

Committee on Administrators
Agenda
Wednesday, October 9, 2006
12:00-1:30 p.m.
Henke Lounge

Co-Secretary: Annette Conrad

I. Committee Reports

- A. Subcommittee on Nominations, Appointments and Elections -Mary Minson
 - Ballots are out, please encourage nominations. Deadline is October 20.
- B. Subcommittee on Policy and Procedures-Linda Jo Stamper – No Updates
- C. Subcommittee on Professional Development-David Dray- No Updates
- D. COA Human Resources – Lynn Mellantine
Benefit Information Day
 - Reminder to check out MY Jobs. Benefit enrollment is now on-line.
 - Demonstration / Brown Bag Lunch discussion – Wednesday, October 11 with Steve McCauley.
 - There will be kiosks at the event to check out MY Jobs.
 - Follow up sessions will be offeredOn-line Application Training (Live in November)
 - The following items will now be automated: Authorization to recruit, Work for MU, AA Forms and Application Management.
 - This new process is for ALL positions.
 - Hand on Information Session – October 23
 - Web site has been updated
 - Users may log back into system periodically to check status of position (password protected)
 - The new process allows for customization
 - Paper copy of Work for Marquette will be discontinued with new process
- E. University Wellness – Mary Jo Kuzma – No Updates
- F. University Safety – Melissa Lind – Meeting was cancelled; No Updates

II. September Meeting w/Cindy Bauer- Alex Kaleta/ Pam Still

Discussed the following items:

- Vacation Recommendation – Steve Duffy is in process of reviewing proposal
- Bridging of Service – Currently in the early stages of the proposal
- Upcoming meeting with Provost / Senior VP – November 13
- MY Jobs – Administrators were encouraged to log in prior to benefit enrollment

III. Old Business

- A. Vacation Recommendation – Pam Still – No Updates (HR is reviewing)
- B. Bridging of Service Recommendation – Marie Hegerty
 - October committee meeting (COS/COF will be invited to join discussion)
- C. Fall meeting with the Provost and Senior Vice-President- Pam Still
 - Invite is expected to be sent November 13
 - AMU Room 163 w/ refreshments
 - Area Representatives will send a follow up invite via email encouraging participation week of November 23
 - November News Briefs to be sent November, 1, 6 & 8
 - COA members are encouraged to sent questions in advance to Alex or Pam

IV. New Business

- A. Marquette University 125th Anniversary – Possible COA activities/event
 - Committee members: Linda Jo and Paul volunteered to assist
- B. Appointment of COA Liaison to Policies and Procedures
 - Amy Bockman was nominated and accepted position of COA Liaison to Policies & Procedures.
- MU Step Off – Walking Program Update
 - Please remind / encourage staff to participate
 - The program is experiencing low attendance
 - Two people per daily average
 - Program is scheduled over the lunch hour – Noon (1 mile) starting from Rec Center

V. Other

- A. At Large Meeting: November 13 – AMU 163
- B. Next Standing Meeting: December 11 – Henke Lounge
- C. Reminder-New Employee Orientation: October 19 – Jackie Walker
November 16 – Pam Still