

Minutes
January 8, 2001

LUNCHEON

COA representatives present: Jane Casper, Susan Dalsasso, Myra George, Ann Mallinger, Nancy Malczewski, Sue Michaelson, John Novotny

COA representatives excused: Rick Arcuri, Marie Hegerty, Alex Peete, Pam Still

COA subcommittee representatives: Lynn Mellantine, Mary Minson

Guest: Greg Kliebhan

In Chair Rick Arcuri's absence, Vice-chair Jane Casper welcomed new members Susan Dalsasso, Myra George, and Nancy Malczewski to COA. She also thanked both COA members and subcommittee members for their work throughout the year. Congratulations to Rick and his wife on the birth of their son, James on January 7.

Greg Kliebhan gave a few words about the importance of COA within the University structure and the role he looks forward to taking with the group. Greg and COA members agreed that communication is the key to a successful working relationship. He will plan to stay in touch with COA through the Chair and by attending the start of the monthly meetings.

Ann Mallinger offered a before meal prayer. John Novotny suggested that we start each meeting with a prayer or reflection. Members agreed to that idea. Susan Dalsasso agreed to offer that prayer/reflection at the February meeting.

Jane reviewed COA activities of the past year. Most of the year was spent working with the University on the changes in health care benefits and the vacation policy. COA was active in communicating those changes with its constituents as well as offering recommendations. Members were encouraged to e-mail their thanks to Father Wild for making the Christmas break possible. COA was represented on that Human Resources task force that worked on Professional Development for all University employees. That effort has resulted in the

GROW sessions offered by Human Resources. We acknowledged Lynn Mellantine's role in making those sessions a reality. All agreed that GROW sessions have helped employees perhaps better than past continuing education

At the end of the luncheon, non-members were welcome to stay for the COA meeting. Greg Kliebhan had to leave for another appointment but did repeat his enthusiasm for working with COA in the coming year.

Lynn Mellantine and Mary Minson stayed for the meeting.

MEETING

COA representatives present: Jane Casper, Susan Dalsasso, Myra George, Ann Mallinger, Nancy Malczewski, Sue Michaelson, John Novotny

COA representatives excused: Rick Arcuri, Marie Hegerty, Alex Peete, Pam Still

COA subcommittee representatives: Lynn Mellantine, Mary Minson

I. INTRODUCTIONS

A. Vice-chair Jane Casper called the meeting to order with an introduction of the new members:

Susan Dalsasso and Myra George (at-large representatives); Nancy Malczewski (Administrative Affairs representative completing Ann Taghikhani's term); Marie Hegerty (Academic Affairs) was unable to attend the first meeting due to a family emergency.

II. SUBCOMMITTEES

A. Administrator Welfare

No report

B. Nominations, Appointments and Elections

Mary Minson reported on the election process and results.

C. Policies and Procedures

No report. Jane Casper did tell the membership that Pat Almon will "retire" from this subcommittee so we will be looking for someone to replace her.

D. Professional Development

No report. It was noted that this committee was involved with the development of the GROW sessions with Human Resources.

III. OLD BUSINESS

A. Brochure

Jane Casper reported that she, Mary Minson and Pat Almon had met in December to discuss the contents of the COA brochure. This brochure will be used at new employee orientations as well as in any other way needed to communicate how COA serves the University. The brochure should be ready by February or March at the latest.

Lynn Mellantine reported to the group that Human Resources no longer asks for organization representatives to attend monthly employee orientations. Both COS and COA are explained to new employees by HR staff members. COA still feels that the brochure will be of benefit to new and current administrators and also suggested that a COA member may wish to attend the August employee orientation where there usually are a number of new administrators present.

IV. NEW BUSINESS

A. Election of Officers

The officers for the 2001 calendar year are:

Chair: Jane Casper

Vice-chair: Ann Mallinger

Secretary: Nancy Malczewski

B. State of the University Address

Jane Casper distributed a copy of questions that may be considered for Father Wildís "State of the University Address" in February. COA members felt that the question pertaining to the Renewal Task Force and the reallocations of funds to the "big three" priorities of compensation, information technology and deferred maintenance was most important. Members were encouraged to attend the State of the University Address in February. Jane will alert members to the date, time and location of the event.

Members were also encouraged to respond to the e-mail sent in November about "Building a Greater Marquette."

C. Goals for 2001

Jane Casper asked the members to actively work to improve communication within the COA structure, especially with the subcommittees. It appears that a number of subcommittee members do not feel a part of the organization due to lack of activity. Members agreed that it is important to reach out to our constituents so that we truly represent all administrators on campus. COA members will be asked to work with those subcommittees.

Members also felt it important that meeting minutes be distributed to all University administrators as they were in previous years. Jane and Nancy will work with Ann Mallinger to determine how the minutes can be distributed on campus electronically.

It is also a goal to create a strong line of communication between upper administration and COA. We will invite Greg Kliebhan to the start of each monthly meeting.

Future meetings will be held on the following dates from 1:00 ó 2:30 PM in the Henke Lounge:

Monday, February 12

Monday, March 12

Monday, April 9

Monday, May 14

Monday, June 11

Respectfully submitted,

Jane Casper
Chair



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