

**Minutes**  
**June 14, 1999**

COA Representatives present: Jane Casper, Joan Dinan, Mary Feeley, Anne O'Brien (Vice Chair), Alex Peete, Pam Still (Chair), Mike Wiedower.

COA Representatives excused: Michael Price, Christine Wilczynski-Vogel.

COA Representatives absent: Ann Taghikhani, Peggy Wendt, Rick Arcuri.

COA Subcommittee members present: Patricia Almon.

I. Subcommittee Reports:

A. Nominations, Appointment, Elections: Nothing to report.

B. Administrator Welfare: The Pere Marquette Birthday Party was a success, even though there was a smaller crowd than usual. The inclement weather may have influenced attendance. Publicity was later than usual because of the Memorial Day holiday. This year we did not run out of cake as happened last year.

C. Policies and Procedures: The web page has been updated to reflect the recent amendment to the by-laws relative to the procedure to follow in case of a tie vote during the annual elections. Pat Almon, Chair, will add the updated information to the hard copy as well.

D. Professional Development: Nothing to report.

II. Old Business:

A. E-Mail Conversion: During the process of conversion to a new e-mail system, one may access the following site to get information: <http://its.marquette.edu/mail/> On this page one can find the most frequently asked questions as well as a time table for moving into the new system.

B. Tuition Remission: The topic of fee structure and the recommendations is on the

Administrative Council agenda for June 18, 1999. More information will be distributed after that date. The present options for discussion seem to be to keep the policy as it is at the present, or to accept the recommendations for changes as forwarded to Ken Smits and Jerry Viscione.

"Correction to loophole": Questions had been raised about the number of credits available to employees tuition free because of the differing scheduling of classes in the College of Professional Studies. The employee credit limit will be consistent and is as follows: 7 credits in fall, 7 credits in spring, 8 credits in summer. This is consistent whether one is enrolled in the College of Professional Studies or in one of the traditional colleges.

C. Information from the Employee Welfare Committee: Health care benefits are still being discussed. The committee is looking at new inclusions such as long term care coverage- an employee's ability to set aside money for future use. Other information from the committee:

- The cost of care is increasing and claims are increasing, especially in the MU plan. The university is looking at other vendors, especially for prescriptions. The co-pay for this plan may have to be increased.
- The cost of emergency room care is increasing because of increased usage. The committee will send out information about the appropriate use of emergency room care.
- The COA members will ask the committee about the demographics of those using the MU plan. That information was not available at this meeting.
- The committee will work with employees to discuss the reasons for more "out of the plan" mental health care is being used. This, too, is more expensive.
- The committee continues to look at different plans. One suggestion is to have tiered programs to give people the option of a plan for a single person, for a couple, for a single person plus 2, etc. This option could replace the present option of single or family. COA requests that we do what supports both individual people and families in the best way. We would not want a plan that looks like it does not support families.
- One COA member shared information about agencies which pay people who do not use the company's insurance plan. This often saves the company money. This idea will be forwarded to the Employee Welfare Committee to research and consider.
- The committee is studying the various PPO networks and are waiting for more information from Dave O'Brien, the consultant.

Ken Smits had asked the EWC to look at the Training and Development Program at Marquette. The committee will do a survey of employees in fall to get input into what is

needed and helpful. The committee could not, however, administer such a program.

D. Performance Evaluations: This topic was raised again as a concern. The process as has been implemented this year is not logical and does not seem to be working well for many areas. The present system is confusing to people because of the dissonance between the time of merit increases sent to the budget office and the timing of the evaluations. The frustration with the new system is widespread.

Again, the concern was raised about the need to look at the demands placed on employees to do more and more and the very low pay increases and incentives.

Two ideas emerged for professional development: Training people to be administrators; and Budget development.

### III. New Business:

A. Pam Still (chair) will be having lunch with Ken Smits and Chris Daniels (COS chair). The following may be topics for discussion: The vacation benefits/policy for administrators; tuition remission plans; performance appraisals; rumors about combining COS and COA and what would the purpose be for doing that? Restructuring: what is the real information about this and is this a cut in head count or just in dollars or both?

B. The Committee on Employee Recognition will meet on June 29, 1999.

Respectfully submitted,

Mary Feeley, Co-secretary  
Michael Wiedower, Co-secretary



[< Minutes](#)

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