

Meeting Minutes August 12, 2002

COA Members Present: Ann Mallinger (Chair), John Novotny (Vice Chair), Jane Eddy Casper, Susan Dalsasso, Marie Hegerty, John Kratzer, Mary Jo Kuzma, Nancy Malczewski, Margaret Zitzer

Committee Members Present: Felice Green, Lynn Mellantine

Member's Excused: Mary Minson, Pam Still

Member Absent: Susan Michaelson

Guest: Annette Conrad

Ann Mallinger, Chair, called the meeting to order at 1:00 p.m.

Marie Hegerty did the reflection for the meeting.

Ann introduced Annette Conrad, Chair of the Al's Run Committee. Annette was attending the meeting to do a presentation and provide information to the committee about Al's Memorial Run and Walk for Children's Hospital. The date for this year's run is Saturday, September 21st. Annette distributed information packets and registration materials to the committee. She gave a brief description of some of the activities, organizations and groups that will be participating in the event. Annette provided information regarding volunteer opportunities that are available. Anyone who is interested in volunteering should contact Mary Kolar who is the volunteer coordinator. Annette also gave a slide show presentation that was developed by Children's Hospital. Since this is the 25th Anniversary of the run, there are special commemorative posters available for purchase for \$25. Annette thanked the committee for allowing her to attend the meeting and speak to us about Al's Run.

I. Old Business

A. Christmas Proposal

Ann distributed a copy of a letter from Fr. Wild regarding the Christmas proposal. The letter may be viewed here: [Christmas Letter](#)

B. APN Motion

Ann to speak to Steve Duffy regarding an update to the status of the motion.

C. Administrator Welcome Letter

It was determined that the Administrator welcome letter will be sent out now rather than waiting for the COA brochure, which was to accompany it, to be updated.

D. Joint Chairs Meeting

Peter Jones has resigned as Chair of COF due to increased responsibility associated with his new position. James Courtright will be the interim COF Chair.

Ann will be meeting with the chairs of COF and COS sometime in mid-September. If anyone has any issues they would like Ann to bring up at the joint meeting, please let her know.

E. Content Review: COA Web page and Brochure

Jane Casper will begin to update the COA brochure some time in mid-September.

Ann currently has a student intern who will be working on updating the COA web page. Ann needs a volunteer to do the web page updating once her intern is no longer working.

II. New Business

A. Central Administration Liaison to COA

Ann reported that Cindy Bauer, Vice-President and General Counsel, is the Administration liaison for both COA and COS.

B. Subcommittee on Employee Recognition

Jane reported that the recipients of the Excellence in University Service awards have been announced. The awards presentation will take place on Friday, September 6, 2002. Jane urged everyone to attend the awards presentation. This is the first year that so many nominations were received via email application. More nominations were received than in previous years. The issue of monetary awards for the recipients has not advanced.

C. COA Contacts with University Committees

The Diversity Committee will not meet until after the school year begins. Stephanie Russell will contact COA and let us know which Administrators are on the committee.

D. Bands of Administrator Salaries

There is information on the Human Resources web site that documents what compensible factors were used to determine band placement for administrators. The information can be

accessed at www.mu.edu/hr/compstudy.html. Deans, directors and department heads all received a hard copy of the band placements for all individuals in their areas.

The Budget Office sent a letter to employees notifying them of their salary increase. Deans, directors and department heads received advance notice that the letters were being sent out. This action allowed them to speak to their employees personally if they chose to do so.

E. Future Grow Classes

Lynn Mellentine is currently working on Grow classes for the time period of September through December. The next schedule of Grow classes will be presented in a newly revised format.

F. Dental School

Susan Dalsasso indicated everyone is very excited about the new dental school. The clinic and atrium areas in the new school are open, bright and airy. Plans for the dedication of the new school (scheduled for Friday, September 20) are currently underway. Tours and demonstrations in the new simulation lab will be available on the day of the dedication. The Office of Public Affairs will be forwarding additional information regarding the dedication. There is no current information available regarding the future use of the old dental school.

III. Other Business

A. Health Care

Don Kynaston forwarded health care comments to the committee via the COA web site. He suggested that bench marking be done with other higher education institutions to see how Marquette's health insurance plans and cost compare. Ann will speak to Steve Duffy regarding this.

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrators



[<Minutes](#)

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