

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
November 10, 2003

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

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

Members Excused: Susan Dalssaso, Marie Hegerty, Don Kynaston

Guests: Rita Burns, Stephanie Russell

Jane Casper, Chair, called the meeting to order at 1:05 p.m. Donna Schoenfeld provided the reflection for the meeting.

Correction to October Meeting Minutes

The national average for parking rates was incorrectly stated in the October meeting minutes. The correct national average parking rate is \$141 per month.

I. Subcommittee Reports

A. Subcommittee on Professional Development

Alex and Felice reported that the “Who Moved My Cheese” workshop that was sponsored by COA was successful. Thirty-three individuals participated in the workshop. Sixty percent of the participants were administrators and the other forty percent were support staff. The total cost of the program was \$1,264. COA contributed \$934 toward the cost of the program. Individuals who participated in the workshop paid \$330 (\$10 per person). Faye Otero from Human Resources did an excellent job of coordinating the event. Stephanie attended the workshop and thought it was very good. Stephanie also felt that the instructor did a good job highlighting the most important aspects of the workshop.

B. Subcommittee on Nominations, Appointments, Elections

Election ballots will be mailed on Wednesday, November 12, 2003. The following individuals will be on the ballot for the two At-Large Representative vacancies: Susan Dalsasso, Sally Doyle, Nancy Malczewski and Donna

Schoenfeld. The following individuals will be on the ballot for the one vacancy in the Provost area: Marie Hegerty, Susan Michaelson and Carol Stachewicz. The individuals who receive the most nominations appear on the final election ballot. The ballots will need to be returned by Friday, December 5, 2003. Mary will have the election results in time for the December 8th meeting.

II. Old Business

A. January COA Luncheon

The annual COA luncheon will take place on Monday, January 8, 2004. Donna confirmed the date for the Henke Lounge. The luncheon will take place between the hours of 11:00 a.m. until 2:00 p.m. Mary Jo is helping Donna to make the arrangements. Human Resources will cover the cost of the luncheon up to \$300. John Novotny will extend an invitation to Greg Kliebhan and Madeline Wake.

B. Benefit Fair and Changes in Benefits

John Kratzer noted that the new health insurance options do not offer individuals a \$50 refund if they have a membership to a health club. The \$50 refund was offered once per year per person. Humana had previously offered the refund.

The health club membership did not necessarily have to be for the Rec Center or the Rec Plex. Humana honored memberships at the YMCA and other health clubs. John felt that the refund was an important wellness initiative for Marquette employees. Pam noted that discontinuing the refund for health club memberships was never raised at any of the Employee Welfare Committee meetings.

John also felt that a true Wellness Committee should be formed that will look at wellness initiatives for employees. Wellness can make a difference in the health of employees. Healthy employees mean less medical expenses for Marquette and less lost time from work. That alone makes this an important issue.

It was felt that the Benefits Day was very good this year and had numerous health screenings available for employees. It may be helpful to employees to have screenings done on campus on a more regular basis. It may be possible to involve the College of Nursing with health screenings. Jane will speak to Cindy Bauer regarding this issue.

C. Heartland – Delta IV Conference

Stephanie Russell was a guest at the meeting to provide information on the Heartland – Delta IV Conference that Marquette will be hosting. The dates of

the conference will be from Monday, May 24 to Thursday, May 27, 2004. The conference is a gathering of individuals from other Jesuit colleges and universities who come together to exchange dialogue, learn about Jesuit education and Ignatian spirituality. Since Marquette will be the host this year, we will be able to have seventy delegates participate in the conference. All employees will be invited to participate and/or attend keynote speeches. An example of talks and discussions that will be taking place are:

