

Committee on Administrators Minutes

Wednesday, June 10, 2009

Noon – 1:30 pm

AMU Room 157

www.marquette.edu/coa

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

Excused Members: David Dray, Clarice Burrell

Sub-committee Chairs Present: Jane Casper

- I Meeting called to order; Lisa gave the reflection.
- II The minutes for the May meeting were reviewed; Melissa made a motion to accept them as written.

Luncheon

- III Committee Reports
 - a) Subcommittee on Nominations, Appointments and Elections- No report
 - b) Subcommittee on Policy and Procedures- No report
 - c) Human Resources- No report
 - d) University Wellness- No report
 - e) University Safety- No report
 - f) University Employee Welfare- Committee has been disbanded. Duplication of effort between Employee Welfare and University Wellness subcommittees was cited as rationale. Pam gave a brief history of the Employee Welfare subcommittee.
 - g) Subcommittee on Professional Development- Update given by Lisa Olson (report attached)
- IV Old Business
 - a) Jackie informed the committee that the polo shirts had been ordered. We can wear these (COA sponsored events, New Employee Orientation) to help promote COA visibility
- V New Business
 - a) A “brainstorming” session was conducted during which committee members offered the following ideas and suggestions for COA activities for FY10/academic year 2009-2010:
 - Increase visibility
 - Update website
 - Welcome Letter sent to new employees (Rose will draft for review at August meeting)
 - Town Hall Meeting for just Administrators
 - Showcase “hidden treasures” – internal services that COA could facilitate introduction to

- Conservation/Greening – COA could sponsor a service event (rummage sale), Pam will check with Rick Arcuri to see if this is currently being done
- “Purpose Testing” – COA should test/affirm its charter with senior administration – Lisa will draft the request and send to Jackie and Rob by 6/19/09 – this activity was perceived to be a first priority

b) Kerry Egdorf (Ombuds) identified three classes that she will be conducting as part of “Grow with Marquette”:

- Communication, 7/7/09
- Workshop on understanding conflict, 8/5/09
- Conflict Resolution, 9/8/09

VI Alex Kaleta will be at New Employee Orientation on **June 17, 2009**

VII Motion to adjourn the meeting was made by Lisa Olson.

Respectfully submitted by Lisa Olson