMMITTEE ON ADMINISTRATORS**  
**Meeting Minutes**  
**February 10, 2003**

COA Members Present: Jane Eddy Casper (Chair), John Novotny (Vice Chair), Susan Dalsasso, Marie Hegerty, Alexander Kaleta, John Kratzer, Donald Kynaston, Nancy Malczewski, Stephanie Zimbric

Subcommittee Members Present: Felice Green, Mary Minson

Members Excused: Mary Jo Kuzma, Pam Still

Guests: Joe Amadio, Michelle Arch, and Laura Breaugh (Hunger Clean-Up); Donna Schoenfeld (HAVEN)

Jane Casper, Chair, called the meeting to order at 2:00 p.m. and provided the reflection for the meeting.

I. Subcommittee Reports

A. Administrator Welfare

Jane Casper and Susan Dalsasso both received letters inviting them to participate in the benefit focus group meetings. Roughly 200 employees were randomly selected to serve on the focus groups. The focus groups will be meeting with the new benefits consulting firm, Willis of Wisconsin, Inc. Jane felt that the focus group meetings will cover essential benefits, but would be geared more toward external benefits such as health insurance. If anyone has any issues they would like presented at the focus group meetings, they may contact Jane and she will include them in the meeting discussions.

B. Nominations, Appointments, and Elections

Mary Minson has been working on organizing COA subcommittees. Mary asked if Stephanie Zimbric would consent to be the COA liaison for the Subcommittee on Professional Development. Felice Green, Chair of the subcommittee, will discuss Stephanie joining the subcommittee after the meeting.

Mary still has one opening to fill on the subcommittee on Policies and Procedures. It will have to be someone from the Office of Finance. If any

administrator from the Office of Finance is interested in serving on this subcommittee, they should contact Mary.

C. Subcommittee on Professional Development

Nothing new to report.

II. Old Business

A. New Employee Orientation

Jane needs a few more volunteers to attend new employee orientation meetings to speak about COA. New employee orientation takes place on the third Thursday of each month. It will require approximately ten minutes of time. The following individuals volunteered to attend orientation meetings:

John Novotny	February 20, 2003
Stephanie Zimbric	March 20, 2003
Alex Kaleta	April 17, 2003
Marie Hegerty	May 15, 2003

Jane will ask Mary Jo Kuzma or Pam Still to attend orientation on June 19, 2003.

B. Minutes on the Web

Nancy Malczewski asked the committee if they felt that minutes dating back to 1996 had to remain on the COA web page. She felt that we didn't have to keep the older minutes posted there. Last week, COS launched their web page. They have the last two years of minutes posted. Jane and Nancy will look into archiving the older minutes to still have them available for viewing. We will also post the most current minutes at the top of the web page rather than at the bottom.

C. COA Brochure

Jane provided five copies of the updated COA brochure to all committee members. The updated brochure will be distributed throughout campus with the next election ballot. It will also be given to employees at orientation.

D. Recycling

Don Kynaston and John Novotny recently met with Angie Gius, Chair of Students for an Environmentally Active Campus (SEAC) regarding recycling. Don felt that this group had many good ideas that could be incorporated into our recycle efforts on campus. Angie was disappointed that we do not have any

green buildings on campus. She thought this would be a good initiative for the future, perhaps at one of the newly constructed buildings.

Sustainability regarding recycling efforts is a major concern. Individuals tend to get lax in their efforts to recycle. Many individuals still feel that all trash, including recyclables, are put into one container, so why bother to recycle. John Novotny saw other debris comingled in a container that was only supposed to be for paper. This action leads to contamination of the recyclable paper. All individuals on campus must be willing to change their own habits so that the recycling effort will be successful.

Nancy reported that Jerry Kohn had taken Stephanie Zimbric's suggestion and had the recycle brochure updated and printed on brightly colored paper. Facilities Services is in the process of distributing the new brochures to all campus departments. Jerry is also including an information sheet with the brochures that documents where in each building the area recycle stations can be found. The brochures may help to raise public awareness regarding recycling.

At the last COA meeting, Jerry Kohn said he was interested in volunteers who could help with the recycling effort. Don will contact Jerry to discuss the issue of recycling and how COA can help. In addition, perhaps COA should establish a subcommittee on recycling.

### III. New Business

#### A. Hunger Clean-Up

Joe Amadio, Michelle Arch and Laura Breugh from Hunger Clean-Up were guests at the meeting to ask COA for support for their program. Hunger Clean-Up began as a national event. Marquette used to be part of the national organization, but now we have our own program. Hunger Clean-Up is the largest one-day campus outreach program in the nation. Last year, \$20,000 was raised for three local charities. Joe, Michelle and Laura are part of the Hunger Clean-Up fund raising committee. They are looking for financial support to help carry out their main focus, which is addressing hunger and homelessness in the community. Last year, their organization had expenses of \$7,400. The expenses covered the cost of buses for volunteers, food, advertising and mailings. They would like to be able to raise enough money to cover all their expenses so that the actual money that is donated to Hunger Clean-Up will go back directly into the community and not for expenses.

