

**Committee on Administrators**  
**Monday, February 13, 2006**  
**12:00-1:30 p.m.**  
**Henke Lounge**

**COA Members Present:** Matt McKinnon (vice chair), Annette Conrad, Susan Dalsasso, Marie Hegerty, Rev. Doug Leonhardt, S.J., Melissa Lind, Nancy Malczewski, Lynn Mellantine, Mary Minson, Linda Jo Stamper, Pam Still, Noel Stuiber, and Jacqueline Walker

**COA Members Excused:** David Dray, Alex Kaleta, Mary Jo Kuzma

**Guests:** Rita Burns (Ombuds Office), Jeannine 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

The issue of the open chair is still outstanding. Mary is looking into the possibility of electing a joint chair. Matt McKinnon is handling the chair duties until the issue is resolved.

B. Subcommittee on Policy and Procedures-Linda Jo Stamper

Last two changes made to the policies and procedures from prior meeting received positive feedback.

C. Subcommittee on Professional Development-David Dray

No report.

D. COA Human Resources Liaison-Lynn Mellantine

Employee welfare subcommittee update – Steve Duffy asked the COA to recruit 2 volunteers to serve on the committee. Susan Dalsasso and Paul Smith volunteered.

Bridging employment update – Steve Duffy received a reply from Greg Kliebhan on the issue. Greg would appreciate further input and formal opinion from the COA and COS committees related to the issue. (mm will bring up in meeting with CB – 3/9)

Other – performance appraisals available on the Human Resources website (forms slightly modified). Deadline for completion is April 30<sup>th</sup>.

The Marquette Leadership Management Institute begins again shortly.

Grow flyer (Coaching sessions / PA training / Tuition Remission / Writing skills for administrators)

University service excellence awards – nominations due February 17<sup>th</sup>. The nominations are to be forwarded to Steve Duffy. Includes administrators and support staff.

E. Wellness Committee-Matt McKinnon

Walking Program is moving forward - Program set to begin after spring break. Fliers on information sessions will be mailed to employees soon. The time slots will depend on demand and will likely be around the lunch hour. Students will also participate in and manage the program.

F. All University Safety Committee – Matt McKinnon

All University safety committee minutes were distributed by Matt. Main topics included safety statistics and how DPS communicates with the local media as infractions in the Marquette community occur. Parking meters removed on W. Wells street (between 12<sup>th</sup> & 14<sup>th</sup>). Stop light added at 13<sup>th</sup> street for parking structure. Blue light phone with camera added on Michigan (22<sup>nd</sup> street). The DPS is making strides with more diversity and women hiring. Partnership being formed with MPD at 21<sup>st</sup> and Wells called “Avenues West”.

II. Old Business

A. Mary Minson

There is one vacancy on the Professional Development Subcommittee that needs to be filled by an administrative representative from the area of Office of Administration. Any interested administrators from the Office of Administration should contact Mary Minson or David Dray (subcommittee chair).

B. AMU 2006 meeting room confirmations-Nancy Malczewski

All meeting times/spaces have been scheduled except for the joint meeting between COA, COS, and COF which has been tentatively scheduled for September 6<sup>th</sup> (no rooms in the AMU are available). This will be discussed further with the COS and COF chairs as to the direction of this joint meeting. The joint meeting, occurring on April 5<sup>th</sup> - has ballrooms C & D reserved.

C. COA speakers for New Employee Orientation for the remainder of 2006 scheduled –

March 16 – Alex Kaleta  
April 20 – Marie Hegerty  
May 18 – Mary Jo Kuzma  
June 15 – Annette Conrad  
July 20 – Noel Stuibler  
August 17 – Paul Smith  
Sept 21 – Melissa Lind  
Oct 19 – Jackie Walker  
Nov 16 – Pam Still  
Dec 21 – Alex Kaleta

D. COS Bereavement Policy Recommendation Follow up-Marie Hegerty  
Comments from the COA in regard to the COS recommendation on the change in the bereavement policy have been forwarded to Sherri Lex. Further discussion will take place between the elected chair of COA and Sherri in the near future.

E. Vacation Recommendation-Susan Dalsasso

COS has requested additional time to discuss the vacation recommendation. Susan will contact Sherri Lex of COS to check on the status of the request. Susan will set up a meeting with the subcommittee (Pam, Marie, Nancy, Rite and Sherri Lex from COS) to finalize the recommendation. Committee members wishing to make changes to the proposal should submit them as soon as possible. It was recommended the proposal be submitted to the employee welfare committee for review.

III. New Business

A. University Service Excellence Awards

Alex Kaleta, Susan Dalsasso, Mary Minson are members of this committee

B. Schedule monthly chair and vice chair meetings with Cindy Bauer

Purpose of the meeting is to discuss topics from previous COA meetings and future agenda items. The meeting typically takes a half hour.

- C. Schedule joint meeting with COS and COA chairs to discuss proposed joint meeting dates and speakers.

Chair will email and schedule separately.

COS and COF will take the lead on the organization topics for the next meetings

COA has scheduled a date and room for potential joint meetings.

- D. Recommendations for at-large administrator meetings topics/speakers

Administrators are invited to this meeting where a speaker gives a presentation to an administrator audience.

Potential speakers suggested include: Greg Kliebhan/Madeline Wake question and answer session; Doug Day on the strategic planning.

Other suggestions included topics of: Personal Finance – long range planning, fundraising campaign specifics – endowment.

- IV. Other  
Hunger clean up is Saturday, April 22<sup>nd</sup> – Brent Bauman is the student representative who would like to address COA on the program – individual participation by COA members in the program is encouraged.

Marie will check into our budget to determine availability of funds for remaining events/donations.

- V. Next Meeting: Standing, March 13, Noon-1:30 p.m., Henke Lounge

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