

COMMITTEE ON ADMINISTRATORS
Meeting Minutes
October 11, 2004

COA Members Present: John Novotny (Chair), Marie Hegerty (Vice Chair), Susan Dalsasso, Alex Kaleta, Jane Eddy Casper, Mary Jo Kuzma, Donald Kynaston, Pam Still, John Kratzer, Annette Conrad

Subcommittee Chairs Present: Mary Minson, Donna Schoenfeld, Marilyn Bugenhagen

Members Excused: Nancy Malczewski

Guests: Greg Kliebhan, Senior Vice President
Dr. Madeline Wake, Provost
Cindy Bauer, Vice President and General Counsel
Lynn Mellantine, Assistant Director, HR
Dr. Rita Burns, Omsbud

John Novotny, Chair, called the meeting to order at 1:03pm. John Novotny provided the reflection for the meeting.

John welcomed our guests as they were introduced and each COA member and subcommittee member introduced himself or herself.

1) New COA Format

- a) John Novotny spoke on behalf of the committee that there was a proposal to change the COA format and to really determine what our calling is as a committee. John then asked Marie Hegerty to give an overview of the Administrative Survey process.
- b) Process Employed – Marie Hegerty
 - i) Marie gave a brief overview of the COA survey process. The survey process began in January of 2004 with a small committee consisting of COA members, John Kratzer, Felice Green and Marie Hegerty. Final survey revisions were completed by mid-March and the survey was released on March 29. There were 624 surveys sent to administrators with 110 returned or a 17.6% response rate. From mid-April to the end of April, the results were tallied and were presented to Cindy Bauer on May 4. John Novotny then put together an Executive Summary, which was presented to Senior Administrators on May 24.

The COA Committee had determined that a Brown Bag Lunch was the best method to communicate the survey results to administrators. On June 9, 2004 the Brown Bag Lunch took place with approximately 50-55 in attendance.

John Novotny, presented a Power Point presentation, that shared the survey results with all in attendance. After the presentation, open discussions took place at 6 round tables. Notes were taken and then summarized by Susan Dalsasso.

During the months of August and September, major issues from the executive summary and the Brown Bag Lunch were selected for future implementation and shared via email with COA committee members and also discussed at the monthly meetings.

Discussions then continued on how COA could improve to be of service to fellow administrators and engage more administrators in discussions.

- c) Search for New Models – Marilyn Bugenhagen
 - i) Marilyn Bugenhagen, Professional Development subcommittee chair, was at the University of Nebraska, where she was involved in a program for Administration Development. She had shared the program format with the COA and felt that it had merit for Marquette Universities COA. COA members agreed and proposed changes began.

Marilyn spoke to COA and guests via phone (excused absence from meeting) to shed light on how this existing model could be implemented into Marquette's COA.

The COA once a month meeting time would be moved from 1:00pm to 11:45am to better accommodate administrators and follow the Brown Bag lunch theme. COA members would be encouraged to invite administrators and introduce them at the lunch. The first 15-20 minutes would be devoted to COA business with agenda items posted prior to the meeting.

There would be a featured topic or speaker that would address the meeting for 20-30 minutes on an up to date topic. These topics could be highlighting special developments and come from such areas as Human Resources, Campus Development, Budget or Athletics. The remainder of the program would be to have open discussions and promote the exchange of ideas among those in attendance.

- d) Summary of changed format to achieve renewed purpose – John Novotny
 - i) COA Chair, John Novotny commented that this led us to today's COA proposal.

Please refer to the attachment entitled "October COA Agenda Cover Memo" which highlights the proposed changes.

John Novotny touched upon some comments of Marilyn's and said he hopes that budgetary COA would be able to provide beverages or light items to those who attend the Brown Bag Lunches.

John went on to say that the posting of agenda items in advance via emails or on the web was a way to attract more participation from administrators.

He said the guest speakers would be addressing larger issues of common interest and that numerous speakers have already been suggested.

e) General Discussion and Recommendation
Feedback from Dr. Madeline Wake and Greg Kliebhan

Dr. Wake began by saying she needed to first take a sidestep as there was some news to announce to the committee.

She said that Senior Administration had responded to the COA Survey and that there would be an upcoming management classes, and a new management program for administrators. The new program would focus on specific topics with emphasis on management and leadership at Marquette.

Greg Kliebhan added that Professional Development is really part of the COA and that Father Wild has a real interest and there is work yet to be done. He commented that the GROW program has been a success and that it would be important to focus it further.

Lynn Mellantine commented that the management program is not finalized but that it will be an exciting opportunity for managers.

General Comments on COA Proposal:

Jane Casper added her comments in regards to the Brown Bag. She felt that there is a real need to get together in a relaxed atmosphere and that this would foster collective communication.

Jane Casper spoke about the need to get better representation from administrators and that by having the Brown Bag Lunch it would develop new blood within COA. She felt these meetings were a manner in which to get the “pulse of administrators.”

Dr. Wake was concerned and asked the questions “What happens to COA?” She clarified this by commenting that you would have 3 groups, Executive Committee, COA and the COA Networking Meeting.

John Novotny responded by saying that the COA would be involved in the Networking meeting and that COA members would be encouraged to attend the Executive Committee meetings.

Greg Kliebhan asked for a clarification on why were administrators taking their questions to COA when they could be taking it up with their respective Vice President?

