

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

Wednesday August 26, 2009

3:00 p.m.

Broun Auditorium

Approved

I. Call to Order: 3:00 pm

Roll Call

Present: Christopher O'Gwynn, Susan Canaan, Victoria Tate, Lisa Brantly, Seth Humphrey, David Benjamin, Jamie Mantooth, Wiebke Kuhn, Shirley Scott-Harris, Regina Williams, Brenda Wood in place of John Owen, Abby Coan in place of Kathy Harmon, Todd Storey, April Staton, David Hennessey, Bryan Elmore., Marcalyn Price, Phillip Coxwell, Jane Hoehaver

Absent: Tammy Hollis, Elizabeth Bowersock, John Folmar.

Estimated attendance in audience: ~ 25

II. Guest Speaker –

- a. Dr. Maria Witte, Associate Professor, College of Education. April introduced Dr. Witte, and she spoke to us about making changes in our lives, and taking advantage of the tuition benefit that the university offers to make those changes. She facilitates the 7 Habits of Highly Effective People seminar, and encourages employees to continue doing things they are passionate about.
- b. Dr. John Fletcher, Director of Admission. Dr. Fletcher explained the procedures for applying for admission to Auburn University. Employees can log on to the Auburn University website, and go to the admissions webpage to fill out an application. Employees do not have to pay the application or enrollment fee. Employees must provide their high school transcripts, GED transcripts and SAT or ACT test scores along with their application. The admissions office will do everything they can to get the employees admitted, but Dr. Fletcher stressed that the worst thing that the admissions office can do is admit an employee and then not be successful. In some cases, the admissions office may recommend that an employee attend Southern Union for a semester so the admissions office can evaluate the work you are capable of doing. Dr. Fletcher also encouraged all employees to meet with an academic advisor in the program that you want to study.
- c. Pat Deery, Director of Human Resources. Mr. Deery encouraged all employees to read Section 7.6 in the Human Resources Policy Manual. This section explains how the tuition benefit works. There are three things that an employee must do to use the tuition benefit. First, an employee must take classes for credit. Second, if the class is during a normal work hour, the employee must have their supervisor's approval to miss work. Lastly, employees are not allowed to register until the first day of classes according to the academic calendar. Mr. Deery and Dr. Fletcher encouraged employees to talk to the professor of the class you are interested in taking before the first day of classes. Let the professor know that you must wait until the first day of class to register. Mr. Deery stated that around 3% of Auburn employees take advantage of the tuition benefit. The tuition benefit pays the enrollment fee and tuition. Someone from the audience asked if the tuition benefit paid for professional fees, and that is not a fee that is covered. Mr. Deery suggested that the employee contact the department to ask them to waive the fee. An employee can audit a class, and not have to pay anything to take it. By auditing a class, the employee is only taking the class out of interest and does not care about getting a

grade. If an employee wants to audit a class, they still have to go through the admissions process.

- d. Jennifer Lovelace, Graduate School Admissions. Ms. Lovelace explained to the group the process for applying to graduate school. An employee follows the same admission procedures that they would follow for undergraduate admissions. They will need to email Jennifer, and she will waive the application and enrollment fees. The employee must be approved for admission by the particular department they wish to enter before they are admitted to graduate school. An employee can enroll in the graduate non-degree option. They must submit a transcript to the graduate school, and they are admitted to take 12 hours. With these 12 hours, the employee can experiment with different classes to see which program they are interested in. After these 12 hours are completed, they will go to their desired program, and ask for admission. This program is designed for students who are not initially admitted to a specific graduate program. They can take the 12 hours through this program to show their desired program the type of work they are capable of doing.

III. Approval of Minutes – May 19, 2009

The minutes were approved.

IV. Comments from the Chair- April Staton

April thanked Dr. Wohl and Dr. Ainsley Carry for attending the meeting. She stated that there is a conflict with having our assembly meetings in the Student Center. We can keep the meetings at 3:00, and have them in a different location, or move them to 1:00 pm and have them in the Student Center rooms 2222 and 2223. Other locations if we choose to keep the meetings at 3:00 pm are the library newspaper room or the Broun auditorium. April will keep the assembly updated on the meeting times and locations.

V. Executive Committee, David Hennesey

- a. Each assembly member will be receiving an email with a list of A&P employees that they represent.
- b. We will try to ensure that the list serve is updated at least 2-3 times annually.

VI. Old Business/Information Items

a. Presidential Fellowship Updates

- i. Seth Humphrey's project for the Presidential Fellowship is distance education with an emphasis on promoting secondary education. Distance Education is one of Dr. Gouge's points of interest.
- ii. Maria Folmar's project is research intensive, and it focuses on generating profits within a university within certain areas. She started her research with the university's that Dr. Gouge identified as Auburn's peer universities.

VII. New Business

- a. **Recognition of University Committees with AP Employees serving-** April announced that the university committee assignments for this year are still being finalized and in order to ensure that everyone is recognized, we will announce the committee members at the October meeting.
- b. Committee Reports
 - i. Welfare- Brenda Wood stated that the welfare committee has met twice this year. With the university's budget constraints, the welfare committee is looking

for benefits that would not cost the university money. One benefit for employees is that the School of Pharmacy is offering free generic prescriptions. They are also discussing flex time for employees who drive long distances to work. Lynn Hammonds is working on a flex time policy. Another issue this committee is working on is a sick bank. Lynn Hammonds is reviewing this recommendation and looking at UAB's policy for guidance. The employee dependent tuition benefit does not cover the dependents of employees who are deceased. This issue has been brought before the insurance and benefits committee to see if it can fit into the budget, but it has never been passed.

- ii. Professional Development- Asim Ali stated that a training packet will be sent out once the committee elects a new chair. The committee is finalizing efforts to help manage CEU's for employees at Auburn, and will keep us updated as this project is finalized.
 - iii. Grievance Committee- Jamie Mantooth shared that this committee does not meet regularly. They meet on an as needed basis. Five grievances have been filed since December. It takes six to eight weeks from the time the grievance is filed to the time it is completed.
 - iv. Nominations and Elections- Harriette Huggins thanked everyone who served on a committee. After Harriette's report, we passed a motion to accept the nominees for committees. See attached document from Harriette.
 - v. Calendar and Schedules- April Staton stated that this committee meets once or twice a year, and as Secretary of the assembly, Susan Canaan will sit on this committee
- c. Upcoming Wellness Event- April Staton shared that October is Breast Cancer Awareness month, and Cater Hall will be lit up in pink. She also stated that there will be information out concerning flu shots in the near future, and we should pay attention to AU Daily for updates and information. She closed by sharing that this was one of the best sessions, and she thanked everyone for their questions.

VIII. Open Forum

There was no discussion.

IX. Adjourn

4:32 p.m.