

## Meeting Minutes October 14, 2002

COA Members Present: Ann Mallinger (Chair), John Novotny (Vice Chair), Jane Eddy Casper, Susan Dalsasso, Marie Hegerty, John Kratzer, Mary Jo Kuzma, Nancy Malczewski, Susan Michaelson, Pam Still

Committee Members Present: Felice Green, Lynn Mellantine, Mary Minson

Member Absent: Margaret Zitzer

Guest: Steve Duffy

Ann Mallinger, Chair, called the meeting to order at 1:05 p.m.

John Novotny did the reflection for the meeting.

Steve Duffy was present at the meeting to request committee input about possible training sessions that could be conducted regarding the recently completed compensation study. The next step in the process would be to communicate the specifics of the study to managers and supervisors so that they can adequately answer questions that their staff might raise. Human Resources is currently working on developing a training program regarding the study. Steve would like to see the training conducted in the next month or two. Some topics that should be included in the training are: The specific criteria used to place positions in bands, information regarding position titles, how to move within a band and how to determine advancement within the University. Committee members were requested to ask their

respective areas for any questions or specific topics that individuals would like to see covered in the compensation study training. The new broad band system will be one that will carry the University into the future.

Steve mentioned that there might be a general revamping of titles associated with positions that are secretarial in nature. Possible title changes for secretarial positions are: Office Assistants, Office Associates and/or Administrative Assistants. Human Resources may reconfigure the job titles when the new payroll system goes into effect.

Susan Dalsasso inquired about the time line for completing the I-9 forms. Steve indicated that the I-9 should be completed within 72 hours of an individual's start date. There is a heightened sensitivity regarding the I-9 forms. There are also high government fines associated with noncompliance of the 72 hour requirement for completion of the form. If anyone has any questions regarding regulations and the I-9 form, they may contact Steve Cottingham in General Counsel.

Steve reported that a memo had been sent out recently outlining the planning process for the coming year in regard to health coverage. He will be meeting soon to discuss the rate structure for next year. There will be no changes in copays or deductibles for 2003. The only change for this year will be what the University will pay and what employees will be asked to pay. This issue will be determined in a short time. The Marquette health insurance plan had a deficit of over one million dollars so far this year. Steve is concerned that the burden of health care premiums may reach a point where some of the University's lower paid employees may have to drop their health insurance all together. Employees should look for open enrollment materials to be sent out sometime next week. This will give everyone time to review the materials before Benefit Information/Wellness Day which is scheduled for October 28th.

There were 130 applications for Long Term Care insurance. Steve felt this was a good response.

The committee thanked Steve for attending the meeting to discuss the Compensation Study and health insurance. These issues are of importance to everyone.

## I. Subcommittee Reports

### A. Nominations, Appointments and Elections (SNAE)

Mary Minson reported that nomination forms were mailed out and everyone should have theirs by now. Nominations will be accepted through October 23rd. Mary listed the various departmental changes on the ballot to eliminate any confusion. She also added a sentence documenting where information regarding University structure could be found. Additional information regarding University structure can also be found at [www.mu.edu/phonebook/](http://www.mu.edu/phonebook/). Mary encouraged everyone to nominate individuals for positions with COA. Mary also said that some individuals who are nominated turn down the opportunity to run for an office citing time constraints. Ann asked Nancy to send an email to all Administrators on Wednesday, October 16th, reminding them of the time line for submitting nomination forms.

### B. Employee Welfare Committee

Lynn Mellantine is the COA contact on the Diversity Task Force.

### C. Safety Committee

Susan Dalsasso volunteered to be the COA contact on the Safety Committee.

## II. Old Business

### A. Administration Welcome Letter

Marie Hegerty reported that five administrator welcome letters were distributed in September. So far, for the month of October, Marie has four letters to go out.

#### B. Ombudsman Position

Lynn Mellantine reported that there had not been a search committee established for the Ombudsman position. Lynn also reported that someone has been hired for the position and will start on October 28th. The committee would like to meet with the individual who has been hired. Lynn will check to see if our November 11th meeting will be a possibility.

### III. New Business

#### A. COA Brochure

Jane Casper circulated draft copies of the updated COA brochure she has been working on. Jane asked everyone to review the draft copy and forward any changes or corrections to her within a week.

Jane would also like to see the by-laws updated on the COA web site. Lynn will review the by-laws for possible changes or corrections.

#### B. Thank You Letter to Fr. Wild

Ann Mallinger circulated a copy of a "thank you" letter she would like to send to Fr. Wild for the consideration he gave to the Christmas proposal that COA co-authored with COS. The committee felt the letter was good and should be sent.

#### C. Magis Campaign

John Novotny showed the committee the video that was developed as part of the Magis Campaign. The video was produced by Fred Barzyk '58. The Marquette trustees have already obtained 100% participation in the campaign. They have contributed over 40 million dollars in gifts and pledges. The University would be thrilled to see 100% participation in the campaign by all faculty and staff. Mary Minson noted, and John concurred, that both trustee and employee participation rates are factors that some foundations use as one metric in evaluating funding proposals. The higher the participation percentage rate, the stronger the institution is viewed. Everyone can participate at their own level. Questions regarding the campaign can be directed to either John or Nancy Nelson, in University Advancement.

Tricia Geraghty will be a guest at the December 9th COA meeting. She will present the new Campus Marketing Campaign.

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

Respectfully submitted,

Nancy Malczewski, Secretary  
Committee on Administrators



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