

Committee on Administrators Meeting
Wednesday, March 11, 2009
12:00 – 1:30 pm
AMU, Room 163

COA Members Present: Jacqueline Walker (Chair), Amy Melichar , Alex Kaleta, Mary Jo Kuzma, Lisa Olson, Michelle Raclawski, Pam Still, Clarice Burrell

COA Members Excused/Not Present: Rob Mullens, Rose Richard, Melissa Lind

Sub-Committee Chairs Present: Mary Minson, David Dray

- I. Meeting called to order; Alex Kaleta gave the reflection.

- II. The minutes for the February meeting were reviewed and discussed; Pam Still made a motion to accept them, seconded by Lisa Olson and approved by the members present.

- III. Committee Reports:
 - A. Subcommittee on Nominations, Appointments and Elections:
Mary sent out an updated copy listing the individuals comprising the elected COA members and subcommittee members for 2009.

 - B. Subcommittee on Policy and Procedures: No Report.

 - C. Subcommittee on Professional Development:
 - The SCPD has been on somewhat of a hiatus as year-end, holiday, and new semester busyness affected everyone's availability. We've also some significant turnover:
 - Thanks to Alex Kaleta, Marion Fraleigh, and Don Kynaston for their hard work with the SCPD.
 - Welcome to new SCPD members Latrice Harris-Collins (Admissions) and Turquoise Welch (SHS)
 - I will be staying on (not necessarily as Chair), as will Lisa Olson (COA liaison), Joanne Browning, and Gerald Harris (OSD).

- To recap, the SCPD developed, with the help of HR, two programs that were specifically geared to Administrators. All received high marks in evaluation and were well-attended; demand for the Leadership Type and Temperament program was very high, requiring a second session.
- We do have a program coming up that covers a topic area the SCPD determined would be of a value to administrators. It's entitled "Employee Development: Career Planning and Coaching for Success" and will focus on the critical role supervisors play in developing their employees. It's being presented by Dr. Kelly Ottman on March 30, from 1-3PM in the Raynor Conference Center. As of today there are 20 people registered. We would definitely like to see all the spaces filled, so please promote the program.
- The SCPD will be meeting soon to get organized and begin planning its next steps. As always, please let a SCPD member know of any good ideas you would like us to pursue.
 - D. Human Resources: No Report. Jackie will invite the new Assistant Vice President/Director of Human Resources Mr. Octavio "Cas" Castro to the April COA meeting.
 - E. University Wellness: No Report. With the recent hiring of the new Wellness Coordinator, Mandi Weis, the efforts are in a process of reorganization.
 - F. University Safety: Missy Lind provided Jackie with a report (see attached addendum)
 - F. University Employee Welfare: No Report.

IV. Old Business:

- A. The vote on the proposed By-law's revision/modification will be postponed until March's meeting. Jackie will contact Jane Casper to obtain clarification of the re-alignment.

V. New Business

- A. The Renewal Task Force and Sustainability "Brown Bag session will be held on April 13th from noon to 1:00 PM. Presenters will be Toby Peters and Mike Whittow. COS will co-sponsor the event. A discussion was held on the type of refreshments for the event. Mary Jo will contact catering about having sandwiches and water/soda available for attendee. Pam volunteered to prepare the announcement, which will go out sometime next week with an RSVP date of

April 1. Pam will forward the announcement to Michelle to distribute to Administrators; and to COS for distribution to Support Staff.

- B. It was also suggested and agreed upon that we would also supply dessert type refreshments for the COA/HR sponsored Grow Session, "Employee Development: Career Planning and Coaching for Success", on March 30. David will coordinate with AMU Catering.

VI. New Business:

- A. Jackie asked the members that she needs a volunteer for New Employee Orientation on March 18 and November 18, 2009.

- B. Jackie also is looking for a volunteer for the Natural Resources and Utilities Working Group; a part of the Renewal Task Force and Sustainability efforts. She will obtain additional information about the purpose of the Group.

