

Committee on Administrators
Minutes
Monday, April 11, 2005
12:00-1:30 p.m.
AMU Henke Lounge

COA Members Present: Marie Hegerty (Chair), Susan Dalsasso (Vice Chair), Alex Kaleta, Mary Jo Kuzma, Don Kynaston, Rev. Doug Leonhardt, S.J. (COA Chaplain), Nancy Malczewski, Matt McKinnon, John Novotny, Pam Still, and Noel Stuiber

COA Members Excused: Annette Conrad; Marilyn Bugenhagen

Subcommittee Members Present: Lynn Mellantine, Mary Minson, and Linda Jo Stamper

Guests: Rick Arcuri, Kerry Grosse, Jerry Kohn

Co-Secretary: Noel Stuiber

Refection: Pam Still

I. Guest Speakers: Rick Arcuri, Residence Life and Jerry Kohn, Facilities Services

- A. End of Semester Recycling Efforts – The COA is interested in the issue of increasing awareness as well as participation in the recycling efforts on campus. The COA invited Jerry and Rick to provide an update on the recycling program; in particular the end of semester recycling efforts.
- B. Rick Arcuri and Jerry Kohn (COA Guest speakers) provided the following information - the current recycling program is successful in that many types of items left behind by students in the residence halls and apartments at the end of the year are donated to local agencies instead of being thrown away. There are up to twenty five different agencies that take the donated food, clothing and furniture and use it in the greater Milwaukee community. In terms of the recycling that takes place throughout the year, the students follow the recycling rules much better during the first month of each semester than at the end of the term. There have been many attempts over the years to try to maintain recycling cooperation throughout the semester but nothing has worked well as of yet. Efforts to encourage recycling have included emails, posters, pamphlets, labeling of recycling bins, additional bins close to student living quarters, and competitions that reward students for recycling. One problem is the contamination of a recycling bin with some type of non-recyclable material or garbage. The other problem is the general apathy that takes place in attitudes towards recycling. Plans are in place to gear communication to residents in specific buildings in order to customize the recycling message as to where recycling bins will be located at specific times at the end of the school year and as to why it is important to follow through with recycling efforts. Photos on posters of positive and negative recycling scenes may also help to raise awareness on campus. Further promotion of recycling stations that are currently in existence on every floor in every building on campus may be necessary.
- C. Jerry Kohn provided Marquette recycling statistics – Measuring the months October through December of 2004, 888 tons of waste and recyclables were removed from campus. Of that number, the University was able to recycle 97 tons of material corresponding to a recycling rate of 22 percent of total waste (considered average). The very best schools/businesses recycle at a rate of 50 percent. Part of the gap is because Marquette does not have the staff to

separate the contaminated non-recyclable waste material out of the recycle bins. The cost of waste material sent to a landfill is three times the cost of recycled material. Outside of the obvious benefits for the environment, significant savings can result from a successful recycling program.

- D. COA members expressed a willingness to help communicate the recycling message on campus through its website and as a point of emphasis in the April meeting minutes.

II. Committee Reports

- A. Subcommittee on Nominations, Appointments and Elections
Mary Minson reported that all vacancies on the subcommittees have been filled. Erin Lazzar, the most recent subcommittee induction, has been placed on the Subcommittee on Professional Development.

- B. Subcommittee on Policy and Procedures
Linda Jo Stamper reported that the subcommittee met on February 24th with 100% attendance. The meeting resulted in several items listed in the COA by-laws to be brought to the attention of the COA members for change and/or clarification. The COA by-laws can be found at <http://www.marquette.edu/coa/by-laws.htm> for review.

Linda will make changes to the following sections and present them for review at the next COA standing meeting at which time any changes shall be voted upon for their approval:

1. Article III, Section A - second sentence "advance notice in either written or electronic format"
 2. Article III, Section B - "chair shall call a regular meeting six times a year"
 3. Article III - add new section with language to bring attention to special/joint meetings with COF and COS
 4. Article IV, Section A, Item 3 – "two years starting in January"
 5. Article IV, Section A, Item 5 – "chair elected, appointed, or volunteers from within subcommittee"
 6. Article IV, Section A, Item 6 – "committee can select or one can be appointed"
 7. Article IV, Section A, Item 9 – "as described in Article I, Subsection 2"
 8. Article IV, Section D – "COA by-laws will be updated in accordance with changes in the Administrator Handbook by the Subcommittee on Policies and Procedures. The COA liaison will inform as to any changes that occur in the Administrator Handbook."
 9. Article IV, Section F – This section shall be removed.
 10. Article V – add "elected members"
- C. Subcommittee on Professional Development
No report on Professional Development was scheduled for the April COA meeting.

