

**COMMITTEE ON ADMINISTRATORS
ANNUAL LUNCHEON AND MEETING
January 8, 2004**

LUNCHEON

COA Members Present: Jane Eddy Casper (Chair), John Novotny (Vice Chair), Susan Dalsasso, Marie Hegerty, Alexander Kaleta, John Kratzer, Mary Jo Kuzma, Nancy Malczewski

Subcommittee Members Present: Paul Anderson, Joanne Browning, Bob Ferguson, Felice Green, Lynn Mellantine, Mary Minson, Bill O'Brien, Donna Schoenfeld, Linda Jo Stamper, Debbie Swanson

Guests: Cindy Bauer, James Courtright, Steve Duffy, Sherri Lex, Sister Carol Ann Smith

Sister Carol Ann Smith led the group in an administrator prayer prior to the beginning of the luncheon. Jane Casper asked everyone to introduce him or herself, as there were several subcommittee members and guests present who normally do not attend the monthly meetings.

Jane thanked all committee and subcommittee members for their work throughout the year. She also thanked Donna Schoenfeld and Mary Jo Kuzma for their work in organizing the luncheon. Jane invited all subcommittee members and guests to stay for the meeting, which will follow the luncheon. The meeting will begin at approximately 12:30 p.m.

MEETING

COA Members Present: Jane Eddy Casper (Chair), John Novotny (Vice Chair), Susan Dalsasso, Marie Hegerty, Alexander Kaleta, John Kratzer, Mary Jo Kuzma, Nancy Malczewski

Subcommittee Members Present: Felice Green, Mary Minson, Donna Schoenfeld

Member's Excused: Donald Kynaston, Pam Still, Stephanie Zimbric

Guests: Rita Burns

Jane Casper, Chair, called the regular monthly meeting to order at 12:40 p.m.

I. 2003 COA Year in Review

Jane provided a document she developed highlighting issues/concerns COA worked on during the year. Jane organized the issues/concerns as they pertain to the five principal goals of COA.

A. Welfare of Administrators

1. Gender Equity Report (Figures were provided)
2. Parking Structure Updates
3. Wells Street Changes Updates
4. Fire Safety Evacuation Procedures
5. Family and Medical Leave Benefits Explained
6. Vacation Concerns
7. Tuition Exchange Program Elimination Concerns
8. Employee Welfare Committee Representation

B. Professional Development

1. Who Moved My Cheese Session

C. Communication

1. Minutes on the Web
2. Safety Committee Minutes
3. COA Brochure
4. New Employee Orientation
5. Updates on Advancement Magis Campaign

D. Collegiality

1. Administrator Retirement Thank You Letter
2. Annual Luncheon
3. Heartland IV Sponsorship
4. MURA Connection

E. Development and Progress of the University and Its Mission

1. Donation to Hunger Clean Up
2. Recycling Efforts
3. State of the University Address
4. Al's Run Participation

II. Election of Officers

It was decided the focus of COA for the coming year would be increased communication and visibility. Jane felt higher levels of Administration have increased communication with COA and have offered COA the opportunity to participate on various committees and activities on campus. With the focus of COA and in particular the Chair position defined, Mary Minson opened the floor for nominations for the office of Chair of COA.

Jane Casper nominated John Novotny for the office of Chair. John Kratzer seconded the nomination. John Novotny accepted. The committee unanimously approved the nomination of John Novotny as the new Chair of COA.

Marie Hegerty nominated Susan Dalsasso for office of Vice Chair. Susan declined the nomination and then nominated Marie Hegerty for the office of Vice Chair. John Kratzer seconded the nomination. Marie accepted. The committee unanimously approved Marie as the new Vice Chair of COA.

Susan Dalsasso nominated Nancy Malczewski for the office of Secretary. Nancy declined the nomination. It was decided to delay any further nominations for the office of Secretary until the February meeting.

John Novotny took over and presided at the meeting in his new capacity as Chair. He issued a thank you to Jane Casper for all her hard work during the year as Chair of COA. The entire committee acknowledged Jane's contributions.

III. Old Business

A. Vacation Concerns

John asked if everyone had an opportunity to review the vacation information Susan Dalsasso was asked to prepare. The information Susan compiled contained various concerns that were brought to her attention from different sources. A short discussion took place regarding the concerns raised by constituents. John Novotny will prepare a memo to forward to Cindy Bauer and ask for a response to the concerns raised. At the December meeting which was attended by Cindy, she indicated that we should present items of concern to her in written form. John will draft a memo regarding vacation concerns. He will share the memo with the committee for input before forwarding to Cindy.

B. COA Survey

John Novotny asked for volunteers to develop a survey that will be sent to COA constituents. The survey should determine what issues our constituents feel are important. The survey should also focus on how constituents feel COA is doing

in addressing issues of concern. Marie Hegerty, John Kratzer and Felice Green volunteered to work on the development of the survey.

C. Part -Time Employees and Holiday Pay

There appears to be some confusion regarding part-time employees and if they are entitled to holiday pay. John Novotny will invite Lynn Mellantine to a future meeting to have her clarify the part-time employee holiday pay issue.

IV. New Business

A. New Employee Orientation

John asked for volunteers to attend New Employee Orientation sessions for 2004. The following individuals volunteered. Several time slots are still available.

January 15, 2004 - Mary Jo Kuzma
February 19, 2004 - John Kratzer
March 18, 2004 - Jane Casper
April 15, 2004 - Marie Hegerty
May 20, 2004 - Alex Kaleta
June 17, 2004 -
July 15, 2004 -
August 19, 2004 -
September 16, 2004 – Susan Dalsasso
October 21, 2004 -
November 18, 2004 -
December 16, 2004 – Mary Jo Kuzma

A. World Café Discussions

Marquette is hosting World Café discussions on January 27, 2004. Individuals will meet in small groups to discuss a particular topic. The topic being discussed on January 27th will be what “We Are Marquette” means. Jane Casper will be representing COA at the World Cafe. Nancy Malczewski will also be a participant, but not as a COA representative.

B. Other

Jane Casper circulated information found in the book entitled “Heroic Leadership”. Chris Lowney wrote the book. The book pertains to how Jesuit ideals can be translated into the business world. The book also pertains to how managers relate to their employees. Jane felt the committee would benefit from reading the excerpt, which she said, was very powerful.

John thanked Rita Burns for attending the meeting. Rita asked for clarification regarding the procedure used to forward issues and concerns to upper management. Since Cindy Bauer is the COA liaison, committee concerns are forwarded to her first. Cindy will review the concerns and forward to Greg Kliebhan and/or Madeline Wake. Any decisions made regarding the issues or concerns will then be communicated to COA.

The February 9th COA meeting will be held in Room 252 of AMU. John Novotny will provide the reflection for the meeting.

The meeting was adjourned at 2:05 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrators