

COMMITTEE ON ADMINISTRATORS

Meeting Minutes

June 9, 2003

COA Members Present: John Novotny (Vice Chair), Marie Hegerty, John Kratzer, Nancy Malczewski, Stephanie Zimbric

Subcommittee Members Present: Felice Green

Members Excused: Jane Eddy Casper, Susan Dalsasso, Alexander Kaleta, Mary Jo Kuzma, Donald Kynaston, Mary Minson, Donna Schoenfeld

John Novotny, Vice Chair, called the meeting to order at 1:05 p.m. Marie Hegerty provided the reflection for the meeting.

I. Subcommittee Reports

A. Subcommittee on Nominations, Appointments and Elections

John Novotny, reporting for Mary Minson, announced that Marilyn Bugenhagen has agreed to serve on the Subcommittee on Professional Development.

B. Subcommittee on Policies and Procedures

No new update.

C. Subcommittee on Professional Development

No new update.

D. Subcommittee on Administrator Welfare

No new update.

II. Old Business

A. COA Sponsored Professional Development

John Novotny shared information he received from Alex Kaleta regarding the training seminar entitled "Who Moved My Cheese." John Cotton has agreed to do this training at Marquette as part of the "Grow With Marquette" training

program. This program will be limited to 40 individuals. The training will be three hours in length. An exact date has not been determined as yet, but sometime in the fall would probably work best. The date will also depend on Dr. Cotton's schedule. COA will underwrite most of the cost of the program. Those individuals who sign up for the training will be asked to contribute \$10 each. COA would like to purchase half of the required workbooks for the training out of this year's budget and the other half out of next year's budget.

Felice Green and John Kratzer both felt that this training program should not be offered to administrators only. Training that is offered through the "Grow" sessions is typically open to everyone: faculty, staff, and administrators. COA would not want to establish a precedent for the future by limiting participation in the training to a certain group and excluding other groups. This particular training can benefit everyone in the University and contribute to the overall strength of both the University and its mission.

John Novotny asked if Dr. Cotton would receive a stipend for providing the training. Felice wasn't sure, but will find out.

Since the committee was in agreement with this training initiative, John Novotny will speak to Steve Duffy to find out how funds can be released in support of this training.

B. Gender Equity Update

John Novotny informed the committee that Cindy Bauer will be checking with Steve Duffy regarding gender equity.

C. Tuition Exchange

As a follow up to the letter she received from Jane Casper, Cindy Bauer will speak with Madeline Wake about the discontinuation of the Tuition Exchange Program.

III. New Business

A. Congratulatory Retirement Letters for Administrators

Marie Hegerty contacted Nancy Bevsek from Human Resources regarding congratulations/best wishes letters that COA plans to send to all retiring administrators. As administrators retire, Nancy will supply Marie with a list of names. The congratulatory letters will be generated from the list.

Our next COA meeting will be August 11, 2003. The committee will not meet in July.

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrators