

**Minutes**  
**February 8, 1999**

Members present: Jane Casper, Joan Dinan, Mary Feeley, Anne O'Brien, Alex

Peete, Michael Price, Pam Still(Chair), Ann Taghikhani, Michael Wiedower.

Sub-committee members present: Pat Almon, Mary Minson, Mike Zebrowski.

I.) Pam Still opened the meeting with a "Thank you" to Christine Wilczynsik-Vogel for her service and leadership to COA over the past two years. Pam welcomed the new members and thanked those members who will continue to serve COA.

II.) Sub-committee reports:

A. Subcommittee on Nominations, Appointments, and Elections:

(SNAE) Mary Minson reported that one person is still needed to represent the areas of University Advancement/Government Affairs/President's Office. The COA election results were sent to "News and Views" for publication. The roster of committee members was distributed.

B) Subcommittee on Policies and Procedures:

Pat Almon reminded us that we have a by-law issue to address: what do we do in the event of a tie for COA representatives? What kind of tie-breaker is appropriate? Since that did occur in the last election we need to address its resolution should it occur again. The sub-committee will address the issue and present a recommendation to the committee as a whole at the next meeting.

C) Subcommittee on Administrator Welfare (SAW): No update

D) Subcommittee on Professional Development (SPD):

Mike Zebrowski reported that the committee had hoped to do a program on Informational

Technology in fall. Since that did not occur, they will continue to talk with ITS about collaborating on a program. Other topics for professional development include Career Services and Alumni. Information from the Alumni Office, as well as from the Division of Student Affairs may be of interest to Administrators. An opportunity to hear from the Renewal Task Force could be of interest, as well as another program focused on admissions and retention.

### III.) Old Business

A) Notes from the Joint Committee Meeting, January 21, 1999, were distributed. (These are attached to these minutes.)

b) Re-scheduling the meeting with the General Counsel, Cythia Bauer, Ken Smits, and Steve Duffey. The issue was brought up originally at the November 1998 COA meeting. The issue: Clarification is needed by many administrators in order to understand more clearly the Wisconsin At-Will Policy and how it is used at Marquette. The following are specific areas of clarification for the meeting we are requesting:

- 1) What is the "Wisconsin At-Will Policy" and how is it in effect here at our university?
- 2) Questions around compliance, as well as around the purpose of the evaluation process.
- 3) In the absence of a performance evaluation, does a merit raise equivalent to acceptance of a person's performance?
- 4) What constitutes re-organization of a department? What protections are in place for administrators during a reorganization of a department? Can a department reorganize in order to eliminate a person? How are persons helped to find a place within the reorganization?
- 5) Is there a policy which protects employees who may be terminated in a situation not related to a disciplinary concern?
- 6) Faculty have an appeals process; is there such a process for administrators?
- 7) What is the genesis of the recent severance policy?

Decision: Cynthia Bauer, Steve Duffey, and Ken Smits will be invited to the next meeting. Pam will draft the letter of invitation, with an outline of concerns we wish to address.

#### IV. New Business

Time was spent brainstorming issues/goals for the year. The following surfaced:

- 1) Vacation Policy: Since this came as a surprise to many and had not been sent to COA for input, where did the policy originate? There are now three different vacation policies. What is the reasoning behind one policy for staff and a different policy for administrators? Since this affects employee morale, discussion is important.
- 2) Process for Promotion for Administrators: Various things happen in departments to promote people: change of title, change of rank. In some departments, a full search is carried out before a person can be promoted from within. Are there any incentives for administrators to continue their professional development?
- 3) Difference between staff development and training: A certain amount of training is expected for certain jobs. Should tuition remission be used for such training?
- 4) The commuter value pass: This issue was raised at the Joint Meeting. Some discussion may continue.
- 5) Tuition remission in professional schools for employees: Will this issue be revisited and should discussion be opened around employees eligibility for tuition remission in such programs as the part time programs in the Law School and the Executive MBA, etc.

#### V) Other Business

Some people have requested more specific minutes. Should we begin taping the meetings again? The decision was made to tape the March 8 meeting because of the amount of information which will be shared.

Submitted by

Mary Feeley  
Co-Secretary



[< Minutes](#)

---

©2001 Marquette University -- Last Update: May 17, 2001