

Auburn University
Administrative and Professional Assembly

A & P Assembly Meeting

AU Student Center Ballroom
March 24, 2010 3 p.m.

Minutes

Minutes drafted March 25, 2010

I. Call to Order: 3:05 pm

Roll Call- Secretary

Present: Chris O'Gwynn, Susan Canaan, Victoria Tate, David Benjamin, Marcalyn Price, Jamie Mantooh, Phillip Coxwell, Wiebke Kuhn, Shirley Scott Harris, Regina Williams, Tammy Hollis, Elizabeth Bowersock, John Owen, Jane Hoehaver Farr, Bryan Elmore, Kathy Harmon, Todd Storey, April Staton, David Hennessey

Absent: Lisa Brantly, Seth Humphrey and John Folmar

II. Guest Speaker – Dr. Ainsley Carry (Vice President for Student Affairs)

Dr. Carry spoke to the group about the university's Incident Response Protocol. The university's definition of a critical incident is an event which causes severe emotional stress and or threatens a student's enrollment. Some examples are these incidents are a serious injury or illness, family crisis, victim or crime or death. The university has a group of 1st responders which include the fire department, police department and EMT. Their focus is on saving lives. The 2nd responders are coordinated by the Office of Student Affairs. It is the responsibility of this office to assist the student in returning to a normal student life after an emotional event.

The Office of the Vice President for Student Affairs assembles the incident Response Team (IRT) within 24 hours of the incident to determine the initial action steps. The IRT communicates with the appropriate department to tailor the response to the incident. If the incident occurs during a holiday or on the weekends, there is a conference call number that all members of the IRT can call in on to discuss the incident.

Incident Response Protocol:

1. Gather information about the student
2. Notify university administrators
3. Determine impacted groups
4. Actions steps

Dr. Carry said that the university can help his office by listening to students and offering to help them if possible. University employees and staff should refer all students to the Office of the Vice President for Student Affairs located in 3248 of

the Student Center. The telephone number is 844-8880. Amy Hecht is the contact person, and she will assign the student's issue to someone in the office.

Dr. Carry noted that in 2009, Auburn had 8 students pass away. The average number of student deaths at Auburn has been 10 in the past. Of those 8 deaths, 3 were car accidents, 3 were illnesses, and 2 were non vehicular accidents. Auburn has 37-40 incidents per year that are not death related.

III. Approval of Minutes February 3, 2010 meeting- approved with noted changes

IV. Comments from the Chair - April Staton

April updated the group on a few things since our last meeting in February.

Pedestrian Safety- if you have traveled Magnolia in the last week or so you have noticed the new signage and lighting that has been installed. The City of Auburn and Auburn University are working together to improve pedestrian safety. College Street will also see improvements in the next few months as well.

An H1N1 update. There are still new cases of H1N1 being diagnosed on campus and we are likely to continue seeing new cases. We need to remember to be vigilant with our safety precautions.

And finally, the University has adopted a Common Book with the Auburn Connects program. The purpose is to promote an intellectual community on campus having a book that all freshmen are asked to read. It will help students gain a global perspective and will be linked to several courses as well as co-curricular activities. *Three Cups of Tea* by Mortenson and Relin is the book.

April provided the group with her annual report as Chair of the A&P Assembly. In her year as Chair, she had the privilege of representing our employee group in a variety of ways. She has been on the President's Cabinet, a weekly meeting of top university administrators. She is a member of the University Budget Advisory Committee. She has attended several Board of Trustees meetings as well as University Senate and Staff Council Meetings. She along with members of the Executive Committee participated in the Breast Cancer Awareness Campaign with the lighting of Cater Hall.

During the year she convened the Executive Committee for 10 meetings. Items we have worked on over the past year include orientation for new members, updating the AP Website, participating in an Ad Hoc Childcare Committee. We created an Ad Hoc Committee to research the need for a constitutional change to increase the number of AP representatives. And we also increased our involvement with standing AP committees.

We had 6 regular AP Assembly meeting and one called meeting. Guest speakers presented information on AU's Leadership Development program, AU's educational benefits, wellness benefits, cyber safety, the Ombudsman program, updated health benefits as well as a state of the university address by Dr. Gogue.

April recognized the outgoing members of the Assembly and thank them for their service.

Place 1 - Chris O'Gwynn

Place 3 - Lisa Brantly- she is unable to be here today due to a death in the family.

Place 6 - Seth Humphrey- he is also unable to join us today as he is on paternity leave this week

Place 7 - Marcalyn Price – thank you for filling your place's vacancy for the last year of Julie's term

Place 9 - Phillip Coxwell

Place 15 - Jane Hoehaver Farr

Place 16 - John Folmar.

April extended her thanks to the members of this year's executive committee. She noted it has been her privilege to work with everyone. The executive committee and especially the leadership of past chair Todd Storey has made it a pleasure for April to serve as Chair.

April recognized:

Chris O'Gwynn - Member at Large

Jane Hoehaver Farr - Member at Large

Seth Humphrey - Member at Large

Susan Canaan - Secretary

Todd Storey - Past Chair

David Hennessey - Chair Elect

April introduced the new representatives, and thanked Dorothy Cordell and her committee for all of their hard work with the nominations and elections.

Place 1 - Ashley Hamberlin

Place 2 - David Mines

Place 4 - Jay Skipworth

Place 5 - Janet McCoy

Place 6 - Chuck Hunt

Place 7 - Marcalyn Price who will complete a 2nd term

Place 9 - Phillip Coxwell who will also complete a 2nd term

Place 15 - Denise Smith

Place 16 - Deb Enebak

As her last official act as Chair, April introduced and installed David Hennessey as the new Chair of the A&P Assembly. David then installed and recognized the new members of the Executive Committee:

The Executive Committee At Large members are Tammy Hollis, Jamie Mantooth and Bryan Elmore.

Susan Canaan will serve another term as Secretary.

Seth Humphrey will serve as Chair Elect.

V. Executive Committee – David Hennessey, Chair Elect

The Executive Committee met one time since our last meeting, and we discussed our agenda for today as well as the updates with the wellness committee. April is establishing a committee section on the A&P website to keep everyone informed of each committee's agenda and business. The University Senate also changed the terms of their officers. Originally, the terms were from April 1 – March 31. From now on, the terms will be from July 1 – June 30. The current officers will serve an additional 3 months of service until the new officers take over on July 1, 2010.

VI. New Business

- a. Certificates for outgoing members-** April gave certificates to all of the outgoing members.
- b. Election Results-** April introduced all of the new representatives.

VII. Open Forum

Comments and questions will be taken from the floor.

Dorothy noted that there were many good candidates up for election this year, and thanked everyone for their nominations.

VIII. Adjourn- 4:00 pm