- “A Moment of Grace”, A New Companionship in the Ignatian Spirit
Dr. John DeGioia, President, Georgetown University
- “Partners in Mission”, Many Gifts, One Community
Karen Ivantic Doucette, Charles Clausen and Joyana Jacoley, Marquette University
- “With Justice To Guide Us”, Daring to be Leaders of Compassion
Rev. Greg Boyle, S.J., Director of Jobs for a Future and Homeboy Industries
- “Another Voice”, An Evening with Mary Maxwell
- “A Hope for the Future”, Responding Creatively as Companions in Mission
Dr. Alice Bourke Hayes, Past – President, University of San Diego

Stephanie mentioned that there are a number of committees that are working on preparations for the conference. The conference and Marquette’s role as host is an opportunity for us to show how hospitable we can be. General information regarding the conference will be sent to the entire campus so that everyone will be aware that it is taking place.

Straz Tower and Mashuda Hall will be used to house the out of state conference attendees. Carpenter Tower will be used if additional space is needed.

Jane Casper attended a Heartland Conference in the past. She said she had found the experience amazing and uplifting. She also said it was an excellent opportunity to connect with others who are involved with Jesuit education.

It was thought that COA should sponsor a hospitality function. Volunteers will be needed. Jane will keep the conference on the agenda for further discussion in the coming months.

Stephanie also provided information regarding University Mission Week that will take place between February 2nd through the 8th in 2004. Events and plans are already being made. One event that will be taking place is a food drive.

Sculptures will be made from the items that are collected. The featured speaker of Mission Week will be the Nobel Prize Winner, Lech Walesa. His speech will take place on March 2, 2004.

III. New Business

A. State of the University Address

Fr. Wild presented a very positive picture of the future of Marquette. We have received national recognition for our academic programs. The number of applications being received is at record levels. The image of the Raynor Library is a symbol of the success of Marquette University.

In response to COA's question that was submitted before the State of the University Address, Fr. Wild indicated that Marquette would like to hold the line on spending, so department budgets will probably not be increased. He also recognized that with the conversion to PeopleSoft there might be a need to reallocate resources.

Jane felt that the request for a question from COA for Fr. Wild to answer could have been made earlier.

B. Parking

The transit system Upass is being revisited. COS forwarded a plan for the rider subsidy. Stephanie asked if COA was going to offer COS support for the plan. Jane mentioned that COA had discussed this issue in the past and at that time it was decided that COA would not support it.

The Freeway Flyer System going out to the suburbs is being looked at for possible reinstatement. If this were to be reinstated, individuals who live in the suburbs could utilize the flyer service and possibly help to relieve parking demands.

Lot M will be closed in May of 2004. The time line for the completion of the new Parking Structure continues to be August of 2004. There will be 1,100 parking spaces in the new structure. The cost of the parking spaces averages out to be roughly \$13,000 per space. Individuals attending events at the McGuire Center will be using the new structure. Visitors coming to campus for other events may only be directed to park at the 16th Street structure.

Mary asked if parking in lots other than the one an employee is assigned to is still available after hours. John informed the committee that all gates are always down on all surface parking lots. John also mentioned that he thought that if an employee wanted to park in another lot, they would have to pay to park there. Jane asked that this issue be clarified.

C. Meeting with Cindy Bauer

Jane informed the committee that Cindy Bauer would be a guest at our December meeting. Cindy would be attending the meeting to discuss with the committee what she views as the role of COA.

D. December Reflection

John Kratzer volunteered to do the reflection for the December meeting.

E. Vacation Issues

Susan gathered information regarding vacation issues that concern administrators. Jane circulated the information and asked the committee to review it for discussion at a later date.

F. Retreat Opportunities

John Novotny mentioned that Marquette employees have a number of excellent retreat opportunities available to us. The Manresa Project offers a retreat at the Jesuit Retreat House in Oshkosh. The Manresa Project will fund up to \$200 per attendee. The two and a half day retreat is available to twenty faculty, staff or administrators. As a benefit, Marquette offers one day to employees to be used to attend a retreat if they choose. Interested parties should contact Susan Moutin at the Manresa Project.

This meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrators