

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
October 10, 2003

COA Members Present: Jane Eddy Casper (Chair), John Novotny (Vice Chair), Marie Hegerty, Alex Kaleta, John Kratzer, Don Kynaston, Nancy Malczewski, Donna Schoenfeld, Stephanie Zimbric

Subcommittee Members Present: Felice Green, Mary Minson

Members Excused: Susan Dalssaso, Mary Jo Kuzma, Pam Still

Guests: Steve McCauley, Todd Vicker, Steve Schultz, Tony Tortorella, Vicki Trautschold

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

Correction to September Meeting Minutes

The statement in the September meeting minutes pertaining to support staff vacation carryover is not correct. Lynn Mellantine from Human Resources provided the following clarification on the vacation policy. Support staff can “bank” up to one year of accrual only, and then they stop accruing. For example, a new support staff employee earns two weeks of vacation over the course of one year. They can never have more than two weeks of vacation accrued at any given time. Once an employee accrues 75 hours, they stop accruing.

The minutes are also amended to reflect that the University altered retiree benefits so as not to be required to book a \$4,000,000 liability. It was incorrectly stated in the minutes that the University would be saving \$4.2 million.

I. Subcommittee Reports

A. Subcommittee on Professional Development

Alex Kaleta notified the committee that the room location for the “Who Moved My Cheese” training has been changed from Straz Hall, Room 469 to Straz Hall, Room 106. Refreshments will be available for the training. Refreshments will consist of water, soda and snack mix and will be available outside the room. Jane thanked Alex and Felice for the work they did in organizing the training.

B. Subcommittee on Nominations, Appointments, Elections

Nomination forms were recently mailed out for various positions on COA. A nomination form is also available on the COA web page and can be accessed at: <http://www.marquette.edu/coa/reps2003.pdf>

Actual ballots will be distributed on Wednesday, November 12th and will have to be returned by Wednesday, December 5th.

Mary distributed additional nomination forms to the committee.

II. Old Business

A. Update on Meeting with Cindy Bauer

1. Vacation Policy

University Administrators are “front-loaded” with their vacation days and must take them from July 1 through June 30. Vacation days cannot be carried over to another year. Any vacation days not taken from July 1 through June 30 will be lost. The policy will not change.

2. Explanation of 2/1/82 Date of Retiree Benefit Change

The reason for this date is that there is a separate agreement for employees who were hired prior to 2/1/82. Their benefit is calculated as a percentage of income. At the time the new policy was put in place (2/1/82), employees hired prior to that were grandfathered in the benefit.

B. January Luncheon Date

Jane informed the committee that the annual luncheon will be held on

January 8, 2004.

III. New Business

A. Family Medical Leave Act

Jane introduced Steve McCauley, Benefits Manager from Human Resources. He was attending the meeting to discuss the Family Medical Leave Act (FMLA) and other types of leaves.

There are four types of leaves that are available to administrators. They are; Personal Leave, Military Leave, Funeral Leave and FMLA. Jury Duty was briefly discussed although it is not considered an actual leave. Marquette deducts pay an employee receives for Jury Duty from their check so that an employee is not receiving pay from both entities for the same time period.

A Personal Leave is normally unpaid time off. No benefits are offered during this type of leave.

Military Leave pertains to several different forms. One form refers to the two weeks a reservist serves per year on active duty. The other form refers to a reservist being called to serve on active duty for an undetermined amount of time. When an employee is called to active duty for an undetermined amount of time, they receive two weeks of pay and then move to an unpaid status. The employee would be offered COBRA for insurance continuation. Whatever position the employee held before their term of active duty is guaranteed upon their return.

Funeral Leave applies to an employee who experiences a death in their immediate family, as determined by University policy. The leave is normally for three days to allow the employee travel and funeral arrangement time.

According to government guidelines, FMLA allows for twelve weeks of job protected, unpaid leave per calendar year. FMLA covers Caretaker Leave, Serious Medical Condition Leave, Maternity Leave, Paternity Leave and leaves for the purpose of adoption.

In the event of a serious medical condition, an administrator must be employed at Marquette for one year to be eligible for short-term disability. Also, to qualify for a serious medical leave as well as the other leaves listed below, a leave of absence form must be completed with accompanying documentation from a physician. A serious medical condition could encompass situations that are physical, mental or of a substance abuse nature.

A Maternity Leave allows for a period of six weeks off of work with another six weeks off, if requested, for a period of bonding. However, the employee will only be paid for a total of eight weeks. The employee may use accumulated vacation time to remain in a paid status.

A Paternity Leave allows for a six week bonding period. An employee may take as much as twelve weeks off for bonding, but will only be paid for six weeks. A paternity leave can only be taken during the first year of the infant's life.

Adoption Leave allows for six weeks of paid time off from the date of the adoption. An employee may take twelve weeks, but they will only get paid for

six weeks. Steve has been allowing employees to take some vacation time before going on FMLA particularly in the case of overseas adoptions due to the complexities involved with the overseas processes.

Caretaker Leave allows for employees to take time off to care for ill family members. The time may be taken intermittently. Steve prefers the time to be taken in half day or whole day increments. Employees may take up to ten days of short-term disability for caretaker leave. Vacation time may also be used.

Steve and/or Rachel Andersen may be contacted with questions regarding FMLA.

The annual Wellness Fair will be held on October 27th from 9:00 a.m. until 2:00 p.m. in the Alumni Memorial Union. Flu shots will be available, however, Steve was not sure if the cost of the shots would be reimbursed this year or not.

B. Parking Structure, Wells/State Streets, Parking Issues

Jane introduced Todd Vicker, Executive Director of Auxiliary Services, who was present at the meeting to address parking issues and the Wells and State Streets traffic routing.

Wells Street and State Street are both scheduled to become two-way traffic rather than one way. The process has already begun. Signal light changes are currently being worked on. The change is scheduled to take effect in early June. The two-way traffic routing will run from 11th Street to 35th Street. The Avenues West Association has wanted these changes for a long time. Marquette supports the changes. Several reasons for the two-way traffic change are to slow traffic, increase business and enhance neighborhood development. Todd was not aware of any additional stop signs that would be added to either of the streets involved.

The new parking structure was designed using the existing structure (Lot X) as a template. Safety enhancements such as increased lighting, open staircases, light colored walls, direct access from stairwells, 24-hour presence and surveillance cameras which are in the existing structure will also be in the new structure. There will not be angular parking in the new structure. It was necessary to use a different parking configuration in order to get 1,000 parking spaces into a structure that is long and narrow. We would lose approximately 15% of the parking spaces if we went to angle parking.

There will be five, free, 15 minute parking spaces created for the Athletic Ticket Office from front row spaces in Lot F. Parking barricades will be moved so that access to these five spaces will be from North 12th Street.

A University administrator submitted a list of parking questions that Todd responded to. Parking rates are determined by the cost of providing and maintaining the University parking lots. There will probably be another increase in parking rates next year. Marquette's parking rates are lower than other businesses and schools in this area and in other areas. The national average for parking rates is approximately \$41 per month.

Visitor parking fees have off set what Marquette employees have had to pay for parking. The University expects to generate approximately \$80,000 of revenue from the visitor fees.

Todd stated Parking Services is self-supporting. He noted several enhancements that parking budget dollars have been used for. They included improved lighting in Lot T, fencing and entry access also in Lot T, and the purchase of software to allow for online purchasing of parking permits. Parking Services only has two support staff. The rest of the labor that is required to staff the department is provided by the student work force.

Jane thanked Todd for coming to our meeting and supplying his input regarding parking and street routing.

C. Check Marq

Jane next introduced Steve Schultz, Senior Communication Specialist, Tony Tortorella, University Registrar, and Vicki Trautschold, Director of Student Records, who were at the meeting to provide information to the committee on the Check Marq System. The Check Marq System is a campus wide communication system that will be all encompassing. Information regarding financial aid and awards, student records, class schedules, housing, registration, book lists, grades, campus maps, human resource forms and news items will all be available on the system. The system will literally change how individuals do their jobs. Training programs have taken place for the Check Marq System and will be conducted in the future. Everyone is encouraged to attend the training.

Registration is expected to be completely on line with the Check Marq System in March for the fall term. Dates, pin numbers and times will be similar to the system that is currently in place.

The portal entry system will identify who is using the system and to what areas of the system they have access. Not everyone will have access to the same areas of the system.

Anyone interested in learning more about the Check Marq System can visit the web page at: <http://www.marquette.edu/pages/home/resourcecommons/checkmarq/>

Jane extended a thank you to Steve, Tony and Vicki for attending out meeting and providing us with information on the Check Marq System.

D. Bus Pass Subsidy

Stephanie mentioned that now that Lot M will be lost next year it may be a good time to bring forth the issue of bus pass subsidy or full payment. John Kratzer felt that employees who don't ride the bus might not be entirely happy with a bus pass subsidy program. Many employees don't ride the bus for valid reasons.

E. Magis Campaign

John Novotny provided a percentage figure regarding the participation rate for faculty and staff in the Magis Campaign. That figure is 27.42%.

The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Nancy E. Malczewski, Secretary
Committee on Administrators