

Minutes
May 14, 2001

COA Members Present: Jane Eddy Casper (Chair), Ann Mallinger (Vice Chair), Myra George, Marie Hegerty, Nancy Malczewski, Susan Michaelson, John Novotny, Pam Still

Committee Members Present: Suzanne Abler, Lynn Mellantine, Mary Minson

Members Excused: Rick Arcuri, Susan Dalsasso, Alex Peete, Neal Wucherer

Guests: Greg Garber, Steve Duffy, Dan Goyette

Jane Casper, Chair of COA, called the meeting to order at 1:00 p.m. Pam Still did the opening reflection.

Greg Garber was an invited guest to discuss several areas of importance to COA. He thanked COA for inviting him to discuss topics of interest.

Professional Development

Mr. Garber felt that professional development should be a priority of the University and that there should be a plan to address this issue for all employees. The "Grow" programs are very valuable to many employees. The "Grow" programs are just a beginning and not intended to do it all. Other internal and external programs can also be good. Bringing specific training sessions to the campus could benefit a larger group of employees. Anyone contemplating this type of training should speak to Lynn Mellantine. All supervisors should function as mentors for the individuals who report to them. They should be guiding them and ascertaining what specific interests they have.

Funding has been and continues to be an issue when external seminars and conferences are available for individuals to attend. The University is exploring other options to help employees attend these functions; however, priorities still have to be established. The value of the programs should be looked at closely since some programs are worthwhile and others are not. Department chairs are not told what percentage of their budget should go towards training, but it is expected that a certain amount will be used for training.

Incentive Plans

There are many issues related to incentive plans. Usually an incentive plan is some type of monetary reward or bonus that is given if certain objectives are met. This can be on an individual basis or as a team. The incentive plans have to be governed by objectives that are measurable. The plan itself would have to be fair, measurable and subjective. Funding sources for incentive plans would be an issue. Mr. Garber is going to research models that other educational institutions are using. Mr. Garber is neutral regarding such plans.

Administrative Sabbaticals

Mr. Garber does not have a negative attitude about administrative sabbaticals. The University of San Francisco is one of the few universities that offer sabbaticals for employees. Research would have to be done before implementation of such a program. Practical issues such as who would cover for the missing employee and where the funding would come from to support the program would need to be addressed.

Jane thanked Mr. Garber for attending the COA meeting and for expressing his views on the important issues that were discussed.

I. Subcommittee Reports

A. Nominations and Elections

No report.

2. Administrator Welfare

There is a meeting on May 15th to finalize plans for the Pere Marquette Birthday Party that will be held on Friday, June 1st. There will be bingo at the party which is new this year.

Suzanne Abler is working with Roby Blust regarding the volunteer day. Roby is the chair of the Mission Week Committee and is responsible for the service component. He will combine his committee with Suzanne's and work toward a modified volunteer/service day during mission week next February.

The committee will meet throughout the summer. The Subcommittee submitted a

recommendation to Jane Casper stating that r performance appraisals should be done by March 31st for administrators and support staff instead of the May 31st deadline. The recommendation will be an agenda item at the next COA meeting.

3. Policies and Procedures

Lynn Mellantine is still working on by laws. The ratio of at-large members versus elected members is being reviewed.

The anniversary luncheon which was recently held to recognize employees who are celebrating service anniversaries was attended by approximately 40 employees. This will be a twice-a-year event held to honor employees who have reached 5, 10, 15, 20, etc. years of service. Archives supplied various displays, door prizes were given out and pictures of those celebrating anniversaries were taken. Human Resources will no longer be mailing out service pins. The pins will be given out at the luncheons.

4. Professional Development

Neal Wucherer was not in attendance to provide a report. However, professional development was discussed extensively with Mr. Garber.

II. Old Business

A. Monetary Recognition Proposal for Excellence in University Service Award

Discussion took place regarding the appropriateness of a monetary reward to go along with the Excellence in University Service Award. When this recognition program was begun, it was with the understanding that it would be enhanced as the years went by. A monetary reward has been requested for the past four to five years but there has been no funding available to support this initiative. We would need an endowment to be able to continue with a monetary reward for the excellence program. Dan Goyette is currently waiting to hear if a monetary reward can be established. Several past recipients of the excellence award were present at the meeting and said that they would not be upset if a monetary reward was established now. There had been some concern regarding how past recipients would feel if a monetary reward was put into affect at this time.

2. Parking Concerns

The parking committee feels that the University will be able to handle the loss of current parking spaces. Todd Vickers would be happy to attend a COA meeting and discuss parking issues with the committee.

3. Gender Equity Task Force

COA offered the name of Marie Hagerty to serve on the Gender Equity Task Force as a COA representative. Steve Frieder will keep Marie's name on file.

4. Jane's Meeting with Greg Garber

The issues that were discussed at today's meeting were the same that Jane discussed with Mr. Garber when she met with him. Jane will meet with him again in June.

5. QTI Compensation Study

Compensible factors for support staff positions have been established by the focus groups. 40 job reviews have been sent out for support staff employees to fill out and return. Most of the job reviews have been returned with a few exceptions. Lynn Mellantine will follow up on the missing reviews.

There will be no COA meeting on July 9, 2001. The committee will meet again on August 13, 2001.

John Novotny will give the reflection for the August 13 meeting.

The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrator



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