

## COMMITTEE ON ADMINISTRATORS

### Meeting Minutes

May 12, 2003

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

Subcommittee Members Present: Felice Green, Mary Minson, Donna Schoenfeld

Members Excused: Susan Dalsasso, Donald Kynaston

Guests: Rita Burns, Steve Duffy, James Courtright, Sherri Lex

Jane Casper, Chair, called the meeting to order at 1:00 p.m. Jane also provided the reflection for the meeting.

#### I. Subcommittee Reports

##### A. Subcommittee on Nominations, Appointments and Elections

Mary Minson is in the process of contacting an individual from the Office of Administration who may be interested in serving on the Subcommittee on Professional Development. Mary will report on her progress at the June meeting.

##### B. Subcommittee on Professional Development

Alex Kaleta made inquiries into professional development training sessions that could be funded with the remaining COA budget. He circulated descriptions regarding two professional workshops conducted by the Wisconsin Association of Collegiate Registrars and Admissions Officers (WACRAO). One workshop was the "Fish Philosophy" which deals with creating a positive work environment. The other workshop was "Hey! Who Moved My Cheese" which deals with accepting change in the work environment. Alex spoke to Dave Vollmer who is the presenter for the two workshops. Dave would only be available on June 10<sup>th</sup> or sometime during the last two weeks in July to do the training at Marquette. The cost for 40 individuals to participate in both training sessions would be \$500 plus the cost of lodging and meals for the presenter. The cost for 40 individuals to take only one of the training sessions would be

\$300 plus the cost of lodging and meals for the presenter. An additional cost would be the price of workbooks associated with the training. The workbook costs range between \$13 and \$20.

Dave Vollmer suggested to Alex that he should contact area technical colleges such as M.A.T.C. or W.C.T.C. who may have presenters who could do the training for us. This would enable us to save the cost of lodging and meals. Marie Hegerty suggested that perhaps someone here on campus could do the presentations for us. This is something that should be looked into.

Jane Casper would like to see the cost for the training reduced somewhat. She would like to see local presenters contacted. She felt that participants in the training could be asked to pay a nominal fee for the training with COA subsidizing the rest of the cost of the program. Jane also felt that training in the fall would provide better attendance. Jane would like the training to be open to everyone, not just limited to administrators.

Alex will check with Lynn Mellantine to see if the training we have discussed could be coordinated with the “Grow With Marquette” program.

## II. Old Business

### A. Employee Welfare Committee

Pam Still attended the April 28<sup>th</sup> meeting of the Employee Welfare Committee and reported on issues that were discussed as follows:

- Since Willis began as benefits consultants for Marquette on September 2, 2002, they have looked at and changed long-term disability and formed focus groups to discuss University benefits.
- In June, the University will discuss factors raised by the focus groups. Employees recently received a summary memo with key findings.
- Marquette will be looking into more wellness initiatives such as rebates on fitness programs. Marquette will continue with the annual Shoo the Flu program. Wellness features will again be incorporated into Benefits Day that is scheduled for October 27<sup>th</sup> between 9:00 a.m. and 2:00 p.m. Benefits Day will kick off the open enrollment period which will run through November 14<sup>th</sup>.
- The Employee Welfare Committee will meet quarterly to discuss benefit issues. The Committee agreed to invite the Ombuds to be a member of the committee.
- Establishing a 3 year benefit plan was discussed.

- The tiered premium structure was discussed. There are pros and cons to this issue that everyone is aware of by now.
- HCN (self-funded network) should make a serious effort concerning the addition of nurse practitioner billing codes. People will have to utilize nurse practitioners for savings to be realized.
- Marquette is a member of the Milwaukee Task Force on Health Care.
- Association health plans may be a possibility.
- Humana is considering an 18% premium increase.

#### B. Gender Equity Update

Jane Casper and John Novotny asked Cindy Bauer for a breakdown of administrator bands. When they receive the information, it will be shared with the committee.

#### C. Guest Parking Fees

John Kratzer reported that a number of recommendations and/or guidelines for charging visitors to the campus to park have been advanced. John will report to the committee when the recommendations have been approved.

#### D. Meeting with Cindy Bauer

Jane Casper and John Novotny met with Cindy Bauer prior to the COA meeting. Cindy indicated that a benefits portfolio will be put together for employees. Also, Cindy will be an observer for the “Excellence in University Service” awards committee this year.

