

Minutes
May 10, 1999

COA Representatives present: Jane Casper, Joan Dinan, Mary Feeley, Mike Price, Pam Still (Chair), Ann Taghikhani, Mike Wiedower.

COA Representatives excused: Mary Feeley, Anne M. O'Brien (Vice Chair).

COA Representatives absent: Rick Arcuri, Peggy Wendt.

COA Subcommittee Representatives present: Christine Wilczynski-Vogel, Alex Peete.

Guest: Stephanie Zimbric, Network Systems Engineer, Information Technology Services.

I. Pam Still welcomed Stephanie Zimbric to the meeting. Stephanie was invited to discuss the new e-mail system for the University.

Stephanie indicated that Information Technology Services has received approval to implement a new e-mail system this summer. The new system will be installed on dedicated hardware with new software that will allow for larger attachments (perhaps up to 5 megabytes) and a consistent addressing scheme. The addressing scheme will be `firstname.lastname@marquette.edu` (for same names, a middle initial will be used). The students will be brought up onto the new system by the beginning of the fall semester, and it is anticipated that the faculty/staff cutover will be on December 23, 1999. The current campus phone book will be used as the source of names for the new system addresses unless an exception is submitted specifically to ITS.

II. Subcommittee Reports:

A. Subcommittee on Nominations, Appointments, Elections: Nothing to report.

B. Subcommittee on Administrator Welfare: Nothing to report.

C. Subcommittee on Policies and Procedures: The proposal for dealing with tie votes for membership on COA vote that had been promised at the April COA meeting will take place via e-mail.

D. Subcommittee on Professional Development: The Y2K workshop was held, the workshop presented good and valuable information, however, there was not a great turnout. It should be noted that there is a very resourceful website for help/advice on this issue that can be located through the Marquette home page.

III. Old Business:

A. Feedback was solicited regarding the level of detail contained in the committee meeting notes. It was generally concluded that the level of detail appears to be adequate. If there are any other comments from members of the University who would like to see more or less detail, please forward those comments to someone on the Committee.

B. Vacation Policy: Feedback received from University membership as well as Committee members themselves indicates that with past cuts, reduction of staffing, and potentially the opportunity for more reduction of staffing, there are some employees who are not taking vacation due to work load and/or timing issues. This compounds the issue of taking additional backlogged vacation prior to the cutoff date. Some employees appear not to be able to take vacation at any time. This is a benefit that cannot (for some) be used. It was also commented that this issue was discussed at various levels and in various committees, and that the University as an institution is very serious about its implementation. There were comments questioning whether the unused vacation could be formally donated to the University and thereby become a tax deduction for the employee. It was further suggested that perhaps there could be arrangements made for a process to formally apply for an extension through the appropriate chain of command as an exception to this policy. Not that all, or even any extensions would be granted, but that would at least allow the University to scrutinize each request on an individual basis.

C. Employee Welfare Committee Report: Pam Still distributed a copy of the official position of the Employee Welfare Committee on Tuition Remission proposal dated May 4, 1999 as prepared by Steve Duffy, the chair of the Employee Welfare Committee. The position included three tenets:

1. Spousal wait should go from five years to immediate, with no administrative fee. However, the credit caps of 7/7/8 would stay in place (currently there are approximately 11 spouses utilizing tuition remission).
2. For dependent children of current employees the election of the three year wait with the proposed administrative fee structure, or the five year wait at 100% would be available.

Once elected, the option would stay in place for all current and future dependent children.

3. For dependent children of future employees the option of the three year/administrative fee or the five year wait at 100% would also be available. As with current employees, once elected, the option would stay in place for all current and future dependent children.

The Committee on Employee Welfare is seeking input on these positions. Note: The fee structure is not addressed. Again, concerns were raised reference the cost/logic of the administrative fee. The COA could not fully endorse the new position without information on the fee structure.

D. There was general discussion about the logistics and benefit of financial aid and tuition remission. It was concluded that affected parties should apply for financial aid and determine if they are eligible. This would replace the tuition remission benefit (as a revenue to the University) and/or could result in loans or grants to the affected party.

E. A reminder that the nominations for Excellence in University Service award are due on May 15, 1999. There are two support staff and one administrative awards available.

IV. New Business:

A. Performance Appraisals: There was general discussion on the issue of timing for the performance appraisal/budget submission/salary increase process at the University. Currently, March 31st is the deadline for submission of final budget, but evaluations and salary increases take place in August or September. Everyone agreed that the concept of evaluations being enforced across the board is an excellent step in the right direction. But the timing of the three processes and coordination thereof is unusual, at best. It would seem to make more sense to put the dollars to be used for salary increases into a contingency for budgetary purposes and then distribute those dollars closer in to the evaluation/increase process itself. Note: This would apply to support staff and administrators, not faculty. This question/suggestion will be proposed to Mr. Smits in some appropriate fashion.

Reminder: Pere Marquette Birthday Party - The party will be held Tuesday, June 1 in the Westown area of the AMU from 11:45 to 1:15. Free birthday cake, door prizes and music by Fr. Andy Thon, S.J., D.J. All students and employees are invited to attend. Grilled food will be available for purchase.

Respectfully submitted:

Mary Feeley
Co-Secretary

Mike Wiedower
Co-Secretary



[< Minutes](#)

©2001 Marquette University -- Last Update: May 17, 2001