

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
Monday, December 13, 2004

COA Members Present: John Novotny (Chair), Marie Hegerty (Vice Chair), Jane Casper, Alex Kaleta, John Kratzer, Mary Jo Kuzma, Don Kynaston, Nancy Malczewski

COA Members Excused: Marilyn Bugenhagen, Annette Conrad, Pam Still, Susan Dalsasso

Subcommittee Members Present: Mary Minson

Guests: Dr. Rita Burns, Omsbud
Rev. Doug Leonhardt, S.J.

The meeting was called to order at 1:05 p.m. by Chair John Novotny. Alex Kaleta provided the reflection.

- I. Subcommittee Reports
 - A. SNAE-COA Election Results: Mary Minson
Mary Minson reported the fall semester election results:
At-large: Marilyn Bugenhagen
Finance: Noel Stuibler
Student Affairs: Matt McKinnon
The voter turn out for this year was 33%
 - B. Policies and Procedure Chair Vacancy: Mary Minson
With the departure of Donna Schoenfeld from the University, a vacancy has occurred in the chair position of the Subcommittee on Policies and Procedures. Mary will wait until after the newly voted COA members accept their position and will then contact all current Policies and Procedures Subcommittee members to see if any are interested in assuming the chair position. She will look to fill all vacancies on the various subcommittees in the weeks ahead. Mary stated that there is a specific need for representatives from the Student Affairs area to serve.

- II. New Business
 - A. Update on "Little Joe's Health:" John Novotny
COA members presented Chair John Novotny with a gift for "Little Joe." John shared the journey of his son's arrival in this world, emphasizing the power of prayer and his gratitude for all the support he and his family have received from the Marquette community.
 - B. Update on University's Wellness Advisory Committee: John Kratzer
John reported that the Wellness Advisory Committee is no longer ad hoc; the University has given approval for its formation. Steve Duffy asked current members if they wished to continue to serve on the committee. John will most likely remain on the committee. At the request of COA members, John will ask Steve Duffy if he/they are open to having a representative from each of the three University employee groups (COF, COA, and COS) on the committee. John is unsure of budget or personnel for programming since the Wellness Advisory

Committee has just been formed. It is likely that one of the first tasks of the Committee will be to develop an assessment for pre- and post-wellness activities for men and women. Discussion followed on possible support from organizations such as Aurora to donate pedometers.

C. Format for January 2005 Annual Meeting: Membership

Chair John Novotny reviewed the past format of COA's Annual January meeting: a thank you luncheon for all current and new COA and subcommittee members plus certain University officials followed by a business meeting. John Kratzer proposed that this year's annual meeting offer dessert and coffee, rather than a full luncheon, followed by the business meeting. Those invited would include current and new COA and subcommittee members and possibly COA alumni as well as certain University officials. Marie Hegerty and Mary Minson will search past minutes for names of COA alumni. John N. will ask Annette and Marilyn to coordinate catering and John will design the invitation. University officials to invite include Steve Duffy, Cindy Bauer, Greg Kliebhan, Madeline Wake, Sister Carol Ann Smith, SHCJ, and the chairs of COS and COF, as well as Father Doug Leonhardt and Dr. Rita Burns.

The date and time for the annual event will be Monday, January 10, 2005, with coffee and dessert at 12:30 p.m. followed by the business meeting at 1:00 p.m.

D. 2005 New Employee Orientation Schedule-Volunteers Needed: Marie Hegerty
COA members are needed to present a five minute overview of COA at the monthly New Employee Orientations throughout 2005. The orientation sessions are held on the Thursdays listed below; the time assigned COA is 10:00 a.m. Although some time slots have been filled, COA members will be asked to check calendars and come to the January meeting prepared to sign up for a date:

January 20: Don Kynaston

February 17:

March 17:

April 21:

May 19:

June 16:

July 21:

August 18:

September 15: Marie Hegerty

October 20: John Novotny

November 17:

December 15:

III. Old Business

A. Continued discussion on alternative meeting model: Membership

After reading the alternative meeting model proposal, Chair John Novotny invited discussion. It was agreed that COA needs to maintain its integrity and ability to discuss issues but that some joint meetings with COF and COS could be beneficial. Members thought that it would be a good idea to move the start time of the monthly meetings to noon. After further discussion, John offered to prepare a draft of the alternative meeting proposal and circulate it among the members before passing it along to upper levels of administration. It was decided that the February 2005 meeting would be the first regularly scheduled COA meeting to which members would invite other administrators as a way to

foster collegiality. There was also discussion about using the November COA meeting each year as another time to invite colleagues to attend. Refreshments with a Thanksgiving theme (pumpkin pie) would be featured.

- B. Discussion on Succession Planning: Membership
This item will be discussed at a future meeting.
- C. COA Chair Meeting with Cindy Bauer: Marie Hegerty
Marie reviewed her meeting with Cindy during which they discussed the review process by Greg and Madeline for the alternative meeting proposal. That process will take some time depending on the schedules for both.
Cindy and Marie also discussed the recent announcement for an increase in vacation time for support staff in 2005.
- D. Update on Brown Bag Note Process: Marie Hegerty for Susan Dalsasso
Susan would like to consolidate the notes from the June 9th Brown Bag luncheon and bring that issue to closure. It was suggested that the summary be attached to the December minutes.

IV. Volunteers

- A. January Meeting Reflection
Sister Carol Ann Smith, SHCJ, will be invited to the January meeting and will be asked to provide the reflection.
- B. January Meeting Secretary Duties
John Novotny volunteered to assume the secretary duties once the new chair is elected at the beginning of the January 2005 meeting.

V. Other

- A. Mary Minson asked about interest in officers for next year. John Novotny would like to continue in the role of past chair and asked that Marie Hegerty consider the position of chair. He also suggested that Marilyn Bugenhagen be considered for the position of vice chair. Officers will be elected at the January meeting.
Positions include chair, vice chair, and secretary
- B. John Novotny reported that there will be a men's retreat at the Jesuit Retreat House in Oshkosh on January 6, 7, and 8. Marquette employees may be eligible for stipends to attend such a retreat through the Manresa Retreat Fund.
Information is available on the Manresa website at
<http://www.marquette.edu/pages/home/manresa/facstaff/retreatfund>
- C. Don Kynaston wishes to promote recycling efforts on campus.
- D. Mary Jo Kuzma offered to oversee the COA budget.