

Committee on Administrators
Meeting Minutes
Monday, October 10, 2005
12:00 PM – 1:30 PM

Co-Secretary: Annette Conrad
Reflection: Fr. Doug Leonhardt
Excused: Lynn Mellantine, Susan Dalsasso, Rita Burns, Pam Still
Guest: Paul Smith, CPS

Revisions to agenda:

Steve McCauley, Human Resources Benefit Manager, attended today's meeting to share details of the upcoming Benefits & Wellness Information Day; Faculty and Staff Wellness Fair – Monday, October 31 (9:00 AM – 2:00 PM) AMU, 3rd Floor

*Annual Enrollment packets to arrive Monday, October 17

*FREE Personalized Health Risk Assessment & Screening

Wellness Services Offered: osteoporosis screening, glaucoma screening, dental screening, podiatry screening, women's health, men's health, cardiac risk assessment, nutrition/weight management, cancer prevention and early detection, lung health, exercise & fitness, stress management, arthritis, personal coaching/weight management, seasonal affective disorder, healthy aging, orthopedics/sports medicine, Parkinson Institute, stroke prevention, Bariatric program and massage therapy.

*Aurora – partnered w/ Marquette University

*Personal health assessment – on-line

*Assessments take approximately 15 minutes

*Assessments are by appointment. Call Diane Nunn at Aurora at 262-896-6430 to schedule an appointment by October 21.

*Stats from the personal assessments will be shared with Wellness Committee for review

*Education/ programs will be focused on the "needs" of MU

*FREE – to MU community

*Publicity efforts include the following: posters and stand alone email invitation to come, Marquette Matters, News Briefs, Calendar, Annual Enrollment Packet

A task force is expected to meet in November to discuss plans for 2007

*Flu Shots – Visiting Nurses Association

*FDA approved a third manufacturer – Human Resources does not anticipate a shortage - \$23.00 Flu Shot, \$35.00

I. Committee Reports

A. Subcommittee on Nominations, Appointments and Elections – Mary Minson

1. Open Nominations - Nomination for Representatives Form is available on the COA web site and was distributed via campus mail. Members of the committee were reminded to encourage people to submit nominations. Nominations will be accepted through October 19, 2005.

B. Subcommittee on Policy and Procedures- Linda Jo Stamper

1. Further bylaws review and voting

Page one – Preamble - “fostering”

Page two – Date of termination (c) “next” meeting

(d) “a member was elected to represent, to a different administrative area”

Page two – Section B “Standing Meeting”

Page two – Section C “At-Large Meeting”

Page three – Section E “Special Meeting”

Page three – Section F, Section G

Page four – Article IV – Subcommittee – (9) Section C

Page four – Section B: Standing “Subcommittees”

2. Question was raised to consider reinstating the COA subcommittee – “Employee Welfare”

*COS and COF each have an Employee Welfare” committee

*HR is interested in possibly reconvening the university Employee Welfare Committee because of comments they have received and following a review of COA and COS minutes

*Susan Dalsasso offered to be the COA liaison in the HR group.

*This group would not deal with benefits or wellness

*This group would look for a new charge for HR committee

*It was suggested by COA committee for Susan to gather more information regarding the charge of the HR committee. Possible charge topics may include; vacation and/or bereavement policies, rather than moving forward with adding to bylaws

C. Subcommittee Report – Professional Development – David Dray

Checked out website – confirmed its needs to be updated

Conducted a meeting and met with Lynn Mellantine

60% of administrators supervise others

Dual role of managing our own development and others

Work on sharing “what’s going on” now.

Leadership & Management course

Information gathering – HR, College of Professional Studies, College of Business

D. COA Human Resources Liaison – Lynn Mellantine

No report

II. **9/13 Meeting w/ Cindy Bauer – Marie Hegerty**

*Discussed the COA/COS/COF Joint event held on 9/7

130 people in attendance

Numerous positive comments received

Twelve (12) walk-ins

Forty (40) no shows.

