

Minutes
October 5, 1998

COA Representatives Present: Rick Arcuri, Joan Dinan, Anne O'Brien (Secretary), Alex Peete, Mike Price, Mike Wiedower, Christine Wilczynski-Vogel (Chair)

COA Subcommittee Representatives Present: Pat Almon (Subcommittee on Policies and Procedures Chair)

Guests: Steve Duffy, Jim Nasiopulos, Tom Rucinski

1. Subcommittee Reports

A. Subcommittee on Nominations, Appointments, and Elections (SNAE)

Christine Wilczynski-Vogel reported that Sandy Waldschmidt will serve on the Campus Safety and Parking Committee.

B. Subcommittee on Administrator Welfare (SAW)

No Report.

C. Subcommittee on Policies and Procedures (SPP)

No Report.

D. Subcommittee on Professional Development (SPD)

The joint Professional Development Workshop titled Student Retention at Marquette University was held on Friday, September 18, 1998. The feedback from those who attended was positive. It was felt by members of the committee that the presenters did an excellent job.

Mike Wiedower reported that the next project, which is in the formative stage, will be basic computer networking skills.

2. Other Business

A. Tom Rucinski gave a progress report on the new Administrator Orientations which are coordinated by the Department of Human Resources and held on a monthly basis. The orientation is a day long informational session with different presenters to break up the day. They have added a student speaker to talk about what she expects as a student from administrators. The overall feedback on the orientation has been positive. They are impressed with the information and have commented on how much better Marquette is at presenting the information compared to previous employers. Tom indicated that they have had requests from current employees to attend the sessions.

Tom asked for any feedback we had. The Committee didn't have any changes to suggest at this time.

B. Steve Duffy gave a summary of the Administrator Review process. He indicated that the current process is an ongoing and evolving challenge. There is a solid program in place for support staff. When contracts were eliminated for administrators, an appraisal form was developed. Some supervisors have elected to use the form and others use a narrative format. Human Resources offers training programs on conducting effective performance appraisals. Attendance has fallen off the last couple of years. Training sessions include separate programs for first time appraisals and refresher sessions for those who have conducted them in previous years.

Human Resources contacts the areas which have not submitted the performance appraisals. Currently 90 to 95 percent of administrative reviews are completed. A few areas submitted reviews as recently as September. Steve indicated they contact the areas to remind them, and when necessary the appropriate vice-president, of the importance of completing the appraisal, but Human Resources's has a hard time chasing after all the latecomers. They have had areas which are still not using the merit review system which is in place at Marquette University. We do not have a cost of living increase, we strictly use a merit review system.

A discussion of the process took place. It was suggested that if areas are not completing performance reviews year after year, the supervisor of that area should have their review reflect this and/or their increase as well. It was also discussed that all areas are under a great deal of pressure and have large workloads but, the reviews are necessary for the employee as well as the supervisor.

C. Steve Duffy distributed a draft copy of the Guide to the Administrator Recruitment

Process. The guide is being developed to get a uniform process out and to ensure that we comply with new employment laws. If administrator paperwork is not completed in a timely fashion the employee may miss the 30 day window for benefits enrollment. All new administrators will be required to report to Human Resources on their first day of employment. Steve indicated that the guide will be sent in October.

D. Jim Nasiopulos gave an update on the Joint Committee on Employee Welfare. The items currently on the table and status of the item for the committee include the following:

1. The parental leave proposal has been referred to Legal Counsel for an opinion on whether it can be applied equitably to all three employee groups. Cindy Bauer will be issuing an opinion within the next two weeks.
2. The Open Forum on Health Care Planning had twenty employees at the first session and over forty at the second session. Approximately 600 employees had expressed interest in this session on the survey.
3. The personal holiday proposal, designed to address those exempt employees whose job regularly requires them to work on university holidays by providing them with an alternative personal day off is being discussed. Steve Duffy will draft a proposal for review and forward to the Administration.
4. A copy of a COF proposal on Tuition Remission was distributed to committee members and will be discussed at the next meeting.
5. A copy of a commuter value pass proposal was distributed to committee members. Discussion will take place at the next meeting.

Jim indicated that when looking at all of these issues they are keeping in mind that we do not want to look at take aways in any of these areas.

E. Christine Wilczynski-Vogel reported that all chairs of the various committees on COA will be asked to give an annual report at the January luncheon meeting.

3. Future COA meetings

November 2, 1998 1 to 2:30 p.m. Henke Lounge, AMU

December 7, 1998 1 to 2:30 p.m. Henke Lounge, AMU

January 11, 1999 1 to 2:30 p.m. Henke Lounge, AMU (Annual Meeting)

Respectively submitted,

Anne O'Brien
Secretary



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