D. COA Human Resources Briefing

1. Lynn Mellantine, the COA Human Resources Liaison, reminded COA members that employee performance appraisals are due at the end of April. The next employee anniversary lunch was to take place in the following week. The management leadership institute held its first session on campus. Lynn posted the continuing years of service issue (when a current employee leaves and returns at a later date) on the Human Resources Listserv and when enough responses are received, an email summary will be sent to the COA members.
2. Kerry Grosse (COA guest) spoke on the issue of continuing years of service. Kerry brought to the attention of COA her own circumstances of leaving the University and returning after 2.25 years away. Kerry stated that she was not seeking to regain any of the employment benefits for continuous years of service that were lost in terms of her previous tenure. Kerry stated that she is more interested in retaining the "years of service distinction" that she had lost in terms of the University official recognition. COA members agreed that the pending information to be retrieved by Lynn Mellantine will be useful in the further discussion of the issue, at which time a proposal may be formulated. Lynn stated that there are about 5-10 employees at the University that this issue would pertain to. Discussion on this topic will take again at the next COA standing meeting on June 13th, 2005.

III. Meeting with Cindy Bauer

Marie Hegerty and Susan Dalsasso met with Cindy Bauer on April 6th. The discussion included:

1. The possibility for conducting another climate survey in the near future. Cindy stated that Madeline Wake and Greg Kliebhan need to approve any surveys issued to the campus employees. Marie stated that Lynn Mellantine would be researching what other Jesuit Universities have been doing recently, in terms of conducting climate surveys, to provide a model for Marquette. The goal is for the committees of COA, COS, and COF will jointly submit a request for the Human Resources Department to conduct a client survey after the available information has been appropriately discussed.
2. The status of the Child Care Center proposal letter is that Cindy had just received it and is in the process of reviewing it with Steve Duffy and Amy Kaboskey. Cindy mentioned that there are code provisions related to the Child Care Center that need to be considered in conjunction to the proposal letter.

IV. Old Business

A. Brochure Revision

1. Noel Stuibler provided the COA with the different promotional brochure options including a two-fold brochure, bookmark, and business card along with the quantity and pricing levels for each. Brand words that are used by current University publications were also listed for the committee's choosing as well as the types of photos to include.
2. The COA decided on a 4 color bookmark. The quantity to be printed will be 2,000 bookmarks. The total cost of the project will be \$385 per Lecia Wardle. The brand words that will be used on the bookmark are "CARE.", "ENGAGE.", "INTERACT.", and "SERVE.". The photos on the bookmark will be of adult employees at Marquette. The COA mission statement will be included on the back side of the bookmark along with the COA website address. Lithoprint was mentioned as an excellent printing vendor that could be used for the project. The bookmark will be

designed in house and the committee can expect a completion date of late summer per Lecia. When completed a bookmark will be sent to each administrator at Marquette. Currently there are 668 administrators at Marquette. The balance will be used at employee orientation and other functions where COA will be involved.

B. Mission Statement

Rev. Doug Leonhardt will email the mission statement to the COA members inviting comment on additions or changes.

C. Excellence Awards

Alex Kaleta announced this year's Excellence in University Service Awards winners as:

Anne Bartelt – Klingler Way College of Arts and Sciences

Patricia Smith – Biomedical Engineering

Thomas Ganey – Facilities Services

D. Joint Meeting Evaluations

Marie Hegerty reported attendance at around 114 people that attended the meeting which featured Dr. Doug Day and Art Schueber as guest speakers who addressed the university's strategic and master plans. The overall content of the session was ranked at a 65% rate as being very good to excellent. Of those who attended, 95% said they would attend a future joint COA, COS, and COF meeting. Collegiality, communication and opportunity to bring up common concerns among the three committees was the focus of the meeting and seemed to be appreciated by the attendance. For future joint meetings, a representative from Human Resources will be asked to speak to issues related to welfare, general benefits, health insurance, and preparing for retirement; which were common themes brought up as potential discussion topics in the audience surveys. For the fall joint meeting and with the move to the Big East Conference, the head coaches of the men's and women's basketball teams will be asked to be the featured speakers. John Novotny and Matt McKinnon will explore the availability of Tom Crean and Terri Mitchell. The next joint meeting is scheduled to take place on September 12th, 2005. The ballroom at the Union will be secured by Nancy Malczewski for that date.

V. New Business

- A. The next COA At-Large Meeting will take place May 9th, 2005. Don Kynaston and John Novotny are handling the set up of the meeting which will focus on networking among Marquette administrators. John will develop the physical set up of the meeting, order refreshments, and coordinate invitations with RSVP's via Steve Schultz to administrators for the meeting.
- B. Matt McKinnon reported that the Wellness Committee met and is in the process of electing a chair, developing a mission statement, a work plan for the next three to five years, and the measurement criteria therein.
- C. Susan Dalsasso noted that input has been received on the administrator vacation policy from employees. There is interest on campus for the COA to discuss the potential for longer term administrators to receive additional vacation time in appreciation for their service, dedication, and extended loyalty (15 or more years) to the University. Cost considerations for such a proposal would need to be considered and Lynn Mellantine will look into that aspect of the issue for the June 13th COA standing meeting.

VI. Other

- A. The next meeting held will be the COA at-large meeting on Monday, May 9th, 2005 from Noon-1:30 p.m. in the Alumni Memorial Union, room 227.

- B. Susan Dalsasso will represent COA at the new employee orientation on Thursday, April 21, 2005.

The meeting adjourned a few minutes before 1:45 PM.