#### E. Update on Transit System Value Pass

Jane Casper was able to obtain additional information regarding the Milwaukee County Transit System Commuter Value Pass Program at a meeting she attended on April 24, 2003. Jane distributed copies of the information she received. Jane thought this was a good program for those employees who may be able to take advantage of it. The cost of the program for an employee is \$17 per month, which is a saving over the normal monthly parking fee. The program is setup to be subsidized by the University along with the employee paying the \$17 fee to participate. There may be some employees who would be able to utilize the program for part of the year only. The Value Pass Program also has an emergency ride feature that eliminates the fear of being stranded. If a plan participant experiences a personal or family emergency, the Transit

System will transport the participant to any location within a designated area free of charge.

### III. New Business

#### A. Discontinuation of the Tuition Exchange Program

James Courtright, Chair of COF, Steve Duffy and Sherri Lex, Chair of COS were present at the meeting to discuss the discontinuation of the Tuition Exchange Program.

Steve began by giving a short summary of what the Tuition Exchange Program is for those who may not be familiar with it. The Tuition Exchange Program was instituted approximately four years ago. Human Resources is responsible for coordinating the imports and exports within the program. The program is a one for one exchange of students. It has never been a guaranteed program. It is more like a scholarship and lottery program since names are drawn to see who actually gets to participate in the program. Initially, when the program began, there were only two or three students involved. At that time, we were exporting more students than we were importing. This year, we had 26 imports and only 16 exports when in actuality the program should be a balance. The cost of the program is between \$400 - \$450,000. This is a sizeable amount of money that could be used for other purposes such as compensation, deferred maintenance, technology and even health care. Discussion took place at the University Leadership Council level regarding the exchange program and a decision was made to withdraw from it. Those students who are currently in the program will be allowed to continue until they graduate. Anyone who has been accepted into the program for the fall of this year will also be allowed to continue. After this year, Marquette will withdraw from the program and will not accept additional students to begin in it.

A question was raised to Steve regarding the status of the Faculty Children Exchange Program (FACHEX). Steve responded that the FACHEX program is very different from the Tuition Exchange Program. FACHEX is a program that allows Jesuit University faculty, administrators and staff to receive tuition remission at other participating Jesuit colleges or universities. There does not have to be an even exchange of students as in the Tuition Exchange Program. FACHEX has been in existence for 20 to 25 years. Steve felt that the University was committed to the FACHEX program and that it would remain.

Several concerns raised regarding the elimination of the Tuition Exchange Program were:

- No prior communication regarding the elimination of the program. No discussion with any employee groups.

- It appears as if a benefit is being taken away. This action could establish a precedent for other benefits as well.
- Employees were not given ample notice of the elimination of this program when considering the long term planning involved with children's educational needs.
- Due to longevity, several of those present felt that they would have had a good chance in the lottery and their children would have been selected to participate in the program.

Jane Casper asked COF Chair Jim Courtright what COF is doing to address the elimination of the Tuition Exchange Program. COF sent an excerpt from their meeting minutes that pertains to this issue to Madeline Wake. COF also requested more information about the elimination of the program.

Sherri Lex, Chair of COS, would like to have a joint meeting of all the committees (COF, COS, COA) or forum with someone who would be in a better position to answer questions and address the concerns that were raised at this meeting.

Jane asked the committee what their wishes were in this matter. It was decided that Jane would draft a letter to Cindy Bauer regarding the Tuition Exchange Program. Other steps may include a joint letter from all three committees.

B. Administrator Retirement/Thank You Letters

Marie Hegerty asked the committee for input regarding sending congratulatory letters to administrators who are retiring. We are currently sending welcome letters to new administrative employees. The committee felt this was a worthwhile thing to do for those retiring administrators that have at least five years of service to the University. Marie volunteered to send the letters.

C. Jane announced that nominations for the Excellence in University Service Awards were due by June 6<sup>th</sup>. Electronic nomination forms are available online at: <http://www.marquette.edu/excellence/form.html>

Marie Hegerty will do the reflection for our June meeting. Jane will not be at the June meeting. John Novotny will fill in as Chair. The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary  
Committee on Administrators