

Minutes
February 9, 1998

COA Representatives Present: Joan Dinan, Mary Feeley, Paul Jablonski, Anne O'Brien (Secretary), Alex Peete, Mike Price, Pam Still (Vice Chair), Mike Wiedower, Christine Wilczynski-Vogel (Chair)

COA Subcommittee Representatives Present: Mary Minson (Subcommittee on Nominations, Appointments, and Elections Chair), Mike Zebrowski (Subcommittee on Professional Development Chair)

Guests: Steve Duffy, Dr. Nick Burckel, Jim Nasiopulos, Ken Smits, and Sheila Taphorn

1. Subcommittee Reports

A. No report for Subcommittee on Nominations, Appointments, and Elections (SNAE)

B. No report for Subcommittee on Administrator Welfare (SAW)

C. Subcommittee on Policies and Procedures (SPP)

Christine Wilczynski-Vogel reported that the next News & Views will have a question and answer addressing the proper use of University Resources, including the E-mail policy. A discussion followed. What is the main issue? The faculty were concerned about employer monitoring. Ken Smits indicated that employees are agents of the University and as such the University is responsible for the use of E-mail. Thus, the University must reserve the right to review E-mail when good reason exists. The University does not monitor all E-mail transmissions.

D. Subcommittee on Professional Development (SPD)

Mike Zebrowski reported that the results from the survey regarding the Employee Re-orientation Information Seminar (mailed with November minutes) were reviewed by the committee and two recommendations were made based on the responses.

1. Speakers Bureau. Identify speakers on campus from different areas and have them be available to attend staff meetings to speak about their areas. A discussion followed. How would this differ from the Experts Directory? The Experts Directory is used by the Communication office for an external audience. It was mentioned that the Speakers Bureau is a good idea, but, some offices are very small and do not hold staff meetings. It should be a matter of doing both, seminars could still be offered during the lunch hour or late afternoon. The response to the Enrollment Process seminar in the fall was so great, it was recommended that this session be held every other year. Student Retention and the Budget Process were mentioned as possible sessions.

2. Professional development. Everyone should have "release time" for professional development. Some offices allow flex time for employees to attend continuing education classes if the classes are related to job skills. Ken Smits indicated that the University encourages flexibility to enhance knowledge. It was suggested that a university policy be established to address this. This issue will be presented to the Employee Welfare Committee for review.

2. Other Business

A. Sheila Taphorn reported on the United Performing Arts Fund (UPAF) annual fund drive. She asked that we encourage everyone to participate. UPAF's total goal is eight million dollars with the funds going to 26 different Milwaukee Arts organizations which we support. Last year Marquette had 157 employees who participated contributing a total of \$6,000. Payroll deduction is available for employees. Pledge cards will be sent out on February 23, 1998. At the March 11, 1998 Faculty, Staff, Administrator reception they will have a kickoff with promotion prizes given to those who pledge. The drive will continue through March 19, 1998. Questions such as how many alumni are affiliated with the 26 organizations and how many have Marquette student intern programs were asked. It was suggested that if this information were provided it would give individuals a tie to Marquette and may encourage them to donate.

B. Jim Nasiopulos gave an update on the Joint Committee on Welfare committee which has been reconvened. At their January meeting the first order of business discussed was Benefits. They will be reviewing the current health plans offered. They will analyze them and make recommendations. Steve is providing comparison figures from other Jesuit schools including the number of employees and how many plans they offer. At their next meeting

they will have a representative from Frank Hack and Associates to give a summary of their findings when they conducted the evaluation of the health care plans. Steve Duffy indicated that we need decisions made by August or September to implement for next year. It was suggested that feedback be given to the committee members. Jim indicated that they may hold an open forum to discuss the issues. Other items the committee will be looking into in the future will include Family Leave Plan and Tuition Remission.

C. Dr. Nick Burckel gave an update on the progress of the Strategic Planning Steering Committee's work on Short and Long-term priorities for the university. The seven person committee compiled the results and will use a set of eight categories. The first category they are working on is Ensuring Strong Enrollment. Within this category they are making specific recommendations. Their initial draft has been sent to the chair of each of the groups contacted earlier by committee liaisons. There will also be a report in the next issue of News & Views. The specific areas addressed in the first report include:

1. Undergraduate Recruitment
2. Graduate and Professional Programs
3. Diversity
4. Financial Aid
5. Cost Reduction and Allocation
6. Compensation

D. Christine Wilczynski-Vogel gave a final report on the January joint meeting of COA, COF, & COS. The Three main topics discussed were Health Plans, Tuition Remission, and Family Leave Policy. She challenged the faculty to participate in the Pere Marquette Birthday Party. It was suggested that Peggy Wendt attend a faculty meeting to discuss the party to make them aware of the activities and the date.

4. Future COA meetings

March 9, 1998 1:00 p.m. Henke Lounge, AMU

April 13, 1998 1:00 p.m. Henke Lounge, AMU

May 11, 1998 1:00 p.m. Henke Lounge, AMU

June 8, 1998 1:00 p.m. Henke Lounge, AMU

Respectively submitted,

Anne O'Brien
Secretary



[< Minutes](#)

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