

**Auburn University
Administrative and Professional Assembly
A & P Assembly Meeting**

Tuesday, May 19, 2009

3:00 p.m.

AU Student Center

Rooms 2222-2223

Approved

I. Call to Order: 3:00 p.m.

Roll Call- Tammy Hollis, acting Secretary

Present: Victoria Tate, Lisa Brantly, Seth Humphrey, David Benjamin, Marcalyn Price, Jamie Mantooth, Phillip Coxwell, Wiebke Kuhn, Shirley Scott-Harris, Regina Williams, Tammy Hollis, Elizabeth Bowersock, John Owen, Jane Hoehaver, John Folmar, Bryan Elmore, Kathy Harmon, Todd Storey, April Staton, David Hennessey

Absent: Christopher O'Gwynn, Susan Canaan

Estimated attendance in audience: ~ 10

II. Guest Speaker – Thomas Maple and Asim Ali – HRD Leadership Development

April Staton –AP Chair, introduced Asim Ali and Thomas Maple. Asim Ali spoke first about the HRD Leadership Development Program and handed out the Leadership Development Program brochure. This program is offered through the Human Resource Development Office here at AU and is managed by Pat Deery and Kelly Henderson.

The idea for this program is to train AU non supervisor employees to become future leaders. The curriculum includes three sections within the training course.

The first step in the process is to declare your intentions or interest in the program. You should sign up and discuss your interest with your supervisor. The next step will be to meet with the HRD representative. The entire program takes about three years to complete.

Mr. Ali explained that there are three stages in the process:

1. Step-up – this is the basic leadership style/self assessment evaluation process. This process helps determine where you are as a leader.

2. Lead Start Process – This is the longest of the process (2-3 yr. time frame). This is the process which provides leadership development. An unwritten benefit at this stage is that you get to take courses with like minded people from other disciplines and departments. The greatest asset to the program is the AU people.

3. Impact process – this is the point where the participant attains the leadership role and practices to become a mentor to someone else coming through the program. You are now the leader.

The estimated total cost is about \$800. Cost should never be a reason to not take the classes and go through the program. If this is an issue, any interested person should discuss these concerns with Pat Deery.

Thomas Maple discussed the benefits of this program. You develop into a leader and learn a great deal about AU, you meet new people in other areas and departments that you would otherwise not meet.

He encouraged interested individuals to choose someone you like who will be the most helpful to you when you decide on a mentor. He suggested that you know the person you pick. It is not a long amount of time or investment on their part. Choose someone you trust who can help you advance. If you do not have anyone in particular in mind, Pat Deery will assist with finding a mentor for you.

You should obtain support from your Department and discuss costs.

Mr. Maple mentioned that there are 46 courses in the program and that he's completed 39 of this total. There are some courses that have sub courses involved, so this affects the overall course count. For instance, there are 10 different courses in the law course.

Mr. Maple finished the program in 2 ½ years. There are also opportunities for video conference courses.

You can enroll/register on A-train, obtain your mentor and form a curriculum. It will be beneficial for you to develop your ideas of class order. The time required is not too extensive. Average time spent is 3-4 hours with the leadership courses being the longest.

Asim Ali mentioned that there are three foundation courses; LD400, LD450 and LD500 which are considered CORE classes.

If anyone has questions about this HRD Program, please feel free to call Pat Deery, Kelly Henderson, Thomas Maple or Asim Ali.

The floor was opened for questions from the audience.

Q. April Staton – does every course have a fee associated with it? You mentioned an estimate of \$800.

Mr. Ali clarified and said not all of the courses have a fee, but some of the courses that include books, workbooks, assessment tools, etc... do have a small cost. The cost is spread out in small increments.

Harriette Huggins from the audience mentioned that her department usually budgets \$1,000 per year for five attendees and it's usually not all spent. This concluded the presentation on the Leadership Development Program.

III Approval of Minutes – March 25, 2009

The minutes were approved no corrections were made.

IV Comments from the Chair – April Staton

The chair thanked everyone for taking the time to come to the meeting. The A&P Executive Committee is trying out a new meeting time based on a few suggestions. We will try out the later start time and adjust if needed.

The focus of our meetings will be efficiency. We will see how the new time works. The chair encouraged all representatives to remind their constituents about the meetings to hopefully increase attendance. In the future, the meetings will be held on Wednesday.

Some topics she is looking at covering in the fall will be Professional Development for all A&P employees. The educational benefits and opportunities are here for us so alert constituents on what's available. The August meeting will be a "Back to School" platform and will cover how to enroll in classes, what courses you can take, etc... Even if some are not interested, we would like to see the information passed to those who might be interested.

The chair encouraged each representative to alert her to any topics that might be of interest for future meetings. She thanked everyone in the audience for coming.

V Executive Committee - David Hennessey, Chair Elect

David mentioned that the list of respective constituents for each place had been sent out recently. If you did not get this information, let him know.

The executive committee also discussed the annual AP retreat plans – options on time/content, etc.

April Staton - Chair passed around a sheet with date/time options for the retreat. This retreat is seen as an opportunity to meet the new leadership for A&P and socialize with new representatives. Due to the budget constraints this year, the executive committee decided to forego lunch plans to save costs. She asked that each representative take a look at the sign up sheet and mark their preference for this retreat date in order that this can be firmed up soon.

VI Old Business:

- a. Child Care Ad hoc committee update – David Hennessey – Chair Elect

The committee met with an outside consulting firm on May 18, 2009. Bright Horizons will conduct an assessment of on campus/off campus needs for employees. There is not a fee for their services at this time. The company would like to have Auburn University as one of their customers. He will provide an update as this process continues.

VII New Business

April Staton – Chair – no new business to report.

VIII Open Forum

Asim Ali brought to the attention of the Assembly that two days prior to this meeting, an announcement was posted on AU DAILY from the Professional Development Committee as an

inquiry about reducing travel costs for CEU credit requirements and providing more on-campus courses to satisfy professional certification for employees needing certification.

Cathy Burdette and Ken McMillan are developing a survey to see how many people this applies to and develop a way to better serve these needs here on campus. He encouraged AP representatives to contact their constituents to make them aware of this. Please see the following web link for reference.

<http://www.auburn.edu/administration/governance/ap/index.html>

April Staton – Chair, asked how long the survey link will be open.
Asim Ali said that it should be open for as long as it's needed.

IX Adjourn – 3:40 p.m.

The next Administrative and Professional Assembly Meeting will be held Wednesday, August 26, 2009.