

**Committee on Administrators**  
**Monday, April 10, 2006**  
**12:00-1:30 p.m.**  
**AMU 254**

**COA Members Present:** Alex Kaleta (co-chair), Matt McKinnon (vice chair), Marie Hegerty, Mary Jo Kuzma, Rev. Doug Leonhardt, S.J., Melissa Lind, Nancy Malczewski, Mary Minson, Linda Jo Stamper, Noel Stuiber and Jacqueline Walker.

**COA Members Excused:** Pam Still (co-chair), David Dray, Annette Conrad, Susan Dalsasso and Lynn Mellantine.

**Guests:** Rita Burns (Ombuds Office), Steve Duffy (Human Resources)

**Reflection:** Rev. Doug Leonhardt, S.J. provided the reflection.

**I. March Minutes**

Minutes were reviewed, minor corrections were made and approved

**II. Committee Reports**

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

The COA needs an administrator from the area of the Office of Administration to volunteer and serve as a representative on the subcommittee for professional development. Those who are interested or wish to nominate a candidate should contact Mary Minson.

B. Subcommittee on Policy and Procedures - Linda Jo Stamper

No report – Alex asked for clarification for Co-chair status on the COA. By laws had been reviewed at the time of election and there is not a conflict.

C. Subcommittee on Professional Development-David Dray

No report.

D. COA Human Resources – Steve Duffy

At the upcoming joint COA/COS/COF meeting Steve will present an overview on a number of topics including health care issues and planning.

The employee welfare committee is still in its redevelopment phase. The plan is for the committee to meet sometime in April. Steve will be contacting the Committee on Faculty and the Committee on Staff for representatives on the employee welfare committee. Steve indicated that the Provost & Senior Vice President want the topic quality of work-life to be discussed by the committee as well as employee development, and training. The focus of the committee will not be limited to employee benefits.

Health care task force has dealt with working on the health care benefits for the employees of the University on a monthly basis over the last three to four years. The committee is still in the research and analysis stage in terms of the direction that benefits will take for 2007. The focus for the next benefits plan is still on the big picture. The consultants from the Willis Group will present a detailed critical factor analysis to the task force on May 1<sup>st</sup>. Many different health care options will be considered. A final proposal will be presented, with recommendations, to senior management in the coming months.

The excellence program is scheduled for April 18<sup>th</sup>. The four recipients of the awards this year include: Mary Jo Kuzma from the Office of the Comptroller. Joseph Terrian from the College of Business Administration, Mary Kolar from the College of Professional Studies and Carol Dufek from the Law School.

- E. **Wellness Committee - Matt McKinnon**  
The employee and student walking program is well underway. There are 47 walkers involved in the program, one of which is approaching 25 cumulative miles. The turnout for the program varies on a daily basis. The program runs on Monday, Wednesday and Friday at noon and at 3:15pm. It also runs on Tuesday and Thursday at 7:00 am.

Further information on the walking program registration can be obtained from Matt McKinnon.

- II. **4/3/06 Meeting w/Cindy Bauer - Alex Kaleta & Matt McKinnon**  
Child Care Center Issue is that there is a limitation on space for Infants based on its 1<sup>st</sup> floor capacity. Infants in any child care center must be located on the first floor. Students and employees currently have priority over alumni for new openings at the child care center.

The employee welfare issues mentioned by Steve were discussed.

Concerning the bridging of service issue, a formal proposal detailing the issue was requested at the meeting by Cindy. The proposal is not related to employee benefits or the quarter century club. It is based on other aspects of service recognition. Part of the proposal should include specific timeframes and include all relevant issues (i.e. parking).

Concerning the vacation recommendation draft, Sherry Lex will get back to the COA on finalizing the proposal including the wording of the document. Susan Dalsasso drafted the initial proposal.

III. **Old Business**

- A. Update on joint meeting with COA/COS/COF, April 13  
Matt McKinnon gave an update on the planning for the meeting, which will include Steve Duffy and Chuck Lamb. Refreshments and snacks will be served at the meeting.
- B. Update on the COA at-large meeting, May 8 – Marie Hegerty contacted Art Scheuber and Dale Kaser. Both have agreed to present at the meeting. Topics will include the master plan and strategic planning updates at the University.

Invitations for the meeting will be sent via email to administrators with a Powerpoint attachment. Nancy will take the RSVP's. Refreshments will be considered and an evaluation survey will be conducted at the end of the meeting.

- C. New subcommittee on joint meetings – Alex Kaleta  
Alex suggested that the planning for future joint sessions between COA/COS/COF may be best served by the formation of a subcommittee. Matt McKinnon will discuss the issue with the other committees will recommend that the vice chairs from each committee come together to plan each joint session.

IV. **New Business**

Bridging of Service Recommendation

An ad-hoc committee was formed to document the issue. Volunteers on the committee included Alex Kaleta, Marie Hegerty, Mary Minson, Linda Jo Stamper and Jacqueline Walker.

V. **Other**

- A. Next Standing Meeting: Monday, June 12 at the Raynor Library conference room A.
- B. Reminder - New Employee Orientation: April 20, Marie Hegerty.

Meeting minutes respectfully submitted by Noel Stuibler (Co-Secretary).