- C. Kerry Egdorf, Ombudsman, provided the following updates:

- Beginning January 1st, her hours as an Ombudsman has been increased from 20 to 25 hours/week
- On March 9, she led a Grow Session on "Making the Most of Your Performance Appraisal"; and would be available to present a similar session to departmental gatherings/meetings.
- Kerry reminded us to "be kind to others", as we are living in very stressful time that affect students and employees as well. If you have concerns, individuals are encouraged to visit the Office of the Ombuds. Discussions are confidential and strategies can be offered to handle various stressful situations. She indicated that Symmetry is also an excellent resource available to MU employees.
- The Office of the Ombuds 2007-2008 Annual Report is available on the web at <http://www.marquette.edu/ombuds/reports/>. The report contains information on what an Ombudsman does. A couple of interesting statistics are:

90% of the visitors were women

55% of the issues were dealing with employee/supervisor relations

18% regarding career development

12% regarding peer relationships

- D. Alex passed around the signup sheet for secretarial and reflection responsibilities. Volunteers for duties for the coming year are:

January – Alex Kaleta
February – Clarice Burrell
March – Alex Kaleta
April – Michelle Raclawski
May – Amy Melichar
June – Lisa Olson

August – Mary Jo Kuzma
September – Amy Melichar
October – Lisa Olson
November – Pam Still
December –
January 2010 -

- E. Jackie indicated that she and Rob Mullens will meet with Tim Olson, OMC, to discuss the “e-mail” protocol to COA members. The focuses of COA e-mail to administrators are to provide information in conjunction with professional growth.

VII. The next COA meeting is April 15 in AMU Henke Lounge

VII. Jackie Walker entertained a motion to adjourn the meeting which was made by Pam Still seconded by Clarice Burrell; and approved by the members

Respectfully submitted:

Alex Kaleta
Secretary – Month of March

Addendum to March COA Meeting – Minutes of University Safety Meeting:

All University Safety Committee
January 27, 2009, 1:00 p.m.

Present: Larry Rickard, Brian Joschko, Christie Nguyen, John Modrzynski, Jessica Payson, Carrie Enea, Missy Lind, Dan Burns, Steve Schultz, Jean Zaroni.

Absent: Stephen Saunders, Carol Dufek, Jodie Cleary, John Dunlap, Bill Doerrer.

Introductions

- Crime stats were reviewed. Crime is down in most categories. The fall semester went extremely well, compared to the same time last year. There was recently a robbery at 17th and Kilbourn, and the incident was captured on camera. The descriptions of the vehicle and suspects were passed onto MPD, and the video was shown on Channel 58 news.
- Student transports by SSP have increased over the last year. There are 25,000 more transports over last year due, in part, to the LIMO Express. In addition, there has been a 131.3% increase in students taking advantage of the Early Morning Shuttle, which runs between 3am and 7am.
- Public Safety's Crime Prevention staff has been busy doing self-defense classes for students and staff, raising awareness of thefts occurring in residence halls and apartments, and thefts from vehicles. They also participated in Sexual Violence Awareness Week. Crime Prevention also arranged to have bike racks installed on 11th Street in front of the Law School, and in the courtyard in front of the 707 Building.
- 17th and Wisconsin construction – a MUSG student pointed out that there were panels that were making the walkway tunnel-like. In response, the panels were cut in half by the construction company, and lighting was added.
- Several cameras were added including the Valley Fields area and the area that leads from the viaduct to Valley Fields. There was also a camera installed on the top of the Avenues West substation, enabling us to see down Wells Street towards campus, and up to 25th and Wells, and inside the AMU.
- A neighborhood walk with MUSG will be scheduled for warmer weather with Chief Rickard and Capt. Shaw.
- Students using false IDs to purchase alcohol are a concern. DPS is working with Student Affairs on alcohol issues. There is a fear that intoxicated students will be vulnerable to criminals or subject to hypothermia or other cold-related injuries.

Roundtable discussion

Jessica Payson – They have not received their emergency evacuation plan. Brian Joschko referred Jessica to Dennis Daye. His office is working with Disability Services to develop a plan.

Steve Schultz – Steve attended a meeting of the Avenues West Association today, which is comprised of community security departments in the area, including MPD and the District Attorney's Office, who get

together to share information. Public Safety worked with the SOHI District when they were installing security cameras, and they want to tie their cameras into Public Safety's to enable DPS to view other areas.

Pedestrian safety is a concern across campus. There have been a lot of near misses. In response to our concerns, the City of Milwaukee will be installing a median from 16th Street to 13th Street on Wells, beginning in the spring. It is hoped that it will be finished by commencement.

Adjourned at 1:50 p.m.