

Committee on Administrators
Wednesday, September 6, 2006
12:00-1:30 p.m.
AMU Room 448

COA Members Present: Alex Kaleta (co-chair), Pam Still (co-chair), Amy Bockman, Susan Dalsasso, Marie Hegerty, Mary Jo Kuzma, Melissa Lind, Nancy Malczewski, Lynn Mellantine, Mary Minson, Linda Jo Stamper, Noel Stuiber and Jacqueline Walker.

COA Members Excused: Annette Conrad, David Dray, Rev. Doug Leonhardt, S.J.

Guests: Rita Burns (Ombuds), Paul Smith (Professional Studies)

Reflection: Jackie Walker

I. Committee Reports

- A. Subcommittee on Nominations, Appointments and Elections -Mary Minson
Introduction and greetings to the new Student Affairs Representative – Amy Bockman
- B. Subcommittee on Policy and Procedures-Linda Jo Stamper
No Report
- C. Subcommittee on Professional Development-David Dray
No Report
- D. COA Human Resources – Lynn Mellantine
Senior management has approved the recommendations of the employee welfare committee regarding:
 - Part time regular employees gaining access to dental coverage by paying their own premium.
 - Part time regular non faculty employees to have employee tuition remission benefits on a pro rated basis up to 4 credits per semester and up to 8 credits per summer, subject to all other terms and conditions of the tuition remission policy. This only covers the part time employee, not his or her dependents.

A new applicant tracking system (People Admin) will streamline the recruitment & screening process for all employee positions on campus. When fully implemented, all employment applications will be completed online – kiosks and help in completing an online application will be available in the Department of Human Resources. Information will be shared electronically between University hiring groups. This will save time, money and aid in statistical demographic reporting. More details as well as training will be available in October 2006.

The “years of service” program has been enhanced to include a gold Marquette lapel pin that no longer says “5 years” but rather Marquette University on its own. Those employees with 10, 15, 20, 25, 30, 35, 40 and 45 years of service will be able to choose an item from a Marquette signature gift catalog which will replace the gift certificate to the Spirit Shop.

- E. Employee Wellness Committee - Mary Jo Kuzma
The committee met in August to discuss future meeting dates. Steve Duffy is finalizing the meeting schedule. Potential topics include programs for smokers, the walking (step) program.
- F. Employee Welfare Committee – Susan Dalsasso
The committee met August 9th. The focus and function of the committee has been approved by senior management. Regarding the University Child Care Center, there are currently 60 spots reserved on the waiting list with room for only 16 infants at the center. Priority for those on the list will be given to students and employees. Online enrollment of employee health benefits was discussed. The COA vacation proposal was shared and discussed. The next employee welfare committee is scheduled for the end of September.

II. Update on Benefits Issue and Information On “My Job” features

A memo from Steve Duffy was mailed out discussing “My Job” features. Enrollment will be completely online so do not share your password. More information will be sent out in early October and registration (health rates, dependent information, etc.) will begin on October 30 at benefit information day. Kiosks are set up in the Human Resources and will also be available at benefits information day to help employees enroll. Three separate sessions will be held with kiosks at the AMU as well.

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

Information was provided to Cindy on COA member elections. The vacation policy proposal is still being reviewed by senior administration. Bridging of service issue and suggestions for a formal proposal was discussed. Cindy also suggested forwarding topic suggestions for the COA meeting in November.

IV. Old Business

- A. August COA meeting minutes were reviewed and approved
- B. Vacation Recommendation – Pam Still
As previously mentioned, senior administration is continuing to review the recommendation.
- C. Bridging of Service Recommendation – Marie Hegerty
Ad Hoc committee did not meet in August. More information related to the issue is being researched by Lynn Mellantine. A proposal will be drafted by the committee.
- D. At Large Fall meeting with the Provost and Senior Vice-President- Pam Still
Date for the meeting is Monday November 13th

All administrators will be invited to attend.

Suggestions for topics at the meeting include:

- Overview of important current events/operations taking place in their respective area
- Quality of Worklife Issues defined
- Vacation proposal
- Health Care
- Strategic plan
- 125th anniversary
- Compensation issues and opinion of the University’s financial condition
- Opinion of the COA in the scheme of things on campus and what are the types of things you would like the COA to focus on

- What is senior administration's role at the University and what activities is it typically responsible for

Please contact your respective COA member for any suggestions you may have related to the November meeting. <http://www.marquette.edu/coa/members.shtml>

Invitations will go out though email & additional details will be listed on the COA website. www.marquette.edu/coa

- E. "New Folks" Convocation – Susan Dalsasso, Carol Trecek, Noel Stuiber, and Mary Jo Kuzma
The COA provided information, bookmarkers and treats to those who approached our table at the convocation.

V. New Business

- A. Weight Watchers – Marie Hegerty
The possibility of a weight watchers group will be brought to the employee wellness committee to gauge the level of interest on campus.
- B. Message from Faculty Member
The message from the faculty member related to the ability for the Marquette community to be able to make recommendations on a list serve for items such physicians, car dealerships, carpooling opportunities, etc. The message was discussed and there was concern on the committee as to the legal exposure that would be created with such a list serve. The message from the faculty member will be forwarded to Steve Duffy for his review.
- C. Profile and image of the administrator
It was suggested that the committee look into raising the awareness of what an administrator's role is and how it has evolved over time on campus. Going back in time to detail the history and evolution of the administrator at Marquette may help others gain an appreciation for the roles we fulfill. A presentation could be included in the COA portion of new employee orientation meeting related to the important culture Marquette prides itself in and our contributions to it.
- D. COA role in the 125th anniversary celebration
The COA will explore our role and or representation in the celebration activities. The COA will also discuss whether it should have a social for administrators as part of the festivities. The budget considerations for food and drink for the social will be factored in with the committee's responsibility for the rest of the fiscal year.
- E. The committee wishes to publicly thank Rev. Doug Leonhardt, S.J. for his service to the committee.

VI. Other

- A. Next Standing Meeting: October 9, 2006 – Henke Lounge
- B. Reminder-New Employee Orientation: September 21 – Melissa Lind

Meeting minutes respectfully submitted by Noel Stuiber (Co-Secretary).