

Minutes
March 12, 2001

COA Members Present: Jane Eddy Casper (Chair), Ann Mallinger (Vice Chair), Rick Arcuri, Susan Dalsasso, Myra George, Marie Hegerty, Nancy Malczewski, Susan Michaelson, John Novotny, Pam Still

Committee Members Present: Suzanne Abler, Lynn Mellantine, Mary Minson, Neal Wucherer

Members Excused: Alex Peete

Guests: Kriss Schulz, Steve Schultz

Jane Casper, Chair of the Committee on Administrators, called the meeting to order at 1:00 p.m. In keeping with the upcoming holiday, Marie Hegerty began the meeting with an Irish reflection.

I. Subcommittee Reports

A. Administrator Welfare

The Administrator Welfare Committee is continuing to work on a “volunteer day”. The Committee will meet the first week of April to discuss the “volunteer day” beginning at 3:30 p.m. rather than for an entire day, which University administration was not agreeable to.

B. Nominations, Appointments and Elections

All subcommittee vacancies are now filled with the addition of the following individuals:

Anne Pufahl – Student Affairs member to the subcommittee on Administrator Welfare

Donna Schoenfeld – Student Affairs member to the subcommittee on Policies and Procedures

Bill O’Brien – University Advancement/Office of Communication/Government and

Community Relations/University Ministry/President's Office member to the subcommittee on Policies and Procedures

Rick Arcuri will add these names to the COA website.

C. Policies and Procedures

Lynn Mellantine and the committee will review and address any updating of the By-Laws that may need to be done. The committee will also review and define the purpose of the committee.

D. Professional Development

Neal Wucherer reported that the Professional Development Committee had focused on and encouraged participation in the "Grow with Marquette" series of training and development sessions. They are open to any suggestions for additional topics for Administrator professional development.

II. Old Business

A. The following items were discussed at a meeting of the Employee Welfare Committee held on March 2, 2001.

The possibility of Marquette making available to employees the purchase of long-term care insurance for themselves or their families was discussed. Pam Still circulated information regarding the coverage.

Informational meetings regarding the Compensation Study were held last week. Anyone with questions about the study can either direct them to Pam or contact Human Resources. Initially, 40 administrative positions and 40 support staff positions will be reviewed, valued in the market and bench-marked. Two focus groups are now being formed to begin the process by developing a job analysis questionnaire. The goal is to create a structure in which to place MU jobs and provide consistency and internal equity. A target of 6 months has been set to complete the analysis and structuring of the 40 support staff positions.

The Committee forwarded a request to the administration to include grandchildren in the current University bereavement policy. A motion was made, seconded and unanimously approved by COA to support this objective.

A comparison of sick benefits and short-term disability benefits among exempt and non-exempt staff is being reviewed by the Committee. The initiative to reinstate wellness activities has begun. The recent survey circulated to employees concerning physical recreation activities is part of that initiative.

B. Jane's meeting with the chairs of COF and COS brought to light their main concerns being salary, and down-sizing and health care costs, respectively.

C. The issue of arming some Public Safety officers was discussed. COS has formally expressed they are against the arming. COF has not taken a stand on this issue as yet. It was suggested that Larry Rickard be invited to a COA meeting to discuss the issue.

D. Jane met with Greg Kliebhan and discussed several topics of interest including internal promotions, the timing of the budget and appraisal processes verses when salary increases actually go into effect, student enrollment as a concern for everyone and supervisor evaluation by those who report to them. Jane will meet with Greg again at the end of March.

III. New Business

A. Kriss Schulz and Steve Schultz from the Office of Communication attended the COA meeting to discuss internal and external communication issues. The goal of the Office of Communication is to have a process in place to respond to communication items that should be made known to our employees in a timely manner before the items appear in the newspaper and on television. The results of a survey that was conducted by the Office of Communication was shared with the committee. As a result of the survey, changes were made in how news is communicated to the campus community. News and Views is published once per month. News Briefs, via email, are sent out every Monday. A list compiling campus activities is delivered, via email, every Friday. They would welcome input from COA or any staff regarding communication concerns or suggestions.

B. A discussion took place regarding the possible need for a second ATM machine in AMU. At some time during the day, the one ATM machine is unavailable due to cleaning and filling. Neal Wucherer will look into the issue.

C. A memo from Dr. Viscione was distributed to the committee. The memo regarded changes in reporting channels. Jane asked that everyone read the memo and be ready to discuss it at a future meeting.

Jane asked if anyone had minutes from past COA meetings as we are missing some.

Ann Mallinger will bring a reflection for the April COA meeting.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary



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