

**COMMITTEE ON ADMINISTRATORS**  
**Meeting Minutes**  
**September 8, 2003**

COA Members Present: Jane Eddy Casper (Chair), John Novotny (Vice Chair), Susan Dalsasso, Marie Hegerty, Alex Kaleta, John Kratzer, Mary Jo Kuzma, Donald Kynaston, Mary Minson, Pam Still, Stephanie Zimbric

Subcommittee Members Present: Donna Schoenfeld

Members Excused: Nancy Malczewski, Felice Green

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

I. Subcommittee Reports

A. Subcommittee on Professional Development

Alex Kaleta reported that the date for the “Who Moved My Cheese” training session has been set for the afternoon of October 16, 2003. It will be held in Room 469 of Straz Hall and will be presented by John Cotton for up to 40 participants. COA will cover half of the cost of each participant booklet (\$10), the full cost of the presenter materials (\$95) and the cost of the film rental (\$200). Additionally, COA will offer refreshments for the training participants.

Alex provided an initial class description to Felice Greene and Jane for feedback. A copy of the description was distributed to COA members present. Alex felt there was the possibility of more interest in the class than available seats and the committee discussed the possibility of limiting the number of staff personnel who could enroll. The committee decided an enrollment cap based on employee status (administrator or staff) was counter to the spirit of the training and did not recommend it.

B. Subcommittee on Nominations, Appointment, Elections

Mary Minson reported that COA nominations would go out to the Marquette community on or about October 8, 2003. Three positions will be vacant and available for nomination – two At-Large Representatives and the Representative from the Office of the Provost. Mary will have these openings listed in the October issue of News Briefs.

Mary recommended that current COA members focus recruitment efforts on the area of Student Affairs. John Novotny noted that COA brochures were

distributed with the COA nominations forms last year and questioned whether that should be done again this year or whether we should simply direct people to the website instead. The committee felt that a pointer to the COA website on the nomination forms would be a more cost-effective solution.

## II. Old Business

### A. Vacation Policy Timeline Concerns

Donna Schoenfeld was approached by an administrator in her area, who expressed concern about the University's vacation policy which does not allow administrators to carry any vacation time over. Jane agreed that this issue comes up frequently and several COA members also agreed. Susan Dalsasso expressed an opinion that vacation time carryover into July would be a nice thing to allow especially for individuals with heavy summer workloads as the revised vacation policy has proven difficult to adjust to. However, on July 1 the next year's vacation is available so people do have vacation time they can take.

Susan asked the committee if we felt Administration would be open to a discussion about carryover for July because people are hesitant to take a lot of their vacation early in the year. The carryover allowance could stipulate that employees cannot cash-in more than their annual allotment if they left the University (if that is legally allowed). The committee feels that the current policy does not take the personal aspect into account – e.g. Cura Personalis.

The question was raised if the policy can legally be changed. This will need to be investigated. Support staff are allowed to carryover up to two years of vacation time; when that maximum is reached, they lose additional vacation time accrued. Administrators only have one year of vacation time available at any point. An extension allowing vacation time carryover into July would be fair for administrators. Some committee members know that employees in their areas plan to take vacation time to care for family members recovering from surgery or accidents or have elderly parents and don't want to take vacation early in the fiscal year. The Family Medical Leave Act was briefly discussed as the appropriate way for these types of time-off needs to be met.

Jane and John will bring up the vacation time carryover questions and request with Cindy Bauer at their next meeting. Jane will also request that someone from HR come to a COA meeting to discuss the Family Medical Leave Act in more detail.

Jane was still bothered by the fact that if administrators take vacation prior to the actual accrual of the vacation days, an administrator may end up in a position of owing Marquette money if their position is eliminated. Some departments require employees to be on campus at specific times of the year or approve vacation requests based on seniority, both of which can severely limit

an individual's ability to take the vacation time they are entitled to. Jane requested that COA members note specific examples of these types of situations so she and John can present them to Cindy. Susan Dalsasso volunteered to collect those examples.

Jane will also ask Cindy if there are any legal problems with carrying vacation over and not paying out the carryover if an employee leaves the University.

#### B. Update on Meeting with Cindy Bauer

Jane summarized the recent memo from HR regarding Retiree Health Insurance Premium Rates increases. Early retirees were pooled in with active employees, resulting in lower premium costs to retirees. Now premium rate calculations are based on specific age groups to abide by legal requirements and fiscal concerns, according to Cindy. This has resulted in higher retiree health insurance premiums.

