

Minutes

October 8, 2001

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

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

Members Excused: John Novotny, Alex Peete

Guest: Jenny Alexander

Jane Casper, Chair, called the meeting to order at 1:05 p.m. Ann Mallinger began the meeting with a reflection.

Jane asked everyone to see Item A under "New Business" for a clarification of the minutes from the September 10, 2001, meeting.

Jane then introduced Jenny Alexander who was a guest at the meeting and who is a member of the Strategic Technology Advisory Council (STAC). Jenny distributed to COA a Strategic Planning Document which was the result of work done by the STAC. Jenny stressed that she is seeking input regarding the document from the members of COA and the Marquette Community in general. In its current form, the document is only a first draft. The document focuses on the development of a comprehensive plan to address technology issues and concerns at the University. The document is divided into five categories; Communication, Resources, Security, Service and Systems. Each of the five categories has specific goals that STAC has developed.

Other related items that were discussed included the inability to open e-mail attachments, website design, financial issues (both monetary and manpower), plans for upgrading computers cyclically and support for training issues.

Anyone who is interested in viewing the Strategic Planning Document can access it on the website at <http://www.marquette.edu/stac/techplan/>.

I. Subcommittee Reports

A. Nominations, Appointments and Elections

Mary Minson reported that the nomination ballots were sent out today. The COA brochure will be included with the ballot. Nomination ballots are due back on October 24, 2001.

B. Administrator Welfare

COA has been discussing the future status of the Subcommittee on Administrator Welfare (SAW). The result of these discussions is the following proposal that somewhat redesigns the focus of that committee:

"The Subcommittee on Administrator Welfare (SAW) shall focus on the well being of administrators in the areas of benefits, services and employment conditions. In so doing, SAW will communicate with administrator representatives on all-University committees, both standing and ad hoc, that review and monitor University benefits and services such as insurance programs, retirement plans, tuition remission, illness/leave/vacation policies, parking and disability coverage. Furthermore, it will communicate with Human Resources on issues regarding conditions of employment, performance appraisals and new employee orientation. The purpose of the SAW will be to establish links and maintain communication between COA, the Office of

Human Resources and fellow administrators who serve on all-University committees.

The Subcommittee on Administrator Welfare will consist of the elected COA representatives who serve on the Joint Committee on Employee Welfare and the Joint Committee on Employee Recognition."

After review of the proposal, Sue Michaelson moved to adopt the proposal into the by-laws. Pam Still seconded the motion. The proposal was voted on and unanimously approved. This change in the by-laws will be enacted immediately.

C. Policies and Procedures

Nothing to report.

D. Professional Development

The Professional Development Committee has met. During the meeting, the group discussed whether this committee should be retained. The general consensus was that it should, but with an improved focus. The committee will be contacting other universities to see how they are handling professional development for administrators. Lynn said that Human Resources has some information on this topic that was gathered from other universities that she could share with the committee.

II. Old Business

A. Jane Casper and Greg Garber Meeting

The need to look at the organizational structure of COA as it relates to the organizational structure of the University was discussed. Since the current

structure (Executive Vice President, Academic Vice President, etc.) will be in place for another year, we should not make any changes for the Provost model.

It was also discussed that it would be a good idea for COA to communicate with any representatives who serve on all-University committees as representatives of administrators.

Greg will take the COA performance appraisal recommendation to Greg Kliebhan, Dave Buckholdt and Steve Duffy. Greg may agree with the recommendation in principle, but needs to discuss it with the others in terms of practice. He also agrees that a mechanism should be in place to notify administrators of salary increases other than just seeing an increase on their paycheck.

B. The News and Views article that was to highlight COA, COS and COF will not be published, as had been reported in the August 13, 2001, meeting minutes.

III. New Business

A. Clarification of Minutes to the September 10, 2001, Meeting

COA thanks those colleagues from the former Office of Communication for their years of dedicated service to Marquette University. We are sorry to see the four individuals leave and wish them the best in their future endeavors.

B. Sandy Waldschmitt will continue to serve another term on the University Safety Committee.

C. Marie Hegerty volunteered to make the arrangements for the January 2002 luncheon.

D. Planning for 2002

There are three terms that are up on COA; one at-large representative, a Student Affairs representative and a Finance and Human Resources representative.

There does not appear to be discounts available to Marquette employees from Time-Warner Cable.

Health care information will be distributed to the Marquette Community prior to the annual Benefits Day.

The committee thanks Suzanne Abler for her service to COA. Suzanne served as the chair of the Subcommittee on Administrator Welfare. The subcommittee will now consist of elected representatives who serve on the Joint Committee on Employee Welfare and the Joint Committee on Employee Recognition.

Pam Still volunteered to do the reflection for December.

The meeting was adjourned at 2:05 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary

Committee on Administrators



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