

**Committee on Administrators
Minutes
Monday, March 14, 2005
12:00-1:30 p.m.
AMU Henke Lounge**

COA Members Present: Marie Hegerty (Chair), Susan Dalsasso (Vice Chair), John Novotny (Immediate Past Chair), Alex Kaleta, Mary Jo Kuzma, Don Kynaston, Nancy Malczewski, Annette Conrad, Pam Still, Matt McKinnon, and Noel Stuiber

COA Members Excused: Linda Jo Stamper, Don Kynaston

Subcommittee Members Present: Marilyn Bugenhagen, Mary Minson, and Lynn Mellantine

Guests: Dr. Rita Burns, Omsbud, Paul Smith, College of Professional Studies

Co-Secretary: Annette Conrad

Refection: Fr. Doug Leonhardt

I. Guest Speaker: Conor Sweeney-Hunger Task Force
Event Date: Saturday, April 16, 2005

History/Purpose: Sixteenth consecutive year. The event is partly community service project and a fundraiser. Hunger Clean Up is a grant fundraising event benefiting the following organizations:

- Campus Kitchen
- Delphi House – Run by Sister Cleo – Free after school daycare service includes child care, tutoring. Project - upkeep of the house such as heat, games, etc.
- Gingerbread Land – after school program – started as one house is now a block downtown Milwaukee. Project - fix church roof.

Per Connor last year COA donated \$125. The coordinators of this year's program are asking for a \$500 donation. Connor emphasized any amount of donation would be greatly appreciated. Beneficiaries were selected on basis of relationship with Marquette University, student service projects and the needs of the organization.

COA Committee members discussed the amount to donate considering the budget.

Suggestion: Encourage administrators to donate above and beyond

Motion to donate \$250 to the Hunger Task Force by Pam Still

Motion seconded by Susan Dalsasso.

Suggestion: Add information to COA web site to encourage Administrators to participate.

II. Committee Reports

- A. Subcommittee on Nominations, Appointments and Elections -Mary Minson
Mary left a message for Erin Lazar to fill vacancy (Student Affairs Sub Committee member).
- B. Subcommittee on Policy and Procedures-Linda Jo Stamper
Committee met and Linda will report at next COA standing meeting, April 11.
- C. Subcommittee on Professional Development-Marilyn Bugenhagen
Subcommittee met and discussed the following ideas:
 - (1) How to build relationships
 - (2) Work with Human Resources to determine best time to conduct a survey.
 - (3) How can we encourage people to take advantage of GROW sessions.

- (4) Jesuit School Philosophy was another topic.
- (5) Talked about Networking; "speed dating". Propose a "networking event" - a hand titled "Concept of Speed Networking" was presented (8 one-on-one conversations that last 8 minutes)
- (6) Suggestion: update web site (future topic of discussion)

D. COA Human Resources Liaison-Lynn Mellantine

1. Employee Service Continuance- update

- a. Lynn spoke with Steve Duffy, Associate Vice President of Human Resources, and was informed 3 months employee service continuance program was common at the time the practice was instituted at Marquette. If COA would like to pursue, a recommendation could be made to Cindy Bauer and Steve Duffy. Few employees are affected by this (less than 3-5 in the last five years).
Lynn will post the question on a list serve to inquire as to whether 3-months is still a common practice among Jesuit Institutions.

2. Climate Surveys- update

- a. Lynn Mellantine reported Human Resources would be an active participant in conducting a climate survey upon an approved recommendation. Who approves surveys? Greg and Madeline approve all surveys. Lynn also reported Administration has expressed an interest in conducting a survey in the past, however, there is nothing currently in the works. Suggestion: Discuss with Cindy Bauer during next months meeting. Express COA interest in conducting a Climate Survey along with COS.

Suggestion: Use existing Climate Survey being used at other Jesuit Colleges.

III. 3/9 Meeting w/Cindy Bauer-Marie Hegerty and Susan Dalsasso

The following items were discussed with Cindy Bauer during a meeting scheduled on March 9:

(1) Upcoming COA, COS, COF Meeting arrangements, (2) Child Care proposal (Cindy was open to the topic and encouraged the committees to forward a proposal to her attention, to share with Steve Duffy, Associate Vice President of Human Resources and Amy Kabosky, Child Care Center Director. (3) Discussed how COA agendas are formulated.

