

Auburn University  
Administrative and Professional Assembly

**A & P Assembly Meeting**

AU Student Center  
Rooms 2222/2223  
May 19, 2010  
3 p.m.

**DRAFT Minutes**

**I. Call to Order: 3:02 pm**

**II. Roll Call**

**Present:** David Mines, Victoria Tate, Jay Skipworth, Chuck Hunt, David Benjamin, Jamie Mantooth, Phillip Coxwell, Wiebke Kuhn, Shirley Scott-Harris, Regina Williams, Tammy Hollis, Elizabeth Bowersock, Denise Smith, John Owen, Bryan Elmore, Kathy Harmon, April Staton, David Hennessey, Seth Humphrey, Susan Canaan

**Absent:** Ashley Hamberlin, Janet McCoy, Marcalyn Price, Deb Enebak

**III. Approval of Minutes - approved**

**IV. Executive Committee Report**

- a. The executive committee has met twice since the last meeting. We discussed the transitive of leadership, set all of the A&P meetings and executive committee meetings, and we discussed the President's Administrative Fellowship. We also set up the Assembly retreat, and gave each at large member a committee to oversee.

**V. Speaker – Dr. Constance Relihan: Common Book Program**

Dr. Relihan spoke to the group about the new Common Book Program that is starting Fall 2010. This program is a reading program sponsored by the Provost featuring a specially chosen book that will be integrated into many university courses. This year's book is *Three Cups of Tea: One Man's Mission to Promote Peace...One School at a Time* by Greg Mortenson and David Oliver Relin. Greg Mortenson will be on campus October 26, 2010 at 7:00 pm in the new men's basketball arena. Everyone is invited to attend. The Common Book Program committee came up with three choices for the book, and sent those choices to the Provost. The Provost made the final decision on the book. The primary focus of this program is on incoming freshman, but anyone can be involved. Individuals will have the opportunity to attend the author's lecture on campus, join discussion groups, participate in service learning projects, and increase awareness of global issues. This book will be used in various classes

throughout the academic year. All of the UNIV classes will use this book, as well as, some of the English classes. Students will be able to purchase the book for \$12.00 at the AU Bookstore. The Common Book Program website is [www.auburn.edu/auburnconnects](http://www.auburn.edu/auburnconnects)

## **VI. Old Business**

### **a. Website Update**

- i. April Staton gave us an update on the website. She made a few minor changes to the website. Our goal is to have the minutes on the website within a couple of days of the meeting. April asks the assembly and audience for feedback on the website.

### **b. President's Administrative Fellowship Update**

- i. David Hennessey gave us an update on this fellowship. There were several people apply for this, and their information has been sent to the President's office. A decision should be made next week.

### **c. University Committees Nominations Update**

- i. David Hennessey gave us an update on these nominations. The assembly sent their recommendations to the President's office, and now we are waiting on their response.

### **d. Healthy Tigers Wellness Initiative**

- i. Tammy Hollis gave us an update on this initiative. The Healthy Tigers Wellness Initiative kicked off on May 3, 2010. They have had two off campus clinics. As of today, the June calendar has opened up for appointments. Tammy's department will come give a presentation to your department if you are not familiar with the program. If your department has 25 or more employees, they will come to your department and have a rolling clinic. This initiative gives you a \$25.00 a month discount on your Blue Cross Blue Shield Insurance. Employees can call AUPCC at 844-4099 with any questions. There is a rolling clinic scheduled for Samford Hall in June, and they are going to Mobile next week for another clinic.

## **VII. New Business**

### **a. Assembly Retreat**

- i. June 30, 2010: 12:00-3:30, 5<sup>th</sup> floor of the Lowder Business Building in the Alabama Power Room. Lunch will be served before the meeting.

### **b. Committee Updates**

**Nominations and Elections Committee:** Dorothy Cordell is the chair of this committee, and she gave the group this update:

Since taking over as chair, we have taken nominations for AP Assembly officers and held elections.

Then we took nominations for new AP representatives and held on-line elections. We received a record number of nominations. The new representatives have been installed.

Our next task was to take nominations for open places on University Committees. We received sufficient nominations for the places on the eight University Committees and met to place the nominees in the different committee openings. Then we forwarded two names for each opening to the President's office for the final decision of one person per opening.

In the next couple of months, we will be taking nominations for the open places on the AP Committees.

**Professional Development Committee:** Cathy Burdette provided the group with this update:

(1) New chair packets

- a. Informational packets were assembled and distributed to all A&P committee chairs in November, 2009. Packets included items such as a congratulatory letter from Dr. Gouge, A&P Assembly info, useful websites, meeting organizational instructions, how to reserve a meeting room and ice breakers.

(2) Accounting & Auditing workshop

- a. Committee members worked through the Office of Professional and Continuing Education with Associate Director, John Freeze to organize the workshop scheduled for 5/25/10. Speakers from University of Alabama Birmingham, Auburn Montgomery and Auburn Main campus will speak on Updates in Governmental Accounting, International Financial Reporting Standards and Fraud Prevention.
- b. Several days ago Claire Twardy in the Professional Education Office reported that we have over 40 participants registered for the workshop.

(3) PricewaterhouseCoopers webcasts

- a. A URL will be posted on AU Daily so any interested accountants and/or business employees may register to receive information on upcoming webcasts. This service is provided by the University's financial statement auditors, PricewaterhouseCoopers.

(4) Be recognized

- a. A handout (see attached draft copy) has been created to instruct employees regarding ways to announce their accomplishments through news media, AU Daily, This week @ AU and Auburn Report.
- b. Items suggested to report include receipt of professional certification, elected to office in a professional organization, presentation of a topic at a professional seminar etc.
- c. We plan to have a mass mail out to A&P employees of the handout and distribute copies at the next A&P meeting.

(5) Employee as students

- a. Website is being created for employees to learn more about taking classes and/or working towards a degree.
- b. Message board will be included where employees may ask questions and Admissions Office employees will respond

(6) Employee graduation recognition

- a. Committee members would like to have employees who have graduated from AU within the year recognized at Human Resources annual employee recognition ceremony. We would like to have these employees presented with a congratulatory letter from Dr. Gouge during the ceremony. We are working with Human Resources on this project.

**Welfare Committee:** The A&P Welfare Committee continues to explore issues and topics related to the duties of responsibilities of our committee, which is "review and make recommendations about the Administrative and Professional salaries, benefits, and evaluation procedures." In the past few months, our committee has met with A&P representatives and AU administrative staff members in an effort to better understand specific welfare related topics. Next month, Pat Deery, AU director of Human Resource Development, will be a guest at our regular monthly meeting. The Welfare Committee solicits input and suggestions from all A&P staff of issues and topics to be studied.

**c. A&P on Facebook**

- i. April asked the audience for feedback on how we would like the A&P Assembly facebook to look. Please email April with any suggestions.

**VIII. Comments from the Chair**

- a. A.U. is in the process of assessing the new federal healthcare legislation law. David wanted to thank everyone who participated in the faculty staff campaign. David also asked the audience to send him any suggestions for speakers for future meetings. The assembly will not meet again until August. We already have Dr. Gogue and Dan King from facilities set up to speak. Family Fun Day is June 16, 2010 from 3:00-5:30. Undergraduate distance learning classes are now included in the employee tuition benefit.

**IX. Open Forum** Pat Deery introduced Linda Maxwell-Evans who is the new Employee Relations Director at the department of Human Resources. She is in charge of Family Fun Day.

**X. Adjourn 3:50 pm**