

Minutes
Monday, June 11, 2001
Meeting began at 1:07 p.m.

Present: Mellentine, Hegerty, Casper, Wucherer, Still, Michaelson, Acuri, Minson, Dalsasso

Excused: George, Mallinger, Abler, Novotny, Peete, Malczewski

Sue Michaelson opened up the meeting with a reflection.

I. Subcommittee Reports

- A. Nominations, Appointments and Elections (SNAE): Subcommittee has not met. Jane reminded Mary that the suggestion was made to include the COA brochure with the nomination form when we begin the process in the fall.
2. Administrator Welfare (SAW): Pam reported the Pere Marquette Picnic was a success. The ballroom was packed and many stayed for the duration of the event. People enjoyed the addition of Bingo this year and many won prizes.

At a previous meeting Suzanne Abler, chair of SAW, had indicated the subcommittee concluded the performance appraisal process for administrators and support staff should be done earlier to be more in line with the budget process and allocation of merit increases. After discussion, it was decided two months should be allowed for the process which would begin February 1 and all evaluations would be due by the end of March. Jane asked the subcommittee to make a formal recommendation in writing to COA by the August meeting to be taken forward to Greg Garber.

3. Policies and Procedures (SPP): Subcommittee has not met.
4. Professional Development (SPD): Subcommittee has not met. Jane Casper has met with Greg Garber regarding professional development issues. The GROW program is the clearinghouse for employees. Pam Still provided background/history on the SPD and stated the need for it to continue may have changed since the inception of GROW. Proposals for incentive programs can come from anywhere. It was recommended the subcommittee continue to review and evaluate issues as appropriate. Committee also

agrees it is important for COA to remain active with GROW program. Possible professional development idea to be considered for the future: mentoring/coaching program for interested employees.

II. Old Business

- A. Status of Monetary Enhancement Proposal for Excellence in University Service Awards: A letter from COA responding to the concerns of Rev. Class, S.J., was reviewed by committee members. The chairs of COA, COF, and COS will send a memo to Dave Buckholdt and Greg Garber inquiring into the status of enhancement proposal for Excellence in University Service Award.
2. Web Site Update: Minutes are being placed on web site. Still looking to locate old minutes.

III. New Business

- A. Father Wild's Address: No comments were received.
2. Mid-year evaluation: A review of COA thus far ([see attached](#)).

New Business

Once again, there have been inquiries regarding changing administrative employees pay schedule (administrators are currently paid on the last working day of the month) to biweekly. The current payroll system cannot accommodate this request. The Comptroller's Office is in the process of buying a new system. With a new payroll system in place, it may be possible to revisit this issue at a later date. Jane will follow up with Greg Garber.

Changes to parking lot availability due to construction on campus and work on the Marquette interchange were discussed. It was suggested Todd Vicker be invited to a future meeting to discuss this issue.

Neil mentioned that there are changes being planned for the cafeteria at AMU. Renovations will begin in the near future. Correspondence regarding changes and closures will be communicated to the Marquette community.

There will be no COA meeting in July.

John Novotny has volunteered to do the August reflection.

The meeting adjourned at 2:30 p.m.



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