

Committee on Administrators Meeting
Wednesday, April 15, 2009
12:00 – 1:30 pm
AMU, Henke Lounge

COA Members Present: Jacqueline Walker (Chair), Mary Jo Kuzma, Amy Melichar, Michelle Raclawski, Rose Richard, Pam Still

COA Members Excused/Not Present: Rob Mullens (Co-chair), Melissa Lind, Lisa Olson, Alex Kaleta, Clarice Burrell

Sub-Committee Chairs Present: Mary Minson, Jane Casper

Guest: Mr. Octavia (Cas) Castro, Assistant Vice President/Director of Human Resources

- I. Meeting called to order; Michelle Raclawski gave the reflection.
- II. The minutes for the March meeting were reviewed and discussed; Mary Jo Kuzma made a motion to accept them, seconded by Pam Still and approved by the members present.
- III. Committee Reports:
 - A. Subcommittee on Nominations, Appointments and Elections: No Report
 - B. Subcommittee on Policy and Procedures: Members had asked for a clarification of re-alignment of COA members.

Elected Members

- 2 members – Office of the Provost (279 admin)
- 1 member – Marketing and Communication/Public Affairs/University Advancement/University Mission and Identity (124 admin)
- 1 member – Office of Administration (120 admin)
- 1 member – Office of Student Affairs & Intercollegiate Athletics (141 admin)
- 1 member – Office of Finance, President*, Senior Vice-President, General Counsel, University Mission & Identity, Faber Center, Manresa Project & Campus Ministry (86 admin)

- C. Subcommittee on Professional Development: No Report

- D. Human Resources: Mr. Octavia (Cas) Castro introduced himself and entertained questions from COA members.
- Biggest surprise at Marquette? The length of service of Marquette employees.
 - Bridging time of service to the University biggest challenge has been verifying service because archived employment records are not kept on campus. Employees must send request to Human Resources providing information on their service to the University. Once verified, employees will be granted bridged time of service and thus be eligible for appropriate service awards (i.e. Quarter-Century Club). Approximately 10 employees have applied for a bridge of service.
 - How does HR fit into the new Risk Management and General Counsel Background Check policy concerning staff that work with minors on campus? Human Resources is not involved with this policy as of yet. Human Resources does request background checks for some positions (i.e. child care and finance). General Counsel is responsible for keeping records of the background checks for the new University Policy and Procedure, UPP 4-26 Working with Minors (those under the age of 18).
- E. University Wellness: No Report
- University Wellness was discussed with Mr. Castro. He wants the program to be successful. There were comments from members about co-workers bringing healthy lunches and snacks as a result of the “Healthy Eating Challenge” that was initiated by the new Wellness Coordinator, Mandi Weis.
 - Health and Wellness Fair and the Health Risk Assessment were also discussed. Plan is to move towards health care management – provide the tools for Marquette employees who want to make healthy changes. The Benefits Office is working with vendors to see what health care management services can be offered.
- F. University Safety: No Report
- G. University Employee Welfare: No Report.

IV. Old Business:

- A. The vote on the proposed By-law’s revision/modification will be postponed until May’s meeting.
- B. The Renewal Task Force and Sustainability session was held on April 13th from noon to 1:00 PM with approximately 80 participants. Toby Peters and Mike Whittow presented information about the Renewal Task Force and Sustainability efforts on campus. Table discussions were held to solicit suggestions from the

attendees on how to move forward with RTF and Sustainability. Many great ideas were shared by the participants at the end of the program. An article was printed in April 14, 2009 edition of The Marquette Tribune. [Click here](#) for the article.

COS co-sponsored the event. A light lunch was provided to the 80 attendees. Thank you to Mary Jo Kuzma and Vanessa Mann (COS chairperson) for organizing the event and catering and to Pam Still for creating the invitations.

V. New Business

- A. Miscellaneous focus groups - Jackie Walker attended the Natural Resources and Utilities Working Group meeting this last month.

VII. The next COA meeting is May 13 in AMU Henke Lounge

- VI. Jackie Walker entertained a motion to adjourn the meeting which was made by Rose Richard seconded by Mary Jo Kuzma; and approved by the members

Respectfully submitted:
Michelle Raclawski
Secretary – Month of April