

**Minutes**  
**February 12, 2001**

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

Committee Members Present: Suzanne Abler

Members Excused: Rick Arcuri

Guest: Renee Stehmeier

Jane Casper, Chairman of the Committee on Administrators, called the meeting to order at 1:00 p.m. and asked Susan Dalsasso to begin the meeting with a reflection.

I. Subcommittee Reports

A. Nominations and Elections

Pam Still circulated a current list of COA committee members and subcommittee members. Any positions that were highlighted on the list need a person to fill that position. We need one committee member for Administrator Welfare from Student Affairs and we need two committee members for Policies and Procedures; one from Student Affairs and one from University Advancement/Government and Community Relations/University Ministry/President's Office. Those four offices are grouped together for the purpose of representation on COA. In addition, we are in need of two COA Liaisons, one for Policies and Procedures and one for Professional Development.

Jane would like to fill the Liaison positions as quickly as possible. She asked for any volunteers to take the two positions. Sue Michaelson volunteered to be the Liaison for the Professional Development committee. Susan Dalsasso volunteered to be the Liaison for Policies and Procedures.

## B. Administrator Welfare

When Suzanne Abler presented her committee's proposal to allow University staff and administrators the option to exchange their spiritual retreat day for a day of volunteerism, the University administration thought this would cause a drain on current human resources. It was suggested that perhaps some community service project could be done around the same time as Mission Awareness Week. One project that was mentioned was to have a neighborhood cleanup around the campus area. Suzanne will try to develop a plan along those lines by April.

## C. Policies and Procedures - No Report

## D. Professional Development - No Report

# II. Old Business

## A. Father Wild's Forum

Father Wild's forum was well attended with roughly 150 individuals present. Anyone who missed Father Wild's forum can view the text via the Marquette web site in its written form. That address is: [www.marquette.edu/presforum](http://www.marquette.edu/presforum). Anyone with a computer that has speaker attachments can hear the audio portion of the questions via the web site as well.

There was some discussion regarding the percentage of raises for certain University executives. Also discussed was the publication of the percentage of raises which is often misleading to many people because cuts are taken off at various levels and the actual percent given to employees is less than the announced percentage. This results in hard feelings and distrust between individuals. The timing of submitting budget information versus when performance appraisals are done was also discussed. Jane will speak of these issues when she meets with Greg Kliebhan and ask for clarification about these processes.

## B. COA Brochure

Jane met with a graphic designer regarding the COA brochure. The brochure should be ready by next month. The brochure is actually a summary of what the Committee on Administrators is and does. It was suggested the next time nominations are sought for COA, the brochure should be included. All University administrators will receive a brochure at that time. Renee Stehmeier will take some of the brochures and include them in the orientation packets for all newly hired administrators. It was felt that the brochure will be a good tool for increased feedback and communication.

#### C. Distribution of COA Minutes by E-Mail

We are prepared to electronically send all future COA minutes to all administrators who have e-mail. We will still have to send some hard copies, but those will be few. We still need a process to identify any new administrators so that the electronic file can be updated on a regular basis. Ann Mallinger will work on this.

### III. New Business

#### A. Compensation Study of Marquette's Wage and Salary Program by QTI

Renee Stehmeier represented the Human Resources Department as Steve Duffy was unable to attend the meeting. QTI Consulting will be assisting the Human Resources Department with the design of a new job development system for support staff and administrators. The purpose of the new system will be to address inequities between employees and for more consistency in job descriptions. This will apply to both support staff and administrators. Support staff will be done first and then administrators.

The process will begin by contacting individual departments for updated job descriptions. Then, jobs will be grouped, benchmarked and rated.

Human Resources will be responsible for communicating information regarding the compensation study to the Marquette community. This review process should take approximately six months.

#### II. Arming Public Safety Officers

Jane urged all committee members to attend the informational meeting

regarding the arming of Public Safety officers which will be held on Thursday, February 15th at 3:30 p.m. in Cudahy Hall, Room 001. This is an important issue that we should all be concerned about.

### III. Marquette Policy on Acceptable Use of Electronic Resources

Jane circulated a new policy regarding use of the University's electronic resources. She asked that the committee members review it.

Marie Hegerty will bring a reflection for the March COA meeting.

Ann Mallinger will bring a reflection for the April COA meeting.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Nancy Malczewski,  
Secretary



< [Minutes](#)

---

©2001 [Marquette University](#) -- Last Update: May 17, 2001