

Committee on Administrators Meeting
Monday, January 21, 2009
12:00 – 1:30 pm
AMU, Henke Lounge

COA Members Present: Jacqueline Walker (Chair), Rob Mullens, Amy Melichar , Alex Kaleta, Mary Jo Kuzma, Melissa Lind, Lisa Olson, Michelle Raclawski,

COA Members Excused/Not Present: Rose Richard, Pam Still, Clarice Burrell

Sub-Committee Chairs Present: Mary Minson

- I. Meeting called to order; Jackie Walker gave the reflection.
- II. The minutes for the December meeting were reviewed; Amy Melichar made a motion to accept them, seconded by Missy Lind and approved by the members present.
- III. Committee Reports:
 - A. Subcommittee on Nominations, Appointments and Elections:
Mary presented copies listing the individuals comprising the elected COA members and subcommittee members for 2009. She indicated that Clarice Burrell will be replacing Scott Feldstein as an "At Large" representative.
 - B. Subcommittee on Policy and Procedures: No Report.
 - C. Subcommittee on Professional Development: No Report.
 - D. Human Resources: No Report
 - E. University Wellness: Mary Jo indicated that there was "No Report"; as the committee did not meet last month.
 - F. University Safety: Missy Lind indicated that there was "No Report"; as the committee usually meets quarterly.
 - F. University Employee Welfare: Susan Dalsasso will be contacting the Octavio Castro the new HR Director to obtain information on the status of the Employee Welfare committee.

Question was raised on the purpose of the Employee Welfare committee and response was that the committee's purpose was to discuss issues and generate proposals that would assist in continuing to make the University a better place to work.

It was reminded that if administrator's have suggestions regarding Employee Welfare items; that they should contact one of the Elected COA representatives so they can bring up the item/suggestion for discussion.

IV. Old Business:

- A. The "Brown-Bag" sessions to be presented by the Counseling Center will be held from 12:00 to 1:00 PM on Tuesday, February 17th in the Union as a joint sponsor event with COS. Alex Kaleta is to contact Dr. Michael Zebrowski to obtain information on the presentation; as he and Pam Still will work on creating and sending out the invitations for the presentation. Rob Mullens indicated that the AMU catering will need a number of attendees by February 9th. Jackie Walker indicated that coffee/water/soda and cookies will be available.
- B. The vote on the proposed By-law's revision/modification will be postponed until February's meeting; in order to allow the newly elected members to become familiar with the proposal.

V. New Business

- A. Mary Minson, Elections and Nominations Chair, presided over the election of COA officers. Jackie Walker was elected to be Chair; and Rob Mullens was elected to be Vice-chair. The position of Secretary was not selected at this time.
- B. Mary Jo Kuzma and Jackie Walker proposed that a joint session on the Renewal Task force be held sometime during the spring term. Jackie will contact Toby Peters and Mike Whittow to identify possible dates for the presentation. Jackie also indicated that COS has already committed to co-sponsor the event.
- C. Jackie relayed the information that Faye Scheil, Sr. Associate Director of Student Financial Aid died this past Sunday; and to keep Faye family and our colleagues in Student Financial Aid in our prayers.
- D. Suggestion was made to move the COA meetings from the second Monday of the month to the second Wednesday of the month. The suggestion was favorably received by the members; and Rob will be checking the availability of a room in the union for the February meeting. Michelle Raclawski did offer the

possibility of using a conference room in Schroeder Complex if a meeting place could not be found in the Union.

- E. Jackie passed out the sign-up sheets for a COA member to present at the new employee orientations for the remainder of 2009.

VI. Miscellaneous:

- A. Next meeting will be on Wednesday, February 11, 2009 in the AMU Henke Lounge (confirmation)
- B. New Employee Orientation January – Jackie Walker

VII. Jackie Walker entertained a motion to adjourn the meeting made by Missy Lind and seconded by Amy Melichar; and approved by the members

Respectfully submitted:

Alex Kaleta
Acting Secretary