Hunger Clean-Up will be having fundraisers in the near future. They will be selling Krispy Kreme donuts that will be delivered on Tuesday, March 4<sup>th</sup>. They will also be having a "Sample the Soup" day on Wednesday, February 26<sup>th</sup> in Room 227 of the Alumni Memorial Union from 11:00 a.m. until 2:00 p.m. A

bowl of soup or chili, all you can eat, will sell for \$7.00. In addition, you also will be able to keep the bowl.

The goal of Hunger Clean-Up is to have everyone who participates in the Hunger Clean-Up day donate \$5.00. That alone would be \$10,000. Of course, not everyone is able to donate \$5.00, especially in the case of students. They are seeking corporate sponsors who can sponsor a student by donating \$5.00 for the student.

Jane thanked Joe, Michelle and Laura for attending our meeting and discussing Hunger Clean-Up.

Jane asked the committee if we should donate something to the Hunger Clean-Up cause. Alex Kaleta moved that COA sponsor 25 students or more (depending on the COA budget) for the Hunger Clean-Up event. Don Kynaston seconded the motion. The committee unanimously approved the motion.

## B. HAVEN

Jane introduced Donna Schoenfeld who was attending the meeting as a guest to speak about HAVEN. Not many committee members were familiar with the HAVEN program. HAVEN is located in the 707 Building. It is a safe place where women who have been exposed to violence can come to talk to someone, get help and/or information regarding what services may be available to them. The goal of HAVEN is to be an entity that is perceived by students to be independent of any other programs or departments on campus who might handle violence or abuse issues. Donna felt that HAVEN allows students to temporarily detach themselves from the violent situation they may be in. HAVEN gives the student another option or way to get the help they may need. Donna also mentioned that this program was not just for Marquette students, but for everyone on campus to include friends and neighbors as well.

As of July 15, 2003, the HAVEN program will no longer be funded. HAVEN is currently in the process of writing a grant to try to obtain additional funding to keep the program and concept going. The new grant will not only encompass sexual violence, but also dating violence, relationship violence and stalking.

Donna would like the endorsement of COA for the HAVEN program. Felice Green moved that COA endorse HAVEN. John Novotny seconded the motion. The entire committee unanimously approved the motion.

John Novotny suggested to Donna that if she was unsuccessful in her pursuit of a new grant for HAVEN, she might want to contact Barbara Armstrong who is Director of Foundations.

### C. Safety Committee

Susan Dalsasso recently attended a Safety Committee meeting in her capacity as COA representative. If anyone has any safety issues, they should communicate them to Susan so she can raise them at the next safety meeting.

Crime is down on campus. There are several reasons for this. The cold weather we have been having acts as a crime deterrent. We also have a more visible Milwaukee Police Department on campus coupled with additional Public Safety officers.

More blue light phones will be added to campus. Central Mall and the new Dental School were two locations noted that will be receiving additional blue light phones.

Public Safety will be adding more officers when the new library opens to provide the resources that a 24 hour per day library operation will require. Additional staff will be added when the new parking structure opens as well.

Students were injured when an accident occurred on 16<sup>th</sup> Street. Public Safety is working with the City to try to get the sequence of the signal lights adjusted.

John Kratzer mentioned that Wells Street may be changed from a one way street to a two way street. This may be occurring at a time when there will be a lot of construction activity going on due to the McGuire Center and the new parking structure.

### D. Pere Marquette Birthday Party

The Pere Marquette Birthday Party did not take place last year. Jane asked if anyone had heard any major complaints because the party did not occur. No one had.

Originally, the birthday party had been initiated by COF, COS and COA. COF provided financial support while COS and COA provided the labor. Historically, Special Events did not organize the party. Ann Taghikhani had been involved with it as a member of COA, not in her capacity as Director of Special Events.

John Novotny suggested that a half-hour lecture on Marquette, followed by cake, could replace the Pere Marquette Birthday Party. He thought that the Grow Program and Mission Identity could work on this together. Felice will discuss this with Lynn Mellantine.

#### E. University Email Policy

Don Kynaston reported that the University does have a policy on email. It is contained in the Business Policies and Procedures, Chapter I – 32. Anyone's email can be accessed by the University. Stephanie Zimbric mentioned that the Business Policies and Procedures (BPP) does reflect that the University has the right to investigate inappropriate, illegal or unsavory activity regarding a University resource such as email if a complaint is received or illegal activity is suspected.

#### F. Meeting with Cindy Bauer

Jane Casper and John Novotny regularly meet with Cindy Bauer as a prelude to the COA monthly meeting. Topics that were discussed are:

- 1) Iraq Forum – A forum on Iraq should be encouraged at Marquette. Both Fr. Wild and Madeline Wake encourage such a forum. COA should also encourage the forum.
- 2) Benchmarking – Discussion took place regarding Marquette being the 4<sup>th</sup> best catholic university in the country and how it was determined or measured. The Office of Research Support may have some information on this. John will ask Cindy if there is something we should be doing in the area of benchmarking.

#### G. New Payroll System

Alex Kaleta asked if anyone on the committee was involved with the new payroll system. A few committee members have had limited exposure to the system. Alex will contact payroll directly with his questions.

Alex Kaleta volunteered to do the meeting reflection for the March 10, 2003 meeting. That meeting will begin at the normally scheduled time of 1:00 p.m. in the Henke Lounge.

Jane adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary  
Committee on Administrators

