

Committee on Administrators  
Meeting Minutes  
Monday, March 13, 2006  
12:00-1:30 p.m.  
Henke Lounge

Co-Secretary: Annette Conrad

Reflection: Fr. Doug

Excused: Linda Jo Stamper, Pam Still, Mary Minson

**I. Guest Speaker- Hunger Task Force Committee**

Hunger Clean Up - April 22, 2006

- 1500 student/faculty volunteers. (mostly from residence halls)
- Great event for new freshman.
- Rose over \$20,000 last year.
- Benefits three charities.
- 15 grant requests – three were selected
  1. The Central City Churches
  2. Mount Carmel Health and Rehab Center
  3. Common Ground Ministry, Elena's House
- Raised \$5,000 as of 3/13/06 – fundraisers such as bake sales.
  - March 27 – Bake Sale at Lalumiere is scheduled
  - April 10 – Haircuts for Hunger (boys will be donating their hair)
  - 12 Hour ping pong event – week before Hunger Clean up
  - All the events are for awareness and to raise donations.
- Cost to run event = \$9,000 (buses are most significant cost)
- T-shirt sales and student donations – would like these funds to go to the charities
- Requesting COA to donate \$350.00 for 2006 event.
- Total attendance has reached 2300 people. Lately 1500-1800 people have participated.
- Considered one of the largest student community service projects
- COA donated \$250.00 for 2005 event.
- Committee discussed and agreed to donate \$250.00 and link web site to COA web page.

**II. Committee Reports**

A. Subcommittee on Nominations, Appointments and Elections -Mary Minson  
Alex & Pam have offered to be Co-Chairs  
Alex & Pam elected to Co-Chairs

B. Subcommittee on Policy and Procedures-Linda Jo Stamper

C. Subcommittee on Professional Development-David Dray

Summary of last meeting:

Created a list of ideas

Lynn Mellantine to participate in next sub-committee meeting

Committee will continue to identify various opportunities

Plan to use web site to link to development opportunities

We will revisit the web site and update based on upcoming opportunities

More action items to come following next week's sub-committee meeting

HR currently offers numerous opportunities for development.

D. COA Human Resources Liaison-Lynn Mellantine

Concluded second annual Leadership Institute

30 individuals selected out of nominated pool

Pictures on web site to come

Ask your VP to participate in the Leadership Institute – great program

100% participation from those nominated

Upcoming programs – See GROW flyer and web site

Administrators – encouraged to participate in the following upcoming sessions:

Delegate with Empowerment  
Accounting Basics  
Personal Classes – Keeping Kids Safe & Self Defense

Other upcoming events:

Excellence in University Service Awards – April 18  
April 11 – next Anniversary Luncheon  
Next week Annual Benefits statements mailed to your home

Health Care Focus Groups – w/ a consultant

COA, COS and COF were not approached as it was a random sample.

One meeting time – 2 hours – Noel participated

8 people per group

Topics discussed: Primarily the change-over and healthcare provider service

Very little explanation

Discussed the idea of a clinic on campus? Pros and cons

Suggested to invite HR representative to a meeting to inform/update COA

E. Wellness Committee-Matt McKinnon

Wellness Advisory

March 22 – MU Step Off Kick-off Walk

### **III. Meeting w/Cindy Bauer-Matt McKinnon – SEE MINUTES PER MATT**

A. Update of meeting

B. Future Meeting Dates – HANDOUT

### **IV. Old Business**

A. Election of 2006 chair-Mary Minson- SEE ABOVE

B. Update on joint meeting with COA/COS/COF to discuss proposed joint meeting dates and speakers – Matt McKinnon- SEE ABOVE

C. Recommendations for at-large administrator meetings topics/speakers – SEE ABOVE

D. COS Bereavement Policy Recommendation Follow up—Matt McKinnon

E. Vacation Recommendation-Susan Dalsasso

Sherri Lex will be forwarding initial opening paragraph prior to submission

Susan received few comments/changes from COA members

Submit proposal for future consideration – perhaps the Student Employee Welfare Committee could review.

### **V. New Business**

A. Election of 2006 chair-Mary Minson

Congratulations Alex & Pam

Thank you Marie and Nancy

B. Other Suggestions – regarding the future of COA – Joint Meetings

a. Vice Chair to assist

### **VI. Other**

A. Next Joint Meeting: Thursday April 13, Ballrooms C & D – Insurance

Update – Joint Meeting – changed to April 13 – ballroom CD

No meal service – soda, water and two dessert options

Difficult to find topic of interest for COA, COF, COS

Topic: Insurance

QUESTIONS raised at meeting between Matt and the chairs of COS and COF

Should we have more than one joint meeting a year?

Should we create a sub-committee?

Topic Selection – COA, COS, COF

Publicity

Program/Content

Event Evaluation

Suggestion – use September meeting for a Q&A with University Administration

Suggestion – maintain at least one joint meeting per year to maintain relationship

Suggestion – add a question soliciting feedback and ideas for future topics

Suggestion – a “fun” event such as Comedy Sports

- B. Received a request to post a notice on the COA list serve regarding a local school system.  
Request denied: List Serve is not intended for personal use.
- C. Next Standing Meeting: Monday, April 10, Room 254
- D. New Employee Orientation: Alex Kaleta – March 16, 2006  
March 16 – New Employee Orientation has been CANCELLED  
April 20-New Employee Orientation-Marie Hegerty

Meeting minutes respectfully submitted by Annette Conrad (Co-Secretary)