A separate memo from HR announced the discontinuation of the Retiree Life Insurance Benefit for future retirees hired on or after February 1, 1982. A question about how the 1982 date was determined was raised and Jane will ask Cindy at their next meeting. Sue Dalsasso expressed an opinion that the University should do more on a proactive basis to prepare employees for retirement as more people are electing to work longer due to financial concerns surrounding retirement. John Kratzer noted that the GROW program does offer some retirement preparation classes, as does TIAA-CREF.

Jane reported that, per Cindy, the university is going to save \$4.2 million dollars with the restructuring of the health care premium groups. This savings is due in part to the high cost of health care in Wisconsin. Jane and John will also tell Cindy that more communication from HR to affected retirees prior to changes like these being finalized would be appropriate.

COA will invite Carol Witzke from the Marquette University Retirees Association to our October or November meeting to discuss more specifically the impact of these changes on retirees.

Jane noted that benefits information would be coming out at the end of October. HR is working closely with the Willis firm to determine what will be offered in the open enrollment period, but no specifics have been released yet.

Jane and John followed up on COA's May letter to Administration regarding the proposed (now announced) tuition exchange policy change with Cindy. The policy change is final, per Cindy.

The new parking structure at 13<sup>th</sup> and Wells is scheduled to open in Fall of '04. Stephanie Zimbric brought a concern from an administrator regarding the change of Wells and State streets from one-way to two-way traffic to COA for discussion.

The concern centered on Marquette's support of the conversion and the associated costs and safety concerns surrounding the conversion. Stephanie read portions of an email message to COA describing the administrator's concerns about pedestrian safety, two-way traffic safety on narrow streets (Wells and State), traffic routing and the new parking structure, and the cost of the conversion, and the avenues they explored to voice those concerns. The administrator was told by a Milwaukee alderman that Marquette was the primary supporter of the plan and expressed the opinion that unless Marquette was prepared to pay for the conversions they should be opposing instead of supporting them.

Stephanie asked if Jane and John would take these concerns forward to Cindy and what the history of COA's involvement in this issue was. Jane and John Kratzer recalled that Marquette publicized that the businesses located on Wells and State were in favor of the conversion to two-way traffic, as was the West Towne Association as it is expected to increase business. Work on the conversions has already begun, and the areas to be converted are Wells and State streets from 35<sup>th</sup> St. to downtown.

John Kratzer stated that the entering and exiting concerns surrounding the new parking structure were voiced in several past parking meetings and the need for a traffic light on Wells St. was identified. He was unsure where these issues stood and will bring them up in the next parking meeting.

Jane will request a briefing from Toby Peters on the new parking structure to discuss changes and concerns. Jane also noted that COA was not asked for input on the new parking structure or the conversion of Wells and State.

### C. Excellence in University Service Awards

Jane reminded the committee members that the Excellence in University Service Awards Ceremony is scheduled for Wednesday, September 10 from 2:45 to 4:00 PM in the AMU Ballroom

## III. New Business

### A. Magis Update

John Novotny provided an update on the status of the Magis Campaign. There are 2 years and 22 days left in the campaign, which has an official goal of \$250 million dollars. As of June 30, 2003 \$211 million have been raised. The breakout of those funds follows:

- \$43 million – Raynor Library
- \$31.1 million – Al McGuire Center
- \$35 million – Dental School
  - \$20 million State and Federal funding

- \$15 million private donations
- \$2.1 million – Campus Identify and Beautification
  - This is a \$7.8 million dollar project
  - \$1.8 million of raised funds are from government sources
  - \$300,000 of raised funds are from private donors

The Magis campaign has also raised \$43 million in scholarship funds; \$27 million for endowed scholarships and \$16 million for current-use scholarships. \$23 million has been raised for the Marquette Fund and \$24.5 million has been raised for academic support

The official “counting” of dollars for the Magis campaign started in 1998. University Advancement is transitioning from constituent based fund-raisers to a regional approach. Law and Dentistry will have their own development directors.

The Magis campaign will be completed in September of 2005.

#### B. January 2004 COA Luncheon

Jane noted that January 12<sup>th, 2004</sup> is the first day of classes and a better date for the COA luncheon should be identified. Jane will send an email out to COA members to solicit alternate dates and for a volunteer coordinator, as Marie Hegerty’s term is ending in December.

#### C. Officers for 2004

Jane asked all returning COA members to give serious consideration to serving as COA officers in 2004.

#### D. Volunteer for October reflection

John Novotny will provide the October reflection.  
Donna Schoenfeld will provide the November reflection  
Mary Jo Kuzma will fill in as Secretary for October.

Meeting adjourned at 2:25pm