Greg Kliebhan commented that structurally he has used the six vice presidents in the past to get the pulse of administrators, but that maybe this information was not being communicated to the Vice President.

Dr. Wake added two questions “When is it more effective to go through the Chain of Command as opposed to bringing it to COA? How do ordinary channels work?”

Marie Hegerty responded by saying that some issues keep re-occurring even after the COA minutes come out. Items such as parking fees and health costs were examples.

There was a lot of discussion and as Dr. Wake put it, COA has the opportunity to aggregate what others are also feeling.

Susan Dalsasso commented that she felt COA is viewed as a liaison group within their own area and Senior Administration and that the new COA proposal is really about how we are viewed on campus. It would be a different way to look at COA and that COA is a value to others.

Greg Kliebhan feels that many interests will be served with the new management program. He strongly feels that this would prepare Marquette employees to apply for better positions within MU and keep them here.

Dr. Wake then asked the questions about COA’s name change to “Marquette University Administrators Network” By doing this, it will not be cohesive with COF and COS.

Greg Kliebhan then asked if the Network is a proposal or working paper?

John Novotny along with other COA members agreed that it was a working paper and that the proposal would be re-worked and presented back to Cindy Bauer for Greg and Madeline.

Greg Kliebhan also asked the questions if there were speakers at the Brown Bag, would it be open to COA and COS to attend?

The COA Committee agreed that they would be open to others and Marilyn Bugenhagen added that her model program had collaboration with other committees when there was a major speaker.

Greg and Madeline were in agreement that they would like to see further work on the proposal with no name changes.

John Novotny asked Greg and Madeline when we could expect feedback so that COA could roll out the new structure by December or January.

Greg Kliebhan commented that the basis of this proposal has to be viewed as “What does this do for MU?”

John Novotny then asked, “What elements are we missing?”

Dr. Wake asked for further clarification in regards to COA members and the Executive Committee and what do they have to do with the five principal goals of COA?

Greg and Madeline were in agreement that it may be useful to test the new structure in November or December to see the degree of interest.

Greg also felt that it would be important to have collaboration with COS.

John Novotny thanked Greg, Madeline and Cindy for attending and their willingness to work with COA.

- 2) All University Safety Committee
 - a) Marie Hegerty reported that the All University Safety Committee is in need of two new members. The term is for three years. Interested persons should contact Marie or John Novotny or Cindy Kucher.
- 3) Benefits – Open Enrollment
 - a) Lynn Mellantine reported that the Benefit Information Day is November 1 and will be similar to last year with a large wellness component.
 - b) There will be no flu shots associated with the Benefits Days
 - c) The Health Care Task Force has been meeting monthly and that the 2005 plans and rates have been proposed to Dr. Madeline Walk and Greg Kliebhan.
 - d) During the week of October 18, benefit materials will be mailed to employees home addresses.
 - e) Lynn pointed out that if you are remaining on the same health plan you would not have to re-submit paperwork. She did point out that if you were in the Flexible Spending Program you would need to re-enroll.
- 4) Committee Reports
 - a) Nominations for Representatives
 - i) Mary Minson reported that COA Nominations request forms have been mailed out. All nominations are due on October 20. Administrators are asked to participate and if they have misplaced their form, please note that there is a nomination form attached to the COA minutes.

- 5) Holiday Party Request – Novotny and Conrad
 - a) John Novotny contacted Ann Taghikhani, Director – University Special Events in regards to the University Holiday party. From the June Brown Bag Lunch there was the suggestion to change the holiday party date to an earlier date in December to improve attendance. Many felt that the late date did not accommodate everyone. Ann informed John that the later date worked best for Father Wild’s schedule.
 - b) John Novotny had also discussed this with the Chairs from COA and COS. It was mutually held that if the date was moved we most likely would lose as many as we gained. There will be no further request to move the date.

- 6) New Business
 - a) December COA Light – Marilyn Bugenhagen
 - i) Marilyn Bugenhagen proposed that the new COA networking Brown Bag Lunch is piloted this December. It would be an opportunity to talk about the new structure and have a “kick off” atmosphere. There would be formal invites sent out to administrators and have some hospitality items along with possible entertainment.
 - ii) Susan Dalsasso felt that we shouldn’t go to light on the program, but still have a structured business meeting.
 - iii) Alex Kaleta added that administrators would come back every month if it were meaningful.
 - iv) There was some discussion as to whether the Brown Bag Lunches would be every month or every other month. This will be discussed next month.
 - b) Quarter Century Club – Novotny
 - i) John asked if it would be possible to post in the minutes the new members of the Quarter Century Club.
 - ii) Lynn Mellantine from Human Resources said they could be posted after the April induction.
 - c) Service to Marquette Award – Casper
 - i) This was a successful event. Congratulations to fellow administrator Rose Richard who was recognized along with support staff members Barbara Alioto and Athel Griffin.
 - d) Succession Planning – Novotny
 - i) John Novotny asked COA members to begin thinking about their roles within COA, as elections for COA officers will be coming up in January. Members should determine an area of interest, especially if the new structure is in place.
 - e) Volunteer for November Reflection
 - i) Alex Kaleta volunteered
 - f) Volunteer for November Secretary Duties
 - i) Nancy Malczewski will handle.

Meeting adjourned at 2:37pm.