

Minutes September 10, 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, Alex Peete

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

Members Excused: Lynn Mellantine, John Novotny

Jane Casper, Chair, called the meeting to order at 1:00 p.m. Jane began the meeting with a reflection.

I. Subcommittee Reports

A. Nominations, Appointments and Elections

Mary Minson reported that nomination forms are to be sent along with the COA brochure to all administrators on campus in October. After the slate of nominees is finalized, election ballots will be distributed in November. The three openings are; at-large representative, student affairs representative and finance area representative. Mary asked for input regarding the correct departments and titles for nomination and election correspondence.

2. Administrator Welfare

A discussion took place regarding the future status of the Administrator Welfare (SAW) committee. There was a proposal brought forward that suggested SAW be disbanded due to the emergence of other University committees that deal with employee welfare as a whole. Even if there are other employee welfare committees, that does not necessarily mean that there is COA representation on each of them. It was felt that COA must be in communication with fellow administrators who serve on all-University committees. There currently is COA representation on the Joint Committee on Employee Welfare and the Joint Committee on Employee Recognition. However, because COA serves as the

representative body of administrators across campus, it must stay in touch with all administrators who serve the University. The well being of administrators and enhanced communication should be the thrust of SAW. Research and data gathering should also be incorporated into the focus of SAW. The committee will work on developing a document outlining the future status of SAW. This subcommittee should be reevaluated and/or redesigned to more actively serve the needs of administrators. The Pere Marquette Birthday Party should not be a future function of SAW.

Along with the discussion that took place regarding the future of SAW, the focus of the COA committee as a whole was also discussed. One question that was raised regarded what the committee is actually doing as opposed to what it should be doing. It was generally felt that the committee should be more proactive. The committee discussed the development of an e-mail questionnaire. The questionnaire could be sent to all administrators. It would seek input from them regarding the major issues that they feel are important.

3. Policies and Procedures

The committee has not met.

4. Professional Development

The committee has not met.

2. Old Business

A. Performance Appraisal Recommendation

The Performance Appraisal Recommendation has been forwarded to Greg Garber. He will discuss the recommendation with Jerry Viscione, Greg Kliebhan and Steve Duffy. Greg Garber will respond to Jane after their discussion.

2. Gender Equity Task Force

Marie Hegerty has been in contact with Steve Duffy regarding gender equity. There is no further information regarding an in-depth study to address gender equity among administrators. The compensation study must be completed first.

3. New Business

COA thanks our colleagues from the Office of Communication for their years of dedicated service to Marquette University. We are all sorry to see them leave.

The joint committee on employee welfare will be meeting on Thursday, September 13, 2001.

Ann Mallinger will do the reflection for the October COA meeting and Nancy Malczewski will do the reflection for the November meeting.

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Nancy Malczewski, Secretary
Committee on Administrators



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