

Meeting Minutes September 9, 2002

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

Committee Members Present: Mary Minson

Member's Excused: Susan Dalsasso, Felice Green, Lynn Mellantine, Margaret Zitzer

Ann Mallinger, Chair, called the meeting to order at 1:10 p.m. Ann provided the reflection for the meeting.

I. Subcommittee Reports

A. Nominations, Appointments and Elections (SNAE)

Mary Minson reported that nomination forms to fill upcoming vacancies will be distributed during the week of October 7, 2002. The terms of elected members that will expire in January of 2003 are: At-Large Representatives (Susan Michaelson/Pam Still), and Area Representatives (Ann Mallinger/John Novotny/Margaret Zitzer). There will be several openings on various subcommittees as well that will need to be filled.

Mary and Ann both felt that all committee members should actively solicit other Administrators to serve on COA. Mary also requested ideas that anyone may have to help generate more interest in serving on COA.

Discussion took place regarding using an on-line form for the COA nomination process similar to how nominations were handled for the Excellence in University Service Award. Ann will speak to Dan Goyette about this. Ann will also research whether a link on the COA web site could be utilized for this purpose. It may not be possible to have an electronic nomination form developed before the nomination process begins. If an electronic nomination form can be developed in time, information regarding the new electronic process can be communicated via the COA Web Site, in News & Views and in News Briefs.

The actual voting cannot be done electronically because of the signature requirement on the ballot. Certain criteria is necessary to be nominated for an office with COA. Nominees must be full time administrators who have at least two years of service at Marquette.

Ann informed the committee that due to increased training and job responsibilities, she will not run for election for COA as her current term expires.

II. Administrator Welcome Letter

A. Marie Hegerty sent out 24 administrator welcome letters on August 19, 2002. There was a notation in the letter stating that the COA brochure will be sent to them as soon as it is updated.

III. New Business

A. Central Administrative Liaison to COA

Ann and John met with Cindy Bauer on Wednesday, September 4, 2002. Cindy is the central administrative liaison to COA and COS. The purpose of the meeting was to give Cindy a general overview of COA. Ann and John both felt that Cindy was sensitive to issues that are important to employees, including health insurance coverage and communication. Having COA represented on University committees fosters increased communication that benefits all administrators. Jane will email to Lynn Mellantine regarding COA representation on the search committee for the recently posted Ombudsperson.

B. Employee Welfare Committee

Pam Still reported on the Employee Welfare Committee meeting that took place in July. Frank F. Haack & Associates is no longer our benefits consulting firm. The change may prove to be a benefit to Marquette if a different consulting firm can present us with new and creative ways of dealing with health coverage issues. This year, we can expect much the same in benefit offerings as in past years. Insurance claims were once again high at the beginning of the year and then tapered off somewhat for the summer months. Prescription drug costs continue to remain high. We will probably experience a premium increase for health coverage again. We are actively pursuing adding the services of APN's into our system of coverage. It may take a while to accomplish this, but Pam felt it was a positive sign that interest in this remains high.

Long term care insurance information sessions are currently taking place. In addition to information sessions, representatives from the three insurance companies who will provide the coverage, will also be on site to meet with employees and answer their individual questions. Jane attended one of the information sessions and felt it was very informative. She also felt that it was good that Marquette is offering this elective benefit to employees.

The Wellness Fair and Benefits Information Day will both be combined and take place on Monday, October 28, 2002 from 9:00 a.m. to 3:00 p.m. at the Alumni Memorial Union. Activities associated with the wellness aspect will include blood pressure screenings, bone density testing, flu shots, stress control, relaxation techniques, aroma therapy information and message therapy. These activities will be in addition to providing information regarding Marquette's health coverage plans for next year.

Our long term disability provider has been changed. Northwestern Mutual Insurance Company will be our new provider.

Delta Dental has been our dental provider for some years now. Everyone agreed that we receive good service from Delta, both on the user side and the provider side.

IV. Other Business, Events

A. Parking

Parking was briefly discussed. Parking lot selection is based on seniority.

The committee felt this was a fair way to handle lot selection. The new parking structure is scheduled to be completed before Lot M is lost to reconstruction of the interchange.

B. Christmas Proposal

Some Marquette employees may not be aware that the Christmas proposal did not advance.

C. Corporate Outreach Classes

Marie mentioned that at a previous COA meeting where Greg Garber was in attendance, there was a brief discussion regarding the possibility of funds being added to departmental budgets for training purposes offered through Corporate Outreach. She was wondering if COA might pursue this again in the future.

The entire committee congratulates Chuck Lamb on his new appointment.

The next COA meeting will be on Monday, October 14, 2002 in the Henke Lounge.

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrators



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