

Minutes
October 11, 1999

COA Representatives present: Rick Arcuri, Jane Casper, Joan Dinan, Mary Feeley, Anne O'Brien, Alex Peete, Pam Still (Chair), Ann Taghikhani, Mike Wiedower, Christine Wilczynski-Vogel.

COA Representatives excused: Mike Price.

COA Subcommittee Representatives present: Pat Almon, Mary Minson, Mike Zebrowski.

Guests: Steve Duffy, Director of Human Resources; Ted John and Joe Burns, United Way representatives..

I. Steve Duffy introduced the guest speakers representing United Way, Ted John (MU'61) and Joe Burns (MU '63) who distributed booklets and information on the annual United Way Drive.

The speakers presented background and need for the United Way funds in the Milwaukee community. They stressed the importance of Marquette University employee involvement. The speakers urged COA members to leadership roles in the community's campaign with the hope of involving as many people as possible.

They reiterated the fact that in this campaign, 90 cents of every dollar goes to the organizations and programs which benefit. Only 10 cents of each dollar is used for administration. The goal of the campaign this year is to raise \$28 million.

Last year 146 Marquette employees donated a total of \$2500 to the campaign. The goal is to raise that number significantly this year without "strong holding" people. We are encouraged to find creative ways to raise the dollars and to get the message of United Way to students as well as employees. We can change the future campaigns by discussing our role in supporting the work of the local community.

The campaign ends on November 18, 1999

II. Subcommittee Reports:

A. Nominations, Appointments and Elections: The nomination ballots for COA membership are in the mail and information will appear in News and Views. Deadline for nominations is October 21, 1999. The ballot forms for elections will go out on November 17, 1999. There are five vacancies this year.

Clarification is needed for the representation for the areas of Finance and Administrative Services. Presently there are two members representing the areas. We need to change the representation so there is one member from each of the two areas. It is too late to change this for this election, but we will consider revising the by-laws to separate the two areas. A vote will be taken at the next COA meeting.

B. Administrator Welfare: No report.

C. Policies and Procedures: No report. The committee will, however, re-work the wording of the by-laws on representation to be presented at the next meeting.

D. Professional Development: The chair asked for clarification about the earlier recommendation to do a presentation such as "Demystifying the Budget". The following was suggested:

- * The budget impacts all we do and understanding the budget process is helpful.
- * The more we know about the budget and the budgeting process, the better decisions we are able to make in our areas.
- * The various components of the budgeting process need explanation for many.
- * Questions: Where is the money spent? What are the indirect costs at this university? What are the various areas of revenue? Why is the budget so tight? Will increased enrollment allow more flexibility in the budget? Where are we today in terms of our long range needs?

Suggested title: "Show Me the Money" Demystifying the Budget.

The committee will plan a program for the early part of the second semester.

III. Old Business:

A. New Representatives for the Parking and Safety committee are Michelle Evert Cook, and Debra Braun.

B. Professional Development and Training Update: the first meeting is Thursday, Oct. 14 at 9:00 a.m. Joan Dinan and Jane Casper will attend. No additional information is known.

IV. New Business:

A. New Administrator Orientation for October 21, 1999 - Jane Casper will do the COA presentation.

B. Annual luncheon meeting will be Monday, January 10, 2000 in the Henke Lounge.

C. Father Wild's "State of the University" forum is Thursday, November 11, 1999, 1:00 3:00 PM in the AMU Ballroom.

D. Stephanie Zimbric from ITS will be invited to our Dec. meeting to update us on the new email system and our options for accessing our email.

E. The document on Planning and Vision was discussed by the committee members at the request of Ken Smits. The following were major areas of discussion:

- * Concern was raised that too much emphasis is being placed on using other schools as the norm for our institution. We should determine our own identity rather than taking Boston College, Notre Dame, and Georgetown as the norm by which to measure our strengths.

- * The document would indicate that we have an identity crisis at Marquette. Who are we? How do we determine that? We have many distinguishing strengths to look at as we answer those questions.

- * Why the concept of "franchise"?

- * Define "national" as it is used in the document. Does it mean where our students come from or where alumni live or where people know us?

- * Biggest question: Who do we want to be?

- * Include in the background questions/criteria a reference to the principles of Catholic social justice. (Big question #7 in the working document. Our concern should be for more than just economics.)

- * We agreed that we should be about the work of transformation. What does that mean in

this document?

Recommendations:

- * Eliminate references to other universities.
- * Clarify how the various planning committees relate to one another.
- * Clarification is needed about how the document/vision statement will be used. Will our various areas use it in the future planning processes?
- * In the vision statement, separate the goal of transformation from any mention of "Brand names" or names of other schools. Specify more clearly, directly what is meant by transformation.
- * We have a very well articulated mission statement. The vision statement should be directly related to that mission. It says so well who we are and who we want to be.

Suggestion: Invite Gene Laczniak and/or Jerry Viscione to our meeting to discuss the document and the status of the items the Strategic Plan Steering Committee are working on.

Respectfully submitted:

Mary Feeley
Co-Secretary

Mike Wiedower
Co-Secretary



[< Minutes](#)

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