

## Minutes

**December 10, 2001**

COA Members Present: Jane Eddy Casper (Chair), Ann Mallinger (Vice Chair), Susan Dalsasso, Myra George, Marie Hegerty, Nancy Malczewski, John Novotny, Pam Still

Committee Members Present: Lynn Mellantine, Mary Minson

Members Excused: Susan Michaelson, Alex Peete, Neal Wucherer

Members Absent: Rick Arcuri, Susan Michaelson, Alex Peete, Neal Wucherer

Jane Casper, Chair, called the meeting to order at 1:05 p.m. Pam Still did the reflection for the meeting.

### I. Subcommittee Reports

#### A. Nominations, Appointments and Elections (SNAE)

The results of the recent election are in and are as follows: Jane Casper was elected to serve as the At-Large Representative. John Kratzer was elected to serve as the Student Affairs Representative. There was a tie between Joanne Browning and Mary Jo Kuzma for the Finance/Human Resources Representative. There will have to be a tie breaker election held for this position. New ballots will be sent out.

181 administrators voted in the election. This was a very good response with roughly 40% of eligible administrators voting.

The administrators who ran for an office but did not win will be considered for other available openings on COA subcommittees or other University

committees.

2. Administrator Welfare (SAW)

Jane has a topic to discuss which falls under administrator welfare, but she will address it later in the meeting under Old Business.

3. Policies and Procedures (SPP)

Nothing new to report.

4. Professional Development (SPD)

Nothing new to report.

2. Old Business

- A. Marie Hegerty is in the process of determining how many individuals will be at the COA luncheon being held on January 7th. Newly elected COA representatives will be sent invitations. Both Joanne Browning and Mary Jo Kuzma will also be invited. Marie will follow-up with committee and subcommittee members and guests who are invited but have not as yet responded. Sr. Carol Ann will be attending the luncheon and doing the meeting reflection.

Election of officers will take place at the meeting that will be following the luncheon. Committee members should think about individuals they might want to nominate.

2. Administrator Performance Appraisal Recommendation Update

Chuck Lamb will be attending the Dean's Council meeting this week and will get their viewpoint on the performance appraisal recommendation. After that, he will prepare a recommendation on the proposal for Greg Garber who will share this information with the Administrative Committee, Subcommittee on Budget, the following week. There should be a decision made before the holidays.

A uniform method of communicating salary increases to administrators is still a part of the performance appraisal recommendation.

A question was raised regarding if all administrators will have to fill out position evaluation forms. It is not definite as yet whether this will have to be done by administrators.

All support staff will have to fill out position evaluation forms in order to be placed in one of five newly established "bands". Supervisors will have an opportunity for input on the support staff evaluation forms. Support staff are aware of this process through informational sessions that were held over the past few weeks.

### 3. New Business

#### A. All University Safety Committee

Jane was notified that Donna Braun would not be continuing on in her position on the Safety Committee. Several possible replacements were discussed. Ann Mallinger is willing to serve on the committee or she felt there were others within her own department who would also be a good fit for this committee.

2. Jane will be having lunch with Robin Cork, Chair of COS, and with Peter Jones, Chair of COF. They will discuss a number of topics including a standardized shutdown period between the Christmas and New Year holidays.
3. Last year by early December, the chairs of the three employee committees (COA, COF, COS) had been informed about the date and format of the State of the University address that is usually given near the start of the second semester. So far, no information has been received.
4. Members of the Provost search committee can be viewed on the Marquette web site under [www.mu.edu/provost/](http://www.mu.edu/provost/)
5. Several committee members and their departments have already signed up to

participate in a contest to decorate a carved fish in conjunction with Mission Awareness Week. Those that have signed up are: Ann Mallinger, Mary Minson and Lynn Mellantine. The carved fish should be decorated to reflect the mission of the University.

Jane wished everyone a Merry Christmas.

The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary  
Committee on Administrators



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