- *Shared 10/10 COA agenda items
- * Discussed next At Large meeting scheduled for 11/4 –
Dr. Toby Peters and Dr. Rita Burns guest speakers
- *Reminded Cindy of last semester meeting – December 12
- *Shared status of vacation recommendation draft.

III. Old Business

A. Joint 9/7 COA, COS, and COF meeting

It was suggested to rotate between COA, COS and COF in terms of choosing the speaker(s), and the coordination of the event.

B. Vacation Recommendation –Marie Hegerty

*A draft copy of the vacation recommendation was distributed during the meeting for review.

*The committee was asked to forward comments/ suggestions to Susan Dalsasso

C. Wellness Committee – Matt McKinnon

Marquette University Wellness Advisory Committee Mission Statement

(September, 2005 DRAFT) *The mission of the Marquette University Wellness Advisory Committee is the ongoing development, promotion and communication of healthy lifestyles initiatives, programs and activities for all university faculty, staff and family members. In seeking to create a comprehensive approach to wellness, the Advisory Committee will recommend, develop and implement specific wellness programs and messages intended to improve the overall health and welfare of the Marquette community while taking proactive, positive steps to contain the overall cost of group health insurance, both to employees and to the university. The goal of “wellness”, in the context of this committee, is the ongoing focus on and attention to the welfare of the whole person as a valuable member of the Marquette family (physical, spiritual and emotional) as well as the ongoing support of the mission of the university.*

Wellness Advisory Committee Update:

Summary of meeting held September 21, 2005

1. Benefits Information & Wellness Day (October 31)

*Originated 5 years ago as a vendor driven event

Two (2) years ago developed new format 70-30% vendor to 30-7% currently. Since Aurora came aboard, the event offers more expertise.

*Discussed the potential for change with the vending machine contents; more healthy options and increase water availability.

*Wellness Advisory Committee is part of strategic plan, so it is assumed that it will be a critical part of the future planning.

*Other upcoming events

Talk of a walking program for Faculty/Staff/Administrators

Chris Simenz and Matt McKinnon, with the help of Exercise Science Interns/Students will develop with more information to follow.

*Regular scheduled meetings; every 3rd Wednesday of every month@ 1:30 PM, in HR Conference Room.

2. Walking Program – meeting 10/10/05

- *General meeting with all interested in pilot program in attendance.
- *Discussed program ideas and tasks were assigned to be completed by next meeting scheduled for October 17, 2005
- *More details to follow.

D. Child Care Proposal 9/20 Meeting – Marie Hegerty

Questions were raised regarding the waitlist process and the number of faculty, staff and alumni currently on the list. Amy Kaboskey, Director of the Child Care Center will provide this information back to senior administration. A rate comparison was brought up by Sherri Lex, COS, chair. She will provide senior administration with this data. Steve Duffy indicated that the current site is land locked and that all infants must be placed on the first floor. COF, COA, COS chairs conveyed their desire to have senior administration consider the proposal further as part of the university's strategic planning. Dr. Martin Seitz, Secretary, Committee on Women Faculty, shared their desire to make MU more family friendly.

E. Continuous Years of Service

Shared Rose Richards comments and concern about bridging employment at MU and why some employees were recognized at the anniversary luncheon and other weren't. Still under discussion with HR.

New Business:

- A. COA 11/14/05 at large meeting
Refreshments: Coffee & Pumpkin pie / Apple pie
- B. Resurrection of the COA Employee Welfare Subcommittee See I B
- C. COS Bereavement Policy Recommendation- Not discussed because of time constraint. Comments should be forwarded to Marie. Will discuss further at the 12/12 standing meeting.
- D. Dr. Doug Day – Fall Focus Groups Reminder- Was emailed to all university administrators.
- E. Employment Anniversary Recognition- In August HR began to recognize part-time regular administrators and support staff.
- F. AMU food event waiver – Annette Conrad – Not discussed because of time constraints. Will be discussed at December meeting.

V. Other

- A. Next Meeting: At-Large COA Meeting, 11/14, Noon–1 PM, AMU 163
- B. Reminder – New Employee Orientation: Thursday, October 20 – John Novotny