IV. Old Business

- A. Joint COA, COS, COF Meeting-Wednesday, April 6, Noon-1: 30 p.m., AMU 227 John Novotny and Nancy Malczewski

Agenda: Noon gathering, 12:05 PM Welcome, 12:09 PM Call to order, 12:10 PM COA, COF, COS chairs – one minute messenger, 12:13 PM Introductions, 12:16 PM Office of Planning Overview – Dr. Doug Day, Associate Provost for Planning & Evaluation, 12:28 PM Office of Administration Overview – Art Scheuber, Vice President, Office of Administration, 12:40 PM Q&A, 12:48 PM General Feedback on future topics and format, 12:50 PM Closing Reflection – Fr. Doug Leonhardt

Suggestion: create an evaluation form? Yes – all in favor

Suggestion: Nametags. Yes – all in favor; Nancy to take care of RSVP's and name tags.

Suggestion: station greeters at the door to encourage guests to mingle

Suggestion: set round tables to seat 8, add podium and microphone

Suggestion: offer a few door prizes. Yes- Rec Sports would be happy to donate; AMU to donate Lunda Room certificates.

Note: may need power point- TBA

Communication/publicity efforts: News briefs, COA minutes, and word of mouth to fellow administrators

Suggestion: Secure a bigger room. (Ballroom AB has been secured as of 3/18 per Annette)

- B. Status of Child Care Proposal-Marie and John – See III. Section for details above.

1. Share web responses-All

- C. Lot F Caution Sign-Marie Hegerty – Suggestion noted and caution signs have been posted.

- D. Web site Revision/Template Design-Marie Hegerty – Mykl Novak, Web Development Manager, is working on it.

- E. Brochure Revision-Noel Stuiber – Two (2) color brochure is infancy stage. Need to know what the budget is to move forward. Content of brochure will be generic (no

names) and will include COA Mission Statement. Cost will be presented during the next COA meeting.

Note: brochures typically last 2-3 years. Distributed during New Employee Orientations.

Suggestion: Distribute via electronically with color PDF file.

Suggestion: Eliminate the brochure and create a business card or bookmarker.

F. Mission Statement-Fr. Leonhardt- shared the following Mission Statement draft.

Comments, suggestions or thoughts, should be forwarded to Fr. Doug Leonhardt.

MISSION OF THE COMMITTEE OF ADMINISTRATORS

The mission of the Committee on Administrators is to strengthen and develop Marquette's mission among administrators by promoting excellence, faith, leadership and service in University offices and workplaces. The committee is dedicated to four principle goals:

- The welfare of administrators
- Professional development
- Communication among administrators
- Collegiality

Accountability

The COA, established in 1982, communicates with the University administration through a designated Vice-president. Currently, the Vice President who is the General Counsel serves as liaison between the COA and the University administration.

Collaboration

The COA maintains a close working relationship with two other representative bodies of the University: the Committee on Faculty (COF) and the Committee on Staff (COS). Several times a year the leadership of each committee meets together to discuss common concerns and plan occasional joint meetings for the staff, faculty and administrators.

V. New Business

A. National Youth Sports Program-Matt McKinnon

NYSP – ranked number one in the nation. Viewed a short DVD created to promote NYSP. 12th summer of the program. 36th year – the program has served close to 2 million participants nationwide.

How do kids get in? Registration process. No advertising needed; word of mouth. Last year was the biggest 600 students and 200 on the waiting list.

Participation is limited due to space. Criteria – between 10-16 years old. 90% come from targeted zip code zones.

Publicity efforts: School presentations and Flyers are sent home with the kids

Grant funded = \$118 thousand. \$35 food, \$30 transportation.

This is a day camp – transportation is provided (pick up or drop off).

Looking for volunteers – yes. Contact the NYSP office.

Would you utilize students (FFP) yes.

B. Wellness Committee- Matt McKinnon

Matt handed out samples from other Jesuit Colleges.

Suggestion: invite Steve McCauley, Benefits Manager. to a future meeting to review benefits and to discuss vacation benefit.

C. University Excellence Awards-Alex Kaleta

A total of 121 nomination letters received. Alex Kaleta, Mary Minson and Susan Dalsasso reviewed twenty-three (23) Administrator letters and thirteen (13) Support Staff letters to narrow down the recommendation to three (3) Administrators and five (5) Support Staff.

VI. Other

A. Joint COA, COS and COF Meeting-Wednesday, April 6, Noon-1:30 p.m., AMU 227

B. COA Standing Meeting-Monday, April 11, Noon-1:30 p.m., Henke Lounge-Pam Still Reflection

C. Reminder-New Employee Orientation: Thursday, March 17-Jane Casper

D. Thank you to Noel for organizing last month's meeting minutes

Meeting adjourned a few minutes before 2 PM.

