

**Committee on Administrators**

**Monday, August 7, 2006**

**12:00-1:30 p.m.**

**Henke Lounge**

**COA Members Present:** Alex Kaleta (co-chair), Pam Still (co-chair), Annette Conrad, Susan Dalsasso, David Dray, Marie Hegerty, Melissa Lind, Nancy Malczewski, Linda Jo Stamper, Noel Stuiber and Jacqueline Walker.

**COA Members Excused:** Mary Jo Kuzma, Mary Minson, Rev. Doug Leonhardt, S.J. Lynn Mellantine

**Guest:** Paul Smith (Professional Studies)

**Reflection:** Marie Hegerty

**I. Committee Reports**

- A. Subcommittee on Nominations, Appointments and Elections -Mary Minson  
(Replacement of Student Affairs Representative)  
Regarding the Office of Student Affairs COA member vacancy - Amy Bockman from Recreational Sports will fill this position pending the ability to adjust her work schedule to attend COA meetings.
  
- B. Subcommittee on Policy and Procedures-Linda Jo Stamper  
No Report.
  
- C. Subcommittee on Professional Development-David Dray  
The focus of the subcommittee is to develop a list of core competencies that administrators should strive to attain. Main communication will be through the COA web page and through the GROW program. One suggestion for the web page included a hot topic the subcommittee is focusing on such as emotional intelligence or coaching/mentoring. A second topic for the web page included recommendations for other programming available at Marquette outside of COA that administrators

should seek to attend. The last suggestion included links to the grow program, hr benefits, and beneficial external programs. A formal plan will be developed by the subcommittee and be presented to the COA at a future date.

D. COA Human Resources – Lynn Mellantine

No Report

**II. August Meeting w/Cindy Bauer-**

No meeting due to scheduling conflicts.

**III. Old Business**

A. Vacation Recommendation – Pam Still

The vacation proposal has been forwarded to senior administration for review.

B. Bridging of Service Recommendation – Marie Hegerty

Second meeting related to this issue was held on July 18<sup>th</sup>. Additional information on bridging of service and related benefits are being researched by Lynn Mellantine from peer Jesuit institutions and their related policies. Topics for further research and findings will be discussed at a future COA meeting. This issue will culminate in a draft proposal to be approved by COA and then shared with the Committee on Staff for further discussion.

C. Fall meeting with the Provost and Senior Vice-President- Pam Still

Calendars have been coordinated with Provost Madeline Wake and Senior Vice President Greg Kliebhan for the November 13<sup>th</sup> COA (administrators only) meeting. Potential topics include quality of work life issues, vacation recommendation and changes in health care benefits. Interested topics should be forwarded to the COA for review.

D. Vice Chair recommendations

Jackie Walker accepted her nomination and election to the Vice Chair position on the COA committee.

#### IV. New Business

- A. Appointment of Safety Committee Representative – Alex Kaleta/Pam Still  
Melissa Lind volunteered accepted the position on the committee.
  
- B. Volunteers for “New Folks” Convocation – Alex Kaleta  
Table maintained at the convocation to answer questions that new employees of Marquette might have about the COA.

Monday, August 21<sup>st</sup>

10:30 – 10:50 Susan Dalsasso

12:00 – 1:00 Mary Jo Kuzma and Noel Stuiber

- C. Briggs & Al’s Run & Walk for Children’s Hospital-Annette Conrad  
Saturday morning - September 16<sup>th</sup>

Related brochures were handed out. An Internet link to the run will be placed on the COA website. [www.firstgiving.com/alsrun](http://www.firstgiving.com/alsrun)

All proceeds from the event go back to the Children’s Hospital specifically for research being conducted in the pediatric center.

There is a new running/walking route due to Wisconsin Avenue bridge construction. It will begin on Wells Avenue. Streets will be closed from 7am to about 11am.

16,000 people are expected to participate whether they are runners, walkers or volunteers.

- D. FY07 Budget-Marie Hegerty for Mary Jo Kuzma  
\$1,948 available for the remainder of fiscal 2007

## **V. Other**

- A. Next Standing Meeting: TBD –  
September COA standing meeting will be held on the 6<sup>th</sup> in room 448 of the AMU.  
There will be no joint session this fall.
  
- B. Reminder-New Employee Orientation:  
August 17 – Paul Smith

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