

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
November 8, 2004

COA Members Present: John Novotny (Chair), Marie Hegerty (Vice Chair),
Susan Dalsasso, Alex Kaleta, Jane Eddy Casper,
Mary Jo Kuzma, Nancy Malczewski, Pam Still,
John Kratzer, Annette Conrad

Subcommittee Members Present: Mary Minson, Donna Schoenfeld

Members Excused: Marilyn Bugenhagen, Don Kynaston

Guests: Dr. Rita Burns, Omsbud
Fr. Doug Leonhardt, S.J.
Steve McCauley, Benefits Manager

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

I. Wellness Day

John Novotny introduced Steve McCauley, Benefits Manager, who was attending the meeting to discuss the Wellness Day event. Steve has been in his current position for four years. Benefits Day, as it was called when Steve was first involved with it, was loosely structured and was a prelude to the health insurance open enrollment. Benefits Day was an opportunity for employees to meet and talk to vendors and service providers directly related to the Marquette health insurance plans. Multiple dates and time frames were experimented with in order to arrive at a formula that would allow the most Marquette employees to participate in the event. Over the years, Benefits Day has evolved into the current Wellness Day that offers flu shots (when available) and various health screenings. The Wellness Day is a definite benefit to our employees. The services of the participating vendors are highly utilized by Marquette employees. The event is publicized so that everyone should be aware of when it will be taking place. Steven mentioned that the Alumni Memorial Union is extremely generous in cooperating to sponsor Wellness Day with time, material and staffing. Pam Still noted that she has heard all positive comments regarding the recent Wellness Day event. Steve will continue to work to expand Wellness Day in the future. Senior Administration is 100% in favor of expanding Wellness Day as well. Campus departments should be encouraged to work with their employees in arranging work schedules so that everyone can attend Wellness Day.

Steve mentioned that most of our providers are moving toward more online capabilities for users to utilize. Checking for various insurance information such as what doctors are in the plan can all be done online. The online information will be more current than the written publication that is distributed once a year. Many more avenues of information are available to employees now. Steve will be working with providers to address the needs of the roughly 12% of employees who can't take advantage of online capabilities.

Human Resources is trying to keep the same health coverage plans for a number of years. Even if this is done, the cost will probably not remain the same. The cost is something that is determined by claims experience.

Susan Dalsasso asked if part-time employees (under 21 hours per week) will ever be eligible for any type of health insurance coverage from Marquette. Steve didn't think that would happen.

II. COF-COS-COA Chair Meeting

John Novotny distributed a document containing items of interest discussed at the joint chair meeting.

- Sherri Lex, Chair of COS, and Tom Edding, Chair of COF, expressed interest in cosponsoring an event of mutual benefit once per semester.
- COF expressed interest in receiving a better blueprint of what the University Strategic Plan is.
- COS is interested in expanding the Child Care Center, although this may not be possible because of physical limitations.
- COS is also researching the establishment of an adoption assistance benefit such as Rockwell has. The assistance would be in the form of an established dollar amount being made available to help employees meet adoption costs.
- Wellness alternatives were also discussed. The alternatives could take the form of special rates at the Rec Center or Rec Plex, creation of a flex plan for employee usage of the facilities and the charting of employee usage versus lost time from work.
- COF, COS, COA chairs to meet once per semester to discuss joint issues of concern. The issues could be posted in the minutes of all the groups for their input.
- COF, COS, COA Vice Chairs to meet once per semester.
- University Policies and Procedures changes are underway.

III. COA Meeting Structure

John Novotny distributed an alternative meeting model that he developed showing a six-week rotation. The meeting model is as follows:

- January 10th – Introduction of newly elected officers.
- January 31st – Executive committee meeting of COF, COS and COA. One elected representative from each group to attend the meeting.
- February (dated to be announced) – Meeting would be a jointly sponsored meeting involving COF, COS and COA. All members from each group would be invited to participate.
- March 14th – Executive committee meeting of COF, COS and COA. One elected representative from each group to attend the meeting.
- April 4th – COA quarterly review and planning meeting.
- April 25th – Executive committee meeting of COF, COS and COA. One elected representative from each group to attend the meeting.
- May 16th – Open meeting for all University administrators with a featured guest speaker.
- July/July – Separate subcommittees of COF, COS and COA come together to discuss committee work.
- August 8th – Executive committee meeting of COF, COS and COA. One elected representative from each group to attend the meeting.
- August 29th – COA quarterly review and planning meeting.
- September (date to be announced) – COF, COS and COA jointly sponsored meeting with a featured speaker.
- October 10th – Executive committee meeting of COF, COS and COA. One elected representative from each group to attend the meeting.
- October 31st – Quarterly review and planning.
- November 21st – Executive committee meeting of COF, COS and COA. One elected representative from each group to attend the meeting.

- December 12th – Open meeting for all University administrators with a featured guest speaker.

John feels that the new model for the committee will enhance communication and broaden input and the identification of issues of concern from a larger segment of University administrators. It also lessens the number of meetings that the committee needs to attend.

Issues that are identified at the combined COF, COS and COA meetings could be brought to the attention of senior administration as a joint concern. Positive as well as negative concerns can be identified.

John asked for a commitment from the group in favor of the new model. If the group was not in favor of the new format, we will table it and keep the same format as we now have.

The general consensus was to propose that the new format be advanced. John will develop a formal proposal that will be shared with Cindy Bauer. After Cindy's review, she can forward it to Madeline Wake and Greg Kliebhan. This process will probably not be completed by our December meeting. Additional planning may need to be done.

IV. Committee Reports

A. Subcommittee on Nominations, Appointments and Elections

The following individuals have agreed to have their names on the COA ballot for the At-Large Representative position:

Marilyn Bugenhagen, David Dray, Mary Jo Kuzma and Melissa Lind

The following individuals have agreed to have their names on the COA ballot for the Area Representative from the Office of Student Affairs:

Matt McKinnon and Donna Schoenfeld

The following individuals have agreed to have their names on the COA ballot for the position of Area Representative from the Office of Finance:

Debbie Baranowski, Mary Jo Kuzma and Noel Stuiber

Susan Dalsasso asked for volunteers to help continue working on the review of the brown bag comments. Rita Burns, Annette Conrad, Marie Hegerty and Donna Schoenfeld volunteered to help.

COA was asked to include in its minutes a reminder of the Advent Reflection and Luncheon for Marquette Women on Wednesday, December 1st sponsored by The Center for Ignatian Spirituality. Those interested are encouraged to go to <http://www.marquette.edu/cis/programs.html>

Alex Kaleta will provide the reflection for the December meeting. Annette Conrad volunteered to be the secretary for December.

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

Respectfully submitted,

Nancy E. Malczewski
Committee on Administrators