

COMMITTEE ON ADMINISTRATORS

Meeting Minutes

February 9, 2004

COA Members Present: John Novotny (Chair), Marie Hegerty (Vice Chair), Jane Eddy Casper, Alexander Kaleta, John Kratzer, Nancy Malczewski, Stephanie Zimbric

Subcommittee Members Present: Mary Minson

Members Excused: Susan Dalsasso, Mary Jo Kuzma, Donald Kynaston, Donna Schoenfeld, Pam Still

Guest: Lynn Mellantine

John Novotny, Chair, called the meeting to order at 1:00 p.m. John also provided the reflection for the meeting.

I. Part-time Employees and Holiday Pay

Lynn Mellantine was present at the meeting to clarify the issue of holiday pay as it relates to part-time employees. There has been misunderstanding regarding part-time employees and if they are entitled to holiday pay. If a regular part-time employee is scheduled to work on a Monday, and a holiday falls on that Monday, the regular part-time employee would receive holiday pay for the hours they would normally have been scheduled to work. If a holiday falls on a Tuesday, and the employee is not scheduled to work on that day, the employee would not receive holiday pay for the day.

Lynn also mentioned the Business Policies and Procedures (BPP) is being replaced by the University Policies and Procedures (UPP). This should be happening in a short period of time.

II. Survey for Administrators

Marie Hegerty circulated a draft copy of a survey that was developed and will be distributed to all Marquette Administrators. Marie, Felice Green and John Kratzer worked on the development of the survey. Marie met with Dan Gemoll, the Director of Institutional Research, and asked him to review the survey draft. Many of Dan's suggestions were implemented in the further development of the survey. The results of the survey will be used to identify issues COA constituents feel are important and how they feel COA is addressing its current goals. The Committee will have two weeks to review the survey and offer input. Alex

Kaleta questioned how the survey would be circulated. Marie indicated that a paper copy is to be distributed along with information regarding how to complete the survey online for those who prefer that method. John Novotny asked Marie, Felice and John to meet on or before February 26th to review committee input and adjust the survey if necessary. Since all surveys need to be authorized, this one too will be shared with Cindy Bauer in order to be routed through the proper channels for approval in advance of distribution. John thanked Marie, Felice and John for all their work on the survey.

III. We Are Marquette

Jane Casper reported on the World Café Discussions which centered on the topic of what “We Are Marquette” means. This activity took place on Tuesday, January 27, 2004, at the Alumni Memorial Union. At least 200 individuals took part in the discussion. Representatives included students, faculty, staff, alumni and neighborhood residents and community leaders. The evening began with one-on-one interviews. The interview portion was followed by a meal. After the meal, individuals separated into groups of five to discuss a question relating to Marquette. After a fifteen- minute discussion, four of the members from each table moved to a new table while one person remained. Then, each new group at all the tables discussed a different question. Listed below are the questions that were discussed:

- When Marquette is at its best, what outcome does it produce with consistent quality?
- What should Marquette do more of, better, or differently to be our best?
- What is so integral to Marquette that without it Marquette would not be Marquette?

Jane and Nancy participated in the event and felt it was a very worthwhile endeavor. They both enjoyed the experience very much.

Anyone who is interested in learning more about the event can view the web page at:

<http://www.marquette.edu/marquette/>

IV. Heartland Update

Jane Casper reported that COA would be providing volunteers for the Heartland Conference on Monday, May 24, 2004, from 11:00 a.m. to 6:00 p.m. The first day of the event will be May 24th. COA will determine at a future meeting how the time frame will be divided among committee volunteers.

Jane thought the individuals who have been selected as delegates to the conference have already been notified. Stephanie Zimbric is an alternate to the conference. If anyone applied to be a delegate and have not received notification of their status, they may want to call and check into it.

V. Old Business

A. Update on Meeting with Cindy Bauer

Cindy Bauer is aware that COA is in the process of developing a survey to be distributed to Administrators. The survey will be given to Cindy before it is circulated. Cindy will share the survey with Greg Kliebhan and Madeline Wake before it is distributed to Administrators. Discussion took place regarding a possible brown bag lunch and/or Soup With Substance meeting to share the results of the survey with Administrators. This setting would give administrators an opportunity to provide further input. After this process is complete, COA will invite Greg and Madeline to a future COA meeting to discuss survey results or any concerns that are identified.

B. COA Secretary Duties

It was decided that taking the COA meeting minutes will be rotated among all committee members on a monthly basis. Nancy will continue to post the minutes to the COA web page. John asked for volunteers to take future minutes. The following individuals volunteered:

March – Jane Casper
April – Stephanie Zimbric
May – Alex Kaleta
June – Marie Hegerty
September – Nancy Malczewski
October – John Kratzer

We still need volunteers to take minutes for August, November and December. John will ask for additional volunteers at the March meeting.

C. Vacation Policy

John circulated a copy of a memo he prepared that will be given to Cindy Bauer along with the vacation issues report Susan Dalsasso prepared at the request of COA. John asked for input from the committee. John felt information regarding the vacation policy should be circulated again so everyone is aware of the changes that were made to the policy and the reason for the changes. John will let Cindy know that COA is willing to scan the information regarding vacation policy and post the information on the COA web page.

VI. New Business

A. COA Web Page

John felt it would be a good idea to have pictures and profiles of committee members posted to the COA web page. John will contact Dan Johnson, the University Chief Photographer, to see if this could be accomplished and what the cost would be.

B. New Employee Orientation

The following individuals volunteered to do New Employee Orientation sessions:

June 17 – Jane Casper
July 15 – Stephanie Zimbric
August 19 – Don Kynaston
October 21 – John Novotny
November 18 – Marie Hegerty

All other months in 2004 not noted above already have a volunteer.

C. Volunteer for March Reflection

Jane Casper volunteered to do the reflection for the March meeting.

D. Other Business

1) John mentioned that Don Kynaston spoke to him regarding benchmarking best practices. Since Don was not available at the meeting, this topic will be brought forward again so Don can elaborate.

2) Mary Minson reported briefly on sub-committee status:

Felice Green would like to continue to serve on the Subcommittee on Professional Development but not in her current role as Chair. Mary will be contacting others to see if they would take over this responsibility or agree to serve on the committee.

Susan Dalsasso is the current liaison for the Subcommittee on Policies and Procedures. She will no longer be able to fill the role. Jane Casper will be the liaison, as an elected committee member must fill the position.

3) Marie Hegerty will find out the cost of hosting a Soup with Substance meeting and if COA has enough funding in the budget to hold the event.

If COA does host the event, it will be important to have Administrators confirm their attendance.

- 4) Stephanie Zimbric inquired about the posting of death notices.

Several committee members contributed the following:

A designated person within a campus department or college normally supplies information regarding a death in the family to Campus Ministry. Campus Ministry then emails the notices to designated members of the Marquette community. The notices are posted in a prominent place within the department or college area so everyone has an opportunity to view the notice.

Stephanie feels that it would be a positive action to also post notices regarding marriages, adoptions, birth of children, etc. John will discuss with Cindy.

The meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Nancy Malczewski
Committee on Administrators