

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
March 8, 2004

COA Members Present: John Novotny (Chair), Marie Hegerty (Vice-chair), Jane Casper, Susan Dalsasso, Alex Kaleta, John Kratzer, Nancy Malczewski, Pam Still, Stephanie Zimbric

Subcommittee Chairs Present: Mary Minson, Donna Schoenfeld

COA Members Excused: Mary Jo Kuzma, Don Kynaston

John Novotny, Chair, called the meeting to order at 1:05 PM. Jane Casper provided the reflection.

I. Survey of Administrators: Marie Hegerty and John Kratzer

John asked members to review Draft #6 of the Administrator Survey that Marie had e-mailed prior to the meeting. Alex Kaleta suggested that the last question be modified to offer respondents an opportunity to comment on concerns not addressed in the survey. John Kratzer further suggested that respondents be given the opportunity to have a COA member contact them directly, in confidentiality, to address a concern or answer a question. After some discussion, it was decided that the last portion of the survey would include the following two items:

- Overall suggestions/comments regarding COA and/or our goals:
- If you have other concerns not addressed in this survey, please list them here or contact one of the current members of COA: (*COA members' telephone numbers will be included.*)

Susan Dalsasso recommended that the term “senior administration” replace the wording “upper administration.” Pam Still recommended that “Committee on Administrators” be listed at the top of the page to clarify the full name of the committee for those administrators who may not be familiar with the abbreviation “COA.”

Members then discussed the timeline as proposed by Marie. The following timeline was agreed upon:

- March 8: Discuss draft at COA Meeting.
- March 8: Forward final draft to Cindy Bauer; she will share with Greg Kliebhan and Madeline Wake.
- March 19: Response received from senior administration.
- March 22-31: Post survey on COA website (Stephanie Zimbric) and

- April 1-15: Completion period.
- April 16-29: Tally survey information (Marie and Sue).
- April 30: Discuss survey results (John N. and Marie).
- May 4: Share survey results with Cindy Bauer (John and Marie).
- May 10: Share survey results at COA meeting.
- May 19: Response received regarding survey results from senior administration.
- May 20: Post survey results on web site (Stephanie) and distribute in campus mail (John K., Felice, and Marie).
- June: Host “listening” sessions for administrators on campus to Discuss survey results. The sessions would offer some sort of refreshments/desserts/beverages. Invite Rita Burns.
- Aug./Sept: Invite Greg Kliebhan and/or Madeline Wake to attend COA meeting.

II. Nominations Subcommittee: Mary Minson

A. Subcommittee on Professional Development

Mary reported that Marilyn Bugenhagen has agreed to chair the Subcommittee on Professional Development. Felice Green remains on that subcommittee but has asked to step down from the chair position. Marisa Rivera has volunteered to serve on that subcommittee as the representative from Student Affairs, replacing Pamela Miller who has left the University.

III. Old Business

A. Update on meeting with Cindy Bauer: John Novotny and Marie Hegerty

John and Marie discussed the proposed administrator survey with Cindy and the continuing concerns about the vacation policy, specifically the requirement that all administrator vacation days must be used within the July 1-June 30 fiscal year. The vacation policy will not change.

B. Vacation Policy: John Novotny

John distributed the following written report to be included in the March minutes:

“As we have discussed during the past year, various COA members have continued to hear concerns of administrators regarding the policy change announced in 1999. Mindful that the vacation policy required the action of the Board of Trustees and that the policy is tied directly to the budget of the University, we recognize that there may be constructive steps that

COA can take with respect to ensuring that the vacation benefit is better understood and that every effort is exhausted to ensure that each administrator is able to fully utilize this benefit. For instance, we encourage each administrator to work with their supervisor now and schedule all remaining vacation time. We also would avail ourselves to communicate the grievance procedures that administrators should take if reasonable vacation requests are denied. As we approach the beginning of the next academic year, we also encourage administrators to work directly with their supervisors to map out a vacation plan for the coming academic year.”

