

Committee on Administrators
Agenda
Monday, June 12, 2006
12:00-1:30 p.m.
Raynor – Conf. A

Co-Secretary: Annette Conrad

Reflection: Alex Kaleta

Excused: David Dray, Missy Lind, Susan Dalsasso, Noel Stuibler, Fr. Leonard, Nancy Malczewski

I. Committee Reports

- A. Subcommittee on Nominations, Appointments and Elections -Mary Minson
Matt is no longer with the University (Vice Chair of COA & Student Affairs representative)
Options: Run an election (2 years left on the term), or COA could appoint someone with the approval of the sub-committee.
Mary will contact Fr. Andy Thon for suggestions on a possible replacement.
Committee members to nominate candidate(s) during next COA meeting scheduled for August.
Position requirement; a minimum of 2 years of service.
- B. Subcommittee on Policy and Procedures-Linda Jo Stamper
No updates / report; but did discuss the process to fill a vacancy per the By-laws.
- C. Subcommittee on Professional Development-David Dray
David Dray – excused
- D. COA Human Resources – Lynn Mellantine
No updates / report
- E. Employee Welfare – Paul Smith

New! Employee Welfare Committee Update

First meeting was held May 25, 2006

Meeting Participants: Paul Smith (COA), Lynn Mellantine (COA/HR), Susan Dalsasso (COA), Steve Duffy (HR), Steve McCauley (HR), Carol Dufek (COS), Carol Chilson (COS), Judith McMullen (COF), Rob Slocum (COF)

Future Meeting Occurrences: Quarterly

Committee Charge: "Discuss, review, information share and provide constructive commentary on quality of work-life issues, employee benefits, best practices related to overall employee welfare concerns and other related topics that impact Marquette's employee population. It will serve as a vehicle for communicating and sharing important employee welfare issues between committee members, COA, COF and COS and the senior management of the university".

The first meeting was intended to be a starting point for the committee. A brief history was shared and brief discussions on past or anticipated future issues such as:

- Differences of some benefits between employees, such as sick leave, short term leave policy.
- Issues raised at the Child Care Center
- Concept about employees sharing vacation time
- Parking & Insurance rates going up – increases in wages not keeping up.

Another item discussed during the meeting was suggestions for future GROW Sessions: Vacation and Retirement (economic issues and planning for retirement) were among a few of the ideas.

COA suggestion: To increase participation and value of visiting the Annual Benefit Information Day, it was suggested to publicize vendors expected to be on site prior to the event date.

II. 6/8/06 Meeting w/Cindy Bauer- Alex Kaleta/ Pam Still

Meeting held last week.

Officially submitted the vacation proposal – hand out.

On behalf of COA, thank you Susan Dalsasso, for all your hard work!

Reviewed evaluations from COA At-Large Meeting (May 8)

Total evaluations received = 20

The overall experience of the session was: 3.42

(6-excellent; 10-very good; 3-satisfactory; 1-no response)

Would you recommend attending a COA At-Large Meeting to your co-worker? 20-yes 0-no

General Announcement:

Carol Dufek is the Chair of COS

Carol Chilson is the Vice Chair of COS

III. Old Business

- A. Report on joint meeting with COA/COS/COF, April 13 – Alex Kaleta
(Evaluation Summary prepared by Tom Eddinger is attached)

- B. Report on COA at-large meeting, May 8 – Marie Hegerty
Strategic Plan Presentation (Dale Kaser & Art Scheuber)
Total evaluations received = 20

The overall experience of the session was: 3.42

(6-excellent; 10-very good; 3-satisfactory; 1-no response)

Would you recommend attending a COA At-Large Meeting to your co-worker? 20-yes 0-no

Comments: *“This one (as others in the past) was very well organized”, “Great”, “Keep doing”,.*

November 13 – next At-Large meeting – Topic To Be Confirmed

- C. Vacation Recommendation – Pam Still reported that the signed memo was submitted to Cindy Bauer.

- D. Bridging of Service Recommendation – Marie Hegerty
Sub-committee meeting held last week Monday was a preliminary discussion to formalize a proposal.
Marie pulled all the emails from Steve Duffy / Cindy Bauer
Outlined what should be in the proposal
An employee being here at least one year of service -
Use the employee’s anniversary date
Focus: Retirement eligibility, service recognition and health disability
Briefly discussed the Quarter Century Club (this proposal does not include these folks)
Quarter Century Club has own process to identify

Retirement eligibility (minimum age for retirement is age 55)

Service recognition -

Health disability – related to Bridging of Service. If I left the university and came back, what are the terms of short term disability.

TIAA CREF -

Recommend to count “full” years of service.

Solicit others on campus who this issue may affect.

Keep focused – it's about service, keep financials out of the proposal-
better chance of getting approved.

IV. New Business

- A. Appointment of Wellness Committee Representative
Mary Joe expressed interest, was nominated by members of COA
present and accepted.
- B. Appointment of Safety Committee Representative
To be discussed during the August COA meeting
- C. Fall Meeting with the Provost and Senior Vice-President
This at-large meeting is scheduled for November 13, 2006.
- D. Letter to Retirees
We will continue to send letters to administrators who retire.

V. Other

- A. Next Standing Meeting: Monday, August 7, 2006 – Henke Lounge
- B. Reminder-New Employee Orientation:
 - June 15 - Annette Conrad
 - July 20 - Noel Stuibler