

COMMITTEE ON ADMINISTRATORS

Meeting Minutes

June 14, 2004

COA Members Present: Marie Hegerty (Vice Chair), Jane Eddy Casper, Mary Jo Kuzma, John Kratzer, Pam Still, Nancy Malczewski

Subcommittee Chairs Present: Donna Schoenfeld

Members Excused: John Novotny, Susan Dalsasso, Alex Kaleta, Donald Kynaston, Stephanie Zimbric, Mary Minson

Guests: Rita Burns, Karen Welniak Jamiola

Marie Hegerty, Vice Chair, called the meeting to order at 1:30 p.m. Marie Hegerty provided the reflection for the meeting.

I. Parking Concerns

Karen Welniak Jamiola from the Office of Research and Sponsored Programs voiced her concerns about the parking rates. Her concern was that the rate of increase for parking was much higher than the rate of increase for merit. She suggested that it should be more comparable to the rate of merit increase. John indicated that parking is self-funded and even though the percentage may be higher than that of the merit percentage, the dollar amount is still much less. Also the amount Marquette employees pay is much less than those who park downtown. Karen felt that MU parking rates shouldn't be compared to downtown parking rates. John will bring this up at the next Parking meeting.

Nancy brought up another issue about the parking applications that went out. With the heightened concern about identity theft, the Parking Office should omit the Social Security Number from the application form.

II. Automated external defibrillators in academic and administrative buildings

On behalf of Stephanie, Marie read an e-mail from Sean Samis about getting an AED (Automated external defibrillator) in Cudahy Hall. They are carried on every passenger airplane and are common in Public Schools. Many businesses are installing them in their offices. Marie contacted Public Safety and spoke to Craig Coleman to let him know that we would be discussing AED's at this meeting. He indicated that AED's are currently housed in the following: athletic program, McGuire Center, Old Gym, Rec Center, Rec Plex and Public Safety. Marie plans on inviting him to the August 9th meeting to discuss the possibility of getting AED's in more of the Academic and Administrative Buildings. John mentioned that a couple of issues that may arise are the cost of the AED and the training involved. An individual must be AED certified.

III. Committee Reports

- a) Subcommittee on Nominations, Appointments and Elections (SNAE)-Mary Minson-No report
- b) Subcommittee on Policies and Procedures (SPP)-Donna Schoenfeld-No report

IV. Brown Bag Session

The brown bag session that was held on June 9th was a success. John Novotny presented a PowerPoint presentation focusing on the executive summary. After the presentation each table discussed the results. There was a good mix of people at each table and excellent ideas came out of the brown bag session including the importance of communication across campus, collegiality and wellness. It was discussed about having more brown bag sessions in the future to encourage more involvement across campus. Jane also suggested the possibility of the 3 chairs of the committees (COA, COS, COF) getting together and discussing what the concerns are from each committee. It was also suggested that the discussions that occurred at the brown bag session be e-mailed to all Administrators. Marie asked that brown bag notes be forwarded to her for distribution to COA committee members for review and further discussion at the August 9 meeting. In accord with the COA survey timeline, Marie and John Novotny will ask Cindy Bauer about Greg Kliebhan or David Shrock attending the September 13 COA

meeting. This invitation is intended to finalize and bring closure to the COA survey process and to encourage COA communication with senior administration.

V. Update on meeting with Cindy Bauer

John Novotny and Marie met with Cindy to discuss the executive summary. They also talked about AED's and having them in more buildings. Timing of the excellence awards (9/30/04 and spring 2005) was discussed. There was a good response to the nominations. The award committee will meet sometime in June.

VI. Old Business

a) Parking and University Wellness Committee

John K. reported that there was no update on parking except that the new parking structure is back on schedule. Wellness Committee met on May 14th. Colleen Dougherty from Willis Group presented some information. Steve Duffy is putting together a proposal to take to the task force. The proposal would be a Comprehensive Wellness Proposal-Healthcare Management, Disease Management and Preventive Management. The main concern would be what benefit is it to the employees and at what cost.

b) Heartland Conference

Jane thanked everyone for volunteering at the conference. MURA did a great job stuffing all the packets for the conference. The participants were extremely pleased with the friendliness and the helpfulness by all the Marquette volunteers and staff. It was a huge success.

VII. New Business

a) Jane will be doing the reflection in August

b) Secretary: August-Alex, September-?, October-John K., November-Nancy, December-Jane

c) Next meeting will be August 9th in Henke Lounge at 1:00 p.m.

Meeting adjourned at 2:20 p.m.

Respectfully submitted,
Mary Jo Kuzma