C. Bios and Photos for the Web Site: John Novotny

John distributed a copy of the photo and bio Jane Casper has on the Law School web site. He asked that each COA member prepare a short paragraph about themselves, including their position at MU, the area they represent on COA, e-mail address and telephone number, and why they are members of COA. Dan Johnson, the University photographer, will take photos of the members at the April meeting.

D. Heartland Update: Jane Casper

Jane reminded members that COA had volunteered to staff the Information and Registration Desk for the first day of the Heartland Conference on Monday, May 24. COA will cover the desk in AMU in three hour shifts from 11:00 AM – 5:00 PM. Jane now needed the names of those who would be willing to cover those shifts. The following members volunteered for the following times:

<u>11:00 AM – 2:00 PM Shift:</u>	<u>2:00 – 5:00 PM Shift</u>
John Novotny	Alex Kaleta
Stephanie Zimbric	Pam Still
Nancy Malczewski	John Kratzer (alt. Mary Minson)
Marie Hegerty	Donna Schoenfeld

Jane will be in touch with these individuals to get them an actual volunteer registration form. She thanked them for their time.

E. Marriage and Birth Announcements: John Novotny and Stephanie Zimbric

At the last COA meeting, Stephanie had suggested that we look into offering a way to share positive news within the Marquette community. The idea was to have a way of communicating self-reported marriage and birth/adoption announcements among employees, similar to notices that are posted in the alumni magazine. University Ministry communicates death notices but there is not an office on campus that communicates other

types of life events. Stephanie and John contacted Steve Schultz in Public Affairs who was open to the idea but said that his office could not manage it. Stephanie is interested in doing the work for it. Cindy Bauer suggested that Stephanie check with her supervisor about time spent on this project before taking it further.

F. New Employee Orientation: John Novotny

John asked that COA take a look at the remainder of the 2004 calendar year to ensure that each month's New Employee Orientation sessions were covered. The following members have volunteered for the months listed below:

March:	Jane Casper
April:	Marie Hegerty
May:	Alex Kaleta
June:	Jane Casper
July:	Stephanie Zimbric
August:	Don Kynaston
September:	Susan Dalsasso
October:	John Novotny
November:	Marie Hegerty
December:	Mary Jo Kuzma

IV. New Business

A. Volunteer for April Reflection

Pam Still volunteered for the April reflection.

B. April Meeting Date

The second Monday of April falls on the day after Easter. Several committee members will be out of the office that day. The April meeting date will be changed to Monday, April 19.

C. Transportation: John Novotny

John attended a meeting with Sherri Lex (COS Chair) and Jim Courtright (COF Chair) to consider the possibility of a University subsidy for employees who use the Milwaukee County Transit System. John will serve on a Transportation Committee.

D. June 14 Meeting: John Novotny

Preview Sessions are scheduled for Monday June 14 so no rooms are available in AMU that day for the monthly COA meeting. COA will meet

instead in the Raynor Library, Room 301. Remember to bring your MUID to gain access to the library.

E. Other

John Novotny thanked John Kratzer for agreeing to be the COA representative on the newly formed University Wellness Committee. Steve Duffy had contacted COA asking for the name of representative. It is not certain if the Wellness Committee will be in addition to or replace the current Joint Committee on Employee Welfare. John N. will contact Steve Duffy to find out the status of that committee.

John Novotny announced that Alpha Sigma Nu will recognize the work of Father John Naus, S.J. at a Mass and brunch on Sunday, March 21. The Mass will be held in the Chapel of the Holy Family at 10:00 AM followed by the brunch. The cost is \$20.00. Those interested in attending should contact the office of Alpha Sigma Nu at x. 87542.

There being no further business, the meeting adjourned at 2:30 PM.

Respectfully submitted,

Jane Casper
Secretary for March 2004 Meeting