

Minutes
January 10, 2000

Annual Organizational Meeting and Luncheon

COA Representatives present: Jane Casper, Susan Michaelson, Pam Still, Rick Arcuri, Ann Mallinger, John Novotny, Ann Taghikhani, Margaret Zitzer.

COA Representatives excused: Mary Feeley, Mike Wiedower, Alex Peete

COA Subcommittee Representatives present: Suzanne Abler, Mary Minson, Pat Almon, Felice Green, Pam Miller, Neal Wucherer

Guests: Ken Smits, Steve Duffy

Chair, Pam Still, welcomed everyone to the luncheon, and extended a special welcome to guests, Ken Smits and Steve Duffy, and the newly elected members, Sue Michaelson (At Large), Anne Mallinger (Finance/Administrative Services), John Novotny (Univ. Advancement/Govt. & Comm. Rel./Univ. Ministry/President's Office). New subcommittee members welcomed were Suzanne Abler (SAW), Lynn Mellantine (SPP), Sheila Taphorn (SPP), Pam Miller (SPD). Pam then thanked the out-going members for their dedication to COA: Mike Price, Joan Dinan, Anne O'Brien and Christine Wilczynski-Vogel. Also leaving the subcommittees were Carlos Garces, Cathy Morris and Mike Zebrowski. A special thank you was given to Mary Minson as continuing chair of Nominations, Appointments and Elections Subcommittee for her dedicated service, to Anne Taghikhani for arranging the luncheon, and to other continuing and new chairs of the subcommittees.

The invocation was given and the luncheon followed.

After the luncheon, Ken Smits was called upon for his remarks. He thanked the committee members for their work and reminded us that more change is ahead and we will be called upon to continue our service to the university via communication to our peers and feedback to the administration.

Pam then outlined the various issues COA had been involved with over the past year, and ended with her vision of future concerns and involvements in which COA might be a

participant.

At this time the guests and out-going members were thanked again, and the group turned to the agenda of the business meeting. After again welcoming the newly elected members, the meeting was turned over to Mary Minson who conducted the nominations and election of officers for the coming year.

Rick Arcuri was elected Chair, Jane Casper elected Vice-chair, and the election of co-secretaries was deferred to the next meeting.

At that point Rick, took over the meeting and after thanking Pam for her service as chair this past year, called for the subcommittee reports.

SAW - no report.

SNAE - Mary Minson passed out a roster of the new elected membership and subcommittee membership.

SPP - A vote will be brought up at the next meeting on the by-law change to separate the areas of Finance and Administrative Services.

SPD - no report.

There was no new business. The meeting was adjourned at 1:20 p.m.

COA INVOLVEMENTS IN 1999

Discussion and Feedback on the following topics:

Dismissal policies and procedures (Invited: Ken Smits, Cindy Bauer, Steve Duffy)

Severance Policy

Wisconsin "At Will" Policy

Vacation Policy

Strategic Planning Steering Committee (Invited: Gene Laczniak, Cathy Ince)

Situation Report

Undergraduate Education Document

Institutional Planning & Vision Statement

Tuition Remission Policy (Invited: Steve Duffy)
Administrative fees
Lessened waiting periods for spouses.
Continuing Education and Professional Development
Creating sub-committee on Employee Training & Development

Performance Appraisals and Budget Process

Restructuring and Reallocation of Resources/Savings
Employee cut-backs
Salaries
Technology
Deferred Maintenance

Joint Committee on Employee Welfare: (Invited: Steve Duffy)
Health Care Benefits & Long-Term Care

New Email System

AMU Advisory Board's Annual Self-Study and Assessment

Monthly New Administrator Orientation Sessions

Joint Chairs of COA, COF, COS meetings

Involvement in the following events:

Y2K Workshop Presentation
Pere Marquette Birthday Celebration
Excellence in University Service Awards
Viscione's Diversity Forum
Fr. Wild's State of the University Forum
United Way Campaign

FUTURE INVOLVEMENTS/CONCERNS

Performance Appraisals & Budget Process

Restructuring & Reallocation of Resources
Continuing Support of Diversity Initiatives
Employee Training and Professional Development
Assignments from the Strategic Planning Steering Committee
Employee Morale
Joint Committees (COA,COF,COS) meetings
(Joint chairs meetings)



[< Minutes](#)

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