

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

COA Members Present: Marie Hegerty (chair), Annette Conrad, Alex Kaleta, Don Kynaston, Rev. Doug Leonhardt, S.J., Matt McKinnon, Nancy Malczewski, Lynn Mellantine, Mary Minson, Linda Jo Stamper, Pam Still, and Noel Stuiber

COA Members Excused: Susan Dalsasso (vice-chair), David Dray, Mary Jo Kuzma, John Novotny

Guests: Rita Burns (Obuds Office), Janine Riedlinger (University Advancement), Paul Smith (Professional Studies)

Reflection: Fr. Doug Leonhardt, S.J. provided the reflection.

I. Committee Reports

A. Subcommittee on Nominations, Appointments and Elections -Mary Minson

1. Election Results

Over 200 replies were returned and verified by the subcommittee. Mary thanked the subcommittee for their efforts.

Annette Conrad was elected from the Office of Administration.

Pam Still and Jacqueline Walker were elected as At-Large members.

Melissa Lind was elected from the Office of the President / Senior Vice President/Marketing Communication/Public Affairs/University Advancement/Mission and Identity and General Counsel Areas.

Alex Kaleta was elected from the Office of the Provost.

B. Subcommittee on Policy and Procedures-Linda Jo Stamper

Revised bylaws are now on the Marquette COA website. One last minute revision on basic formatting will be made. Also under Article 2 the following change was suggested "The Secretary, or a member designated by the Secretary, shall take minutes at the meetings and provide written or electronic copies of those minutes to each COA member".

Other potential changes will be reviewed in January. Subcommittee will review final changes to be approved.

Lynn Mellantine will check with Steve Duffy into UPP changes and how they may affect the subcommittee on Policy and Procedures.

C. Subcommittee on Professional Development-David Dray

David Dray was not available for the COA meeting.

D. COA Human Resources Liaison-Lynn Mellantine

Bridging of service was forwarded by Steve Duffy to senior management for review.

The possibility for resurrecting the welfare committee (December 14th meeting scheduled) was being explored by Steve and how it would interact with the wellness committee.

The Myjobs website had a successful rollout – please check address and W-4 for accuracy before W-2's are mailed.

II. 12/1 Meeting w/Cindy Bauer-Marie Hegerty
Susan was not able to attend.

The timing on convening the employee representatives for the employee welfare committees was discussed and Steve Duffy set up a meeting for December 14th.

Cindy questioned why the administration area was separate from the other areas on the COA ballot. The historical precedence for this had taken place years ago and was done mainly for employee population in each area.

Current administrator breakdown by area followed by the number of COA member representatives in parentheses:

108 – Office of Administration (1 COA member)
121 – Office of the President ... General Counsel areas (1)
256 – Office of the Provost (2)
146 – Office of Finance (1) and Student Affairs (1)

631 Total Administrators

Email reminder sent to administrators to complete ballot

Update on August meeting regarding child care center was requested by Marie. Steve Duffy will get back to Marie & it will be discussed at the December 14th meeting.

Steve is waiting to hear from senior management on the continued service issue.

The vacation recommendation first discussed by the COA in October will be considered again in January (COS would like to take part in this) and a final proposal will be developed and sent to Cindy thereafter.

Cindy mentioned that the Office of the Senior Vice President and the Office of the Provost were deeply involved in the strategic plan for the University and they are moving along to integrate the plans that they received.

It was suggested that an invitation be forwarded to Dr. Doug Day for a joint meeting session strategic plan update.

III. Old Business

A. At-large 11/14 COA meeting review-Marie Hegerty

20 employees attended the meeting.

13 people completed evaluations – a 3.4 rating , which is very positive, was given for the overall meeting (a separate session for Toby Peters and Rita Burns in the future would be appreciated).

B. Wellness Committee-Matt McKinnon

Per Steve McCauley there were 500 people in attendance Marquette's wellness day. The 2007 planning is underway. A walking program is moving forward – the Committee is reviewing - Don Kynaston suggested making indoor space available for the walking program.

Vacation Recommendation-Marie Hegerty

As mentioned earlier, the recommendation will be reconvened in the middle of January. Sherri Lex indicated the COS is interested in engaging into a new draft.

C. Resurrection of the COA Employee Welfare Subcommittee-All

Consideration was given for the subcommittee on employee welfare. Steve Duffy will provide direction in regard to whether the University subcommittee should be formed once again. Marie mentioned that if the subcommittee were to be formed, it's main focus would not be wellness nor employee benefits, as other committees exist at the University for those issues.

The purpose of the December 14th meeting will be to start discussions with COA COS COF for the focus of the subcommittee. Issues will be discussed that are important or relevant needs will be considered & whether the COA subcommittee will be resurrected.

IV. New Business

A. COS Bereavement Policy Recommendation-All

The COS handout regarding the current and suggested bereavement policy was provided to COA members for review. The timing of the submission of the proposal is still under review. The members of the COA requested the research justifying the reason for the changes be provided.

B. AMU food event waiver-Annette Conrad

When there is leftover food at a Marquette event, campus kitchen usually receives the safe contents that is left over. However, Annette shared a memo (revised in October 2005) that stated that if there is leftover food at a campus event, there is no need for a waiver on the certain food items to be taken from the event. These items include: Potato chips, pretzels, corn chips, tortilla chips (not salsa or cheese), Marquette munchie mix, mixed nuts, peanuts, cheese goldfish, candy assortments, granola bars, whole fresh fruit, individual bags of chips, sheet cakes, brownies, petite gourmet bars, cookie bars, fruit & nut breads, croissants, fruit kringle, Danish, carmel nut rolls, donuts, cookies, and non-alcohol bottled beverages.

Concerns were raised for the existence of the ability to sign a waiver which allow a person who scheduled an event to take food away from the event.

C. Annual Meeting-Consider chair, vice-chair and secretary positions for 2006

Marie and Susan both removed themselves from consideration of the chair of the COA due to time pressures.

V. Other

A. Next Meeting: Annual Meeting, 1/9/06, 12-1:30 p.m., AMU 163

Tentative calendar for COA meeting dates was provided by Marie.

B. Reminder-New Employee Orientation: Thursday, December 15th-Marie Hegerty

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