

Committee on Administrators Meeting  
Wednesday, February 11, 2009  
12:00 – 1:30 pm  
AMU, Henke Lounge

COA Members Present: Rob Mullens (Vice-Chair), Amy Melichar, Alex Kaleta, Lisa Olson, Michelle Raclawski and Clarice Burrell

COA Members Excused/Not Present: Jackie Walker, Pam Still, Rose Richard, Melissa Lind; Mary Jo Kuzma

Sub-Committee Chairs Present: Susan Dalsasso and Mandi Weis

- I. Meeting called to order; Rob Mullens gave the reflection.
- II. The minutes for the January meeting were reviewed; Lisa Olson made a motion to accept them, seconded by Michelle Raclawski and approved by the members present.
- III. Committee Reports:
  - A. Subcommittee on Nominations, Appointments and Elections: No Report.
  - B. Subcommittee on Policy and Procedures: No Report.
  - C. Subcommittee on Professional Development: On behalf of David Dray, Alex Kaleta summarized the following report. The new Grow with Marquette flyer includes one program that has been developed by the subcommittee and HR. The program "Employee Development: Coaching for Success," will be Monday, March 30<sup>th</sup> from 1-3 pm in the Raynor Memorial Libraries. Carolyn Ottman will be the presenter. David encourages anyone that supervises people to attend and requested the COA allow the distribution of an announcement to everyone on the COA email list.
  - D. Human Resources: No Report.
  - E. University Wellness: Mandi Weis, Wellness Coordinator, joined MU last month. Mandi informed the committee of the following: (1) she will be organizing a University Status committee. Alex suggested that since the committee is looking for a wide representation, she should consider contacting COA , COS committees; and also the Faculty Council to provide representatives. (2) Implement a Wellness website and health blog (3) five main area of concentration: physical activity, stress, healthy eating, self care and tobacco cessation.
  - F. University Safety: No Report
  - F. University Employee Welfare: Susan Dalsasso contacted Mr. Octavio Castro via email regarding a response on the status of the Employee Welfare committee. Susan will email the response to the committee.

IV. Old Business:

- A. Up-date on joint sponsored sessions for Counseling Center and Public Safety forum sessions. Counseling Center session will be held on February 17 from noon – 1:00. Alex Kaleta reported there are 90 people signed up to attend the session and encouraged the COA members to RSVP.
- B. COA new by-laws-we will vote on proposed changes from Subcommittee on Policy and Procedures. Rob reported we are awaiting approval from upper administration before the modifications will be implemented.
- C. Update on Renewal Task Force presentation. Rob reported. Jackie spoke with Mike and has selected tentative dates of April 13<sup>th</sup> or 14<sup>th</sup>. Once we finalize the date, we will begin working on the details and arrangements.

V. New Business

- A. Secretary Position – Rob Mullens proposed each member be responsible for taking minutes and giving the reflection. Clarice Burrell volunteered to be Acting Secretary for the February meeting. Alex Kaleta will email the sign-up sheet to everyone plus the minute template.

VI. Miscellaneous Business

- Michelle volunteered to update the COA website as well as email the Employee Development: Coaching for Success information to everyone COA emailing list.

- VII. Amy Melichar made a motion to adjourn the meeting; second by Alex Kaleta and approved by the members.

Respectfully submitted:

Clarice Burrell  
Acting Secretary