

COMMITTEE ON ADMINISTRATORS

Meeting Minutes

May 10, 2004

COA Members Present: John Novotny (Chair), Marie Hegerty (Vice Chair), Susan Dalsasso, Alex Kaleta, Jane Eddy Casper, Mary Jo Kuzma, Donald Kynaston, Stephanie Zimbric, John Kratzer

Subcommittee Chairs Present: Mary Minson, Donna Schoenfeld

Members Excused: Nancy Malczewski, Pam Still

Guests: Rita Burns, Toby Peters

John Novotny, Chair, called the meeting to order at 1:05 p.m. Alex Kaleta provided the reflection for the meeting.

I. 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

II. Special Announcement Portal

Stephanie Zimbric spoke with Mykl Novak about the set up of the special announcement portal. Mykl then met with Steve Schultz, Public Affairs on several occasions to discuss the matter further. Steve had the following concerns: who would moderate contents (university ministry isn't interested in doing so); who would gather the information and what standard format would be used for the portal pagelet. Steve said Public Affairs had no interest in creating another email distribution list. Susan Dalsasso suggested that Human Resources might edit contents because they maintain employee personal data forms. Jane Eddy Casper suggested that we just list name and date for marriages, births, and adoptions similar to the alumni magazine format. COA members were in agreement with Jane's suggestion. Stephanie brought up another concern about who would be authorized to submit contents for portal publication (i.e. employee only or manager in the absence of an employee who may be on leave). Stephanie mentioned that Steve had asked if the portal usage would include students. COA members discussed this and were in agreement that it should not. Stephanie will contact Lynn Mellentine, Human Resources to see if they would assume the contents monitoring responsibility.

III. Milwaukee County Transit System Update

Toby Peters joined the meeting at 1:15 p.m. and provided a clarification on the pre-tax information included in the summary. Toby mentioned that the university had been working with the county to provide a discount to MU employees. The Commuter Value Program was not adopted because it had to be subsidized (half the amount) by the university. The university wanted a program similar to the UPass Program. The county proposed the following quarterly program. This program would require a quarterly commitment by employees. Employees will need to sign up for the program. Cost: \$56 (pre-tax) per month (\$168/3mo.), which can be a payroll deduction. MU is trying to have quarters coincide with the academic year. Passes will be issued (county i.d. and university photo) and may be used for limitless rides on freeway flyers and buses (trolley rides not included) in Milwaukee and Waukesha counties. An additional 25 cents per ride will be required for rides in Ozaukee county. The program also includes a limited (2 per quarter, 4 per year) emergency taxi service. Toby said that the pre-tax benefit offers a significant discount and cost savings to MU employees. The quarterly program is being offered on a voluntary basis. The university intends to evaluate the program after one year.

Alex Kaleta asked if any senior citizen or disabled discounts were available; John Novotny asked if Washington County was included in the program and Jane Casper asked if Racine County was. Toby said he would check. Stephanie asked if employees who signed up for the quarterly program and then discontinued to would encounter any problems applying again for campus parking permits. Toby indicated that employees could do so but parking assignments would be based on seniority (not numbers of years holding a parking permit). Quarterly program will begin July 1, 2004. University will launch the program June 1, 2004.

Susan asked Toby how the two-way traffic on Wells Street is working out. He said that traffic has slowed down and that businesses liked it. Jane suggested putting up a sign in Lot F reminding employees that when they exit Lot F it isn't two-way. COA members thanked Toby for attending the meeting.

IV. Survey of Administrators

John Novotny thanked John Kratzer and Marie Hegerty for their work on the survey. Survey results were then reviewed and discussed. COA members feel the major focus should be on communication and wellness. Other survey results discussed were MU branding, ranking, flextime, administrator sabbaticals and hosting a student breakfast. Susan suggested supporting programs (recommended by administrators in the survey) of a more personal nature i.e., wills, estate planning and personal finance. This assistance would be a good way to support employees. There was discussion that COA would approach COS and COF to see if they were interested in collaborating on these programs if they were offered. John Novotny will develop an executive summary of the survey results. This will be shared with Cindy Bauer and posted along with the survey results on the COA web site.

John Novotny proposed the following to improve communication immediately. Post future meeting agendas on the COA website prior to the monthly COA scheduled meeting. List COA committee members and which area they represent in the email minutes announcement.

Details for the June 9 round table lunch were discussed. The event will be a brown bag lunch and COA will provide ice cream and beverages. Time: Noon- 1p.m. in AMU 227. John N. will present brief PowerPoint presentation focused on executive summary. Several COA members will be stationed at each table to answer questions. Rita Burns was invited to attend and has accepted. Email invitations will be sent out and RSVP will be sent to Stephanie. Don Kynaston suggested promoting the event in Marquette Matters. John Novotny will contact Steve Schultz to see if this is possible. Don also suggested that COA distribute literature during a lunch hour on campus. John Kratzer suggested doing it during a benefits day. All agreed that this was a good idea.

V. Update on meeting with Cindy Bauer

John Novotny, Marie and John Kratzer met with Cindy on May 3 to discuss the survey results. John Novotny prepared a short summary to accompany the survey. Cindy will review the forthcoming executive summary and will share it with senior administration. Timing of the excellence awards (9/30/04 and spring 2005) was discussed and the filling of the COA excellence committee vacancy.

At the 5/10 COA meeting, Susan Dalsasso was contacted by Steve Duffy and asked to fill this vacancy. She accepted. Mary Minson and Jane Eddy Casper will also continue to serve on the excellence committee.

VI. Old Business

- a) Parking and University Wellness Committee
John K. reported that no parking meeting was held. The following parking questions were brought up. John will share them at the next parking meeting. Susan D. asked why employees have to keep on applying for parking. John said because of lot changes and change in employee lot preference. Don K. asked why the form is more computerized (i.e. list the employee start date on the form). A bar code with the start date was suggested. Wellness Committee continues to meet. John Novotny asked if minutes were published and available.
- b) Bios template for web site
- c) John reminded those that hadn't forwarded their bios to him to do so soon.

VII. New Business

- a) John Novotny thanked Jane for representing COA at the accreditation presentation.
- b) Volunteer for June reflection needed.
- c) Alex will act as secretary in June
- d) Reminder: Start time for June 14 meeting in Raynor Library Room 301 is 1:30 p.m.

Meeting adjourned at 2:35 p.m.

Respectfully submitted,
Marie Hegerty