

**ANNUAL LUNCHEON AND MEETING**  
**January 7, 2002**

**LUNCHEON**

COA representatives present: Jane Eddy Casper (Chair), Ann Mallinger (Vice Chair), Susan Dalsasso, Myra George, Marie Hegerty, John Kratzer, Mary Jo Kuzma, Nancy Malczewski, John Novotny, Pam Still

Subcommittee Members Present: Suzanne Abler, Lynn Mellantine, Pam Miller, Mary Minson, Bill O'Brien, Donna Schoenfeld, Lori Stempski, Debbie Swanson, Carol Trecek, Peggy Wendt

Guests: Joanne Browning, Steve Duffy, Greg Garber, Sr. Carol Ann Smith

Sr. Carol Ann Smith lead the group in a prayer before the luncheon began.

Jane Casper welcomed newly elected members, John Kratzer and Mary Jo Kuzma. She distributed a document that outlined the accomplishments and issues that the committee worked on over the past year. Jane also expressed her thanks to all COA members and subcommittee members who served on the committee this year.

Greg Garber thanked the committee for their work and cooperation throughout the year and looks forward to his continued association with the committee in the coming year.

A special thanks was extended to Marie Hegerty who organized the luncheon for the committee.

Everyone at the luncheon was invited to stay for the meeting if they could.

**MEETING**

COA Members Present: Jane Eddy Casper (Chair), Ann Mallinger (Vice Chair), Susan Dalsasso, Myra George, Marie Hegerty, John Kratzer, Mary Jo Kuzma, Nancy Malczewski, John Novotny, Pam Still

Subcommittee Members Present: Lynn Mellantine, Mary Minson

Members Excused: Susan Michaelson

Members Absent: Rick Arcuri, Alex Peete, Neal Wucherer

Guests: Sr. Carol Ann Smith, Joanne Browning

Jane Casper, Chair, called the meeting to order at 12:45 p.m. Sr. Carol Ann Smith did the meeting reflection. Beginning each meeting with a reflection was the suggestion of John Novotny last January. Everyone felt this was a good practice and we will continue doing this.

Jane began the meeting by asking John Kratzer and Mary Jo Kuzma, the newest committee members, to introduce themselves. They also were asked to tell us something about themselves.

## I. Subcommittee Reports

### A. Nominations, Appointments and Elections (SNAE)

The results of the election that was held to break the tie for the Finance/Human Resources Representative are in, with Mary Jo Kuzma winning the election. The committee thanked Joanne Browning for allowing her name to be placed on the ballot and for her interest in serving on the committee.

Myra George will be unable to finish her term as a Member-at-Large. Mary Minson motioned that Nancy Malczewski finish Myra's term. Ann Mallinger seconded the motion and it was unanimously approved by the committee.

### 2. Administrator Welfare (SAW)

Jane reported that we remain involved with the issue of administrator representation

on other University committees and will continue working on this.

3. Policies and Procedures (SPP)

The committee has not met.

4. Professional Development (SPD)

No new report.

Pam Still asked if employee wellness is going to be a part of professional development. Lynn Mellantine is planning on incorporating wellness into the Grow with Marquette program. John Kratzer said that Athletics was also going to be more involved with the wellness issue specifically for employees.

## II. Old Business

### A. Performance Appraisal Timetable

The initial concept of the proposal has been approved, but has not moved forward as yet. Jane has pursued information regarding the proposal prior to each COA meeting. The progress of the proposal will continue to be monitored.

2. All University Safety Committee

Bradford Ney and Sandi Waldschmidt are on this committee.

3. Father Wild's State of the University Forum

Father Wild's annual State of the University Forum will be taking place at 2:00 p.m. on February 6, 2002, at the Weasler Auditorium. COA, COS and COF will all have an opportunity to submit questions in advance for Father Wild to answer. Questions are also taken from the audience. The Office of Public Affairs is coordinating the Forum.

### III. New Business

- A. Jim Courtright, who is filling in for Peter Jones as the Chair of COF, asked that a representative from COA attend a meeting on January 17, 2002, to discuss including the services of a nurse practitioner in our health care coverage. Jane Casper will attend the meeting.

#### 2. Election of Officers for 2002

The offices of Chair, Vice Chair and Secretary are all open. Jane asked the current office holders for some background on time commitments for each office.

Marie Hegerty nominated Nancy Malczewski for the office of Secretary. John Novotny seconded the nomination and the committee unanimously approved it. Nancy will stay on as Secretary.

Ann Mallinger nominated John Novotny for the office of Vice Chair. Pam Still seconded the nomination and the committee unanimously approved it. John is the new Vice Chair.

Jane Casper nominated Ann Mallinger for the office of Chair. John Novotny seconded the nomination. Pam Still nominated Jane Casper for the office of Chair; however, Jane respectfully declined the nomination due to her current commitments on other committees. The committee unanimously approved the nomination of Ann Mallinger for the office of Chair. Ann is the new Chair of COA and presided over the remainder of the meeting.

3. Mary Minson and Ann Mallinger will be working on the members section of the web site. After the changes are made, the content will then be verified.
4. COA is very sorry to learn that Cathy Ince, former Director of Enrollment Marketing, has left Marquette, and that Christine Wiseman, currently Associate Vice President for Academic Affairs, will leave at the end of the school year. The committee will draft a letter to Cathy Ince thanking her for her years of service to the University. COA wishes them the best in their future endeavors.
5. Does Marquette have a leave of absence policy whereas anyone can ask for a personal

leave of absence? Lynn stated that personal leaves of absence may be granted by the immediate supervisor of an employee. The personal leave request should not be confused with the Family Medical Leave of Absence (FMLA) which is mandated by law. It can be difficult to grant personal leaves given the limited resources of the University. Even if temporary employees are available to fill in, the training factor involved with a temporary employee may also be an issue.

6. John Kratzer voiced a concern for his area which is the ability to attract and keep student employees with the limited amount of funding available for this purpose. It is becoming more and more difficult to compete with off campus employment sources. Ann felt that ITS is able to retain their student employees due to multilevel job opportunities and maintaining a positive reputation for being a good place to work in terms of work experience.

Ann reminded everyone to e-mail any questions or issues for possible inclusion in the Father Wild forum to her. Her e-mail address is [ann.mallinger@marquette.edu](mailto:ann.mallinger@marquette.edu). She also reminded everyone that there will be a computer upgrade done on Friday of this week (January 11, 2002) and she hoped everyone was aware of it.

John Novotny noted that this was Myra George's last meeting with COA and he thanked her for serving on the committee for the past year.

Jane Casper will do the reflection for the February meeting.

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary  
Committee on Administrators



[< Minutes](#)

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