

Committee on Administrators Minutes

Wednesday, September 9, 2009

Noon – 1:30 pm

AMU 252

www.marquette.edu/coa

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

Excused Members: Jacqueline Walker (Chair), Mary Jo Kuzma, Rose Richard, Melissa Lind

Sub-committee Chairs Present: Mary Minson, David Dray, Jane Casper

Guest Present: Kerry Egdorf

- I Meeting called to order; Amy gave the reflection
- II The minutes for the August meeting were reviewed; Alex made a motion to accept them; Michelle seconded; August meeting minutes passed as is.
- III Committee Reports
 - a) Subcommittee on Nominations, Appointments and Elections- No report
 - b) Subcommittee on Policy and Procedures- Jane (see item IV below)
 - c) Human Resources- No report
 - d) University Wellness- Amy
The Employee Wellness Committee officially commenced on September 3rd. The meeting agenda consisted of background, official charge, subcommittee formation and review of programming that already took place and/or is in process. For up-to-date information please visit the Employee Wellness website.
 - e) University Safety- No report
 - f) Subcommittee on Professional Development- David
The committee met on July 20th to begin to brainstorm ideas for '09-'10. Some new members to the subcommittee were present at that meeting. The committee noted a special thank you to Kerry Egdorf for presenting the "Workplace Communication" program recently. The overall subcommittee report comes down to two main pieces thus far:
 - 1) Some new programming ideas came forward and committee will pursue some of the topic areas ("colors" temperament workshop, "multi-generational workplace", enhancing your professional image, mentoring).
 - 2) Updates are needed on some of the websites pieces. The committee will also look at adding a testimonial video reflecting professional development.
- IV Vote on proposed Area Representation shift.
Alex made a motion to vote on the proposed updated alignment of areas. The motion passed. Jackie will communicate our recommendations forward to Cindy Bauer.

New representation of areas gives an average of approximately 1 rep per every 100 administrators.

- a. 2 representatives for Provost Area (279); *1 representative per 139 admin.*
 - b. 1 representative for Administration (120)
 - c. 1 representative for: Finance (52), President (23), General Counsel (11), Senior Vice President (3); *1 representative per 89 administrators.*
 - d. 1 representative for: Division of Student Affairs and Intercollegiate Athletics (78); *1 representative for 141 administrators.*
 - e. 1 representative for: University Advancement (93), Marketing and Communication (22), and Public Affairs (9); *1 representative for 124 administrators.*
- V. Continue discussion on Charter Affirmation.
We had a brief discussion regarding some changes to verbiage on the letter. Lisa will circulate shortly to the group.
- VI Amy Melichar will be at New Employee Orientation on September 16, 2009. Alex will send her bookmarks via campus mail.
- VII Motion to adjourn the meeting was made by Alex Kaleta; seconded by Lisa Olson. Rob Mullens officially adjourned the meeting.
- VIII. Next meeting- October 14th. Note: Alex offered to run this meeting as Jackie and Rob will both be away.

Respectfully submitted by Amy Melichar