

Committee on Administrators
Minutes
Monday, June 13, 2005
12:00-1:30 p.m.
Henke Lounge

Co-Secretary: Annette Conrad

Reflection: Fr. Doug Leonhardt

COA Members Excused: Mary Minson, Mary Jo Kuzma, Nancy Malczewski

I. Guest Speakers Rick Arcuri, Residence Life

Recap of end of semester recycling efforts

Note: Rick Arcuri did not attend the meeting today.

II. Committee Reports

A. Subcommittee on Nominations, Appointments and Elections -Mary Minson
(No updates - Mary is on vacation).

B. Subcommittee on Policy and Procedures-Linda Jo Stamper

1. By-Laws review and voting

The committee reviewed and voted on the following changes/revisions:

ARTICLE III - MEETINGS

Section A: Annual Meeting:

“Advanced notice” rather than written notice (to allow for email notification)

Section B: Regular Meetings:

The Chair shall call a meeting “at least 6 times per year” rather than ever other six times a year.

Section C: Special Meetings:

“Advance notice” rather than written notice (to allow for email notification)

ARTICLE IV – Subcommittees

Section A: General Provisions

(3) Each Subcommittee member shall be appointed for a term of two years (rather than one or two), with terms staggered and expiring at the end of each calendar year (rather than each calendar year).

Section D: Subcommittee on Policies and Procedures:

Strike Administrator from Administrator Handbook for Employees. No longer called Administrator Handbook.
Strike an electronic copy

Article V - Change of By-Laws

The By-Laws of the COA will be changed as necessary from time to time as determined by a two-thirds vote of the elected members. (specified 2/3 vote).

Section B – Article III-

“Standing COA Meeting”- operations/business meeting for COA members- open to all administrators.

Section C –

Add “At Large” meetings (need definition) - open to all administrators for a common purpose. They occur twice a year.

Section D: “Joint Meeting” time to time.

Section E: Special Meetings

Section F: Quorum Strike out “Welfare committee” from By-Laws entirely.

Preamble:

Add “fostering” to;”The Committee on Administrators (hereinafter referred to as the COA) is dedicated to fostering.

Linda Jo will revise by next standing meeting.

C. Subcommittee on Professional Development- Mary Minson

1. Discuss Marilyn's Replacement

Per Marie (per Mary Minson), emailed committee members to inquire as to anyone interested in fulfilling the open position currently pending.

A card on behalf of COA, was sent to Marilyn thanking her for her participation, and contributions to the committee.

A thank you card was also received on behalf of Hunger Clean Up in recognition for COA's donation.

D. COA Human Resources Liaison-Lynn Mellantine

Continued discussion on continuing years of service issue brought up by Kerry Grosse

Lynn received seven (11) responses from other Jesuit schools regarding their policies on bridging service.

Responses were forward to the Senior Vice President & Provost for further discussion and for consideration.

Keep in mind: This effects approximately 4-5 people overall. Individuals would need to come forward to request this benefit because HR may not have previous service records, other than first day of service in terms of eligibility and standing with the department.

Effective July 1, 2005 – part-time administrators and staff are eligible Years of Service Recognition programs.

Part-Time Regular Faculty are also being recognized at 15 and 25 years of service only per Provost Office.

Performance Appraisals – Lynn contacted various departments today to check on status of a few appraisals not on file as of 6/13/05.

III. 5/6 and 6/8 Meetings w/Cindy Bauer-Marie Hegerty and Susan Dalsasso

A. Current Status of Child Care Proposal

The June 8th meeting with Cindy Bauer has been rescheduled for June 16.

The May 6th meeting main point of discussion was Steve Duffy, Human Resources and Amy Kabosky, Child Care Center, reaction to the Child Care proposal.

IV. Old Business

A. Bookmarker Status-Noel Stuibler

A copy of the bookmark was handed out during the meeting. They are expected to be printed by June 30.

B. Mission Statement Completed-Marie Hegerty

Completed and appears on the web site.

C. Website Revision Completed-Marie Hegerty

Take a look at the revised look. <http://www.marquette.edu/coa/>

D. 5/9 At large meeting Evaluation-John Novotny

Twenty-five (25) people gathered for the Speed Networking Session event.

Evaluation Summary:

Overall experience of session was: 20 responded Excellent, 5 responded Very Good.

Would you recommend attending a COA at-large meeting to your co-workers? 24 responded YES, 0 responded No.

What I liked best about the session was: Meeting new people, understanding other "titles" on campus, opportunity to get to know people I periodically see on campus, meeting new people in a casual environment, meeting others I may never meet otherwise, learning more about other departments, face to face interaction with peers, it accomplished what is set out to do; provide an opportunity for administrators to meet colleagues from across campus, putting fact with a voice.

The session would have been better if: Lunch was provided, the rotation was formalized, we had two hours instead of one, more time to meet people – it went so fast, the session was great, need to have more of these, repeat this once a year – involve more administrators, include university admin/leadership, advance list of people with area responsibility, recommend a systematic way to rotate so people knew exactly where to go next.

Please list other topics you would like to see offered by COA brown-bag session: More like these are helpful, moving through different positions at MU (proper etiquette of how to do so), more of these networking lunches, offer this annually in October so we can meet people that we can interact with throughout the academic school year, parenting discussions, “round robin” – what other academic or admin departments do – each could do a brief presentation.

Additional Comments: Thank you!, Thank you for the opportunity!, A most impressive program!

E. Wellness Committee-Matt McKinnon
No updates

F. Vacation Policy-Susan Dalsasso and Nancy Malczewski

Subcommittee has been formed to review current vacation policy (specifically number of days offered to employees). The subcommittee plans to meet in early July to discuss this issue.

V. New Business

A. COA 9/7/05 Joint Meeting-John Novotny –Tom Crean and Terri Mitchell – all set.
Location: AMU Ballrooms CD reserved by Nancy
Suggestion for refreshments: hot dogs/brats etc.. (to be finalized)
Meeting publicity: News Briefs and web site.

E. Pam Still received an email inquiry from Cheryl Nelson, Director of Student Services, College of Business Administration dated June 7. The inquiry read as follows:
RE: Recycling

Pam,

I don't know who my area rep is, but have just questions – St. Gregory the Great Parish School uses recycled paper. I collect paper that has one empty side, box it and take it to Greg's as often as possible. If MU is recycling, is it possible for me to collect non-sensitive paper items and forward them to Greg's? We use color, white, odd sizes etc. It helps keep the costs in check. Greg's will even remove staples if needed (although usually I do that, sort the paper by color and make sure it is all turned the same direction in the boxes). Cheryl

If anyone is interested in participating in this recycling cause, please contact Cheryl via email: Cheryl.nelson@marquette.edu

VI. Other

A. Next Meeting:
No meeting in July.
COA next Standing Meeting, Monday, August 8, Noon-1:30 p.m., Henke Lounge

Reminder: New Employee Orientation: Thursday, June 16 - Alex Kaleta to represent COA.

IDEA for a future “Joint Meeting”:

Don Kynaston suggested COA invite a MU expert on topic of institutional research, perhaps, Dr. Doug Day, Associate Provost for Planning and Evaluation.