

Committee on Administrators
Monday, August 8, 2005
12:00-1:30 p.m.
Henke Lounge

COA Members Present: Marie Hegerty (chair), Susan Dalsasso (vice-chair), Annette Conrad, David Dray, Alex Kaleta, Mary Jo Kuzma, Don Kynaston, Matt McKinnon, Nancy Malczewski, Lynn Mellantine, Mary Minson, John Novotny and Noel Stuiber

COA Members Excused: Rev. Doug Leonhardt, S.J., Linda Jo Stamper, Pam Still

Guests: Rita Burns (Ombuds), Jerry Kohn (Facilities Services), Paul Smith (College of Professional Studies)

Reflection: John Novotny

I. Guest Speakers - Jerry Kohn, Facilities Services

Jerry provided a recap of the end of semester recycling efforts. The percentage of recyclable materials (cardboard, paper and commingled) to total waste remained at about 22% for the first five months of 2005. This ratio is considered average compared to national comparisons. As expected the month of May had the heaviest loads of recycled material. Additional signage (hanger) was placed on recycle bins in an effort to promote cooperation. Recycling at larger special events on campus tends to be difficult because of food being included into recycling bins and separation does not take place, which renders the bin as trash. Also, in terms of plastic containers, only the No. 1 and No. 2 plastics are recycled at Marquette. The COA will provide a reminder note on its website as to the importance of recycling and provide a web link to the details of Marquette's recycling program.

II. Committee Reports

- A. Subcommittee on Nominations, Appointments and Elections -Mary Minson
Mary announced that David Dray has agreed to serve as the subcommittee on professional development chair.
- B. Subcommittee on Policy and Procedures-Linda Jo Stamper
No report
- C. Subcommittee on Professional Development-David Dray
The COA welcomed David Dray as the new subcommittee chair. David welcomed any feedback as to the potential direction of the subcommittee. It was suggested that an area that needs an update is the professional development section of the COA website.
- D. COA Human Resources Liaison-Lynn Mellantine
The HR/Payroll brownbag lunched held every other month will be continued in order to discuss the variety of issues that deal with procedure and policy changes related to timekeeping and departmental administration of payroll. Two new staff members in the department of Human Resources are Mayra Regalado (benefit questions) and Katherine Krahn (faculty postings and vacation accrual questions).

III. 8/8 Meeting w/Cindy Bauer-Marie Hegerty and Susan Dalsasso

Preliminary information was provided to Cindy in regards to the vacation recommendation that the COA will be making. The committee on employee welfare was discussed as a potential group to formalize the vacation recommendation. The finalization of changes in the COA bylaws was discussed as well as the completion of the COA bookmarker, COA/COS/COF joint meeting update, representation at the new folks convocation, and continuous years of service issue.

- A. Current Status of Child Care Proposal
A meeting has been scheduled to discuss the child care proposal on September 20th between Madeline Wake, Greg Kliebhan, Cindy Bauer, Steve Duffy and the chairs of COA/COS/COF.

IV. Old Business

- A. Joint COA, COS and COF (September 7th) meeting arrangements – Nancy Malczewski, John Novotny and Marie Hegerty

To date 103 employees have signed up for the joint meeting. There are about 108 spaces still available (as of August 8th). The reason for the limited space is that the speakers for the event (Tom Crean and Terri Mitchell) were only jointly available on September 7th and ballroom C and D was the only larger available meeting space on that date. Hot dog, chips, pickle and cookies will be the food items served. Nametags and a ticket for food will be available at the ballroom entrance for those who have signed up. It was suggested that COS and COF organize and setup the next two joint meetings. This possibility will be discussed further with the chairs.

- B. Bookmarker release-Marie Hegerty
The Bookmarker was released in July and one was mailed to each administrator on campus.
- C. Vacation Recommendation-Susan Dalsasso
Preliminary information and proposal was handed out. Further analysis of the vacation policy and statistics at other universities will be organized and incorporated into the final proposal by the COA. Any suggestions for additional topics or data in the proposal were welcomed. Once the final proposal is complete, it will be forwarded to COS for their approval and then to Cindy Bauer for review.
- D. Wellness Committee-Matt McKinnon
The committee last met in March. The topic of an election for the chair for the committee will be discussed at the next meeting.

V. New Business

- A. New Folks' Convocation on 8/22 at AMU - Marie Hegerty
Mary Jo Kuzma and Noel Stuiber agreed to staff the table during lunchtime. A drawing for a gift certificate for \$20 to the Lunda Room will be provided as a prize. Matt McKinnon also offered to donate several Rec Plex gift certificates for the drawing.
- B. COA At Large Meeting
The meeting will take place on November 14th
The arrangements, speaker, holiday theme topic needs to be formalized. The evaluations from the previous at large meeting will be emailed and reviewed for potential topics.
- C. Al's Run/Walk-Annette Conrad
Promotional materials and registration materials were distributed and discussed. Marquette has had the largest representative team the last three years. About 17,000 people participated in the event last year and \$1 million was raised for the Children's Hospital Foundation. Last year Marquette had 1,437 representatives and the goal for this year is 1,700. Volunteers are welcome. COA will provide a web link to the details of Al's Run Walk on its website.

VI. Other

- A. Next Meeting: Joint COA, COS, COF on September 7th, Noon-1 p.m., AMU, Ballrooms C & D
- B. Reminder-New Employee Orientation: Thursday, August 18 - Noel Stuiber

Meeting minutes respectfully submitted by Noel Stuiber (Co-Secretary)