

Auburn University  
Administrative and Professional Assembly

**A & P Assembly Meeting**

AU Student Center  
Room 2222/2223  
October 6, 2010  
3 p.m.

Minutes

- I. **Call to Order: 3:04 pm**
- II. **Roll Call-**  
**Present-** April Staton, David Hennessey, Seth Humphrey, Susan Canaan, Tammy Hollis, Bryan Elmore, Jamie Mantooth, David Mines, Victoria Tate, Jay Skipworth, Chuck Hunt, Phillip Coxwell, Wiebke Kuhn, Shirley Scott-Harris, Regina Williams, Denise Smith, Kathy Harmon, Ashley Hamberlin, Janet McCoy, Marcalyn Price, Deb Enebak and Brenda Wood (for John Owen)  
  
**Absent-** David Benjamin and Elizabeth Bowerstock
- III. **Approval of Minutes-** approved with corrections
- IV. **Executive Committee Report**

At the last executive committee meeting, the committee discussed several issues, and one issue was the Healthy Tigers Initiative. Seth Humphries thanks everyone for their participation in this program. Seth also noted that there has been more viewers on the A&P website, and he continued to encouraged the audience to view the website for the latest A&P news. The other items discussed were A&P committee appointments, the one time salary stipend and plans for the October and November assembly meetings.

- V. **Speaker – Shannon Price (OIT): New Microsoft Employee Email System**

Shannon Price was asked to represent the A&P Assembly on a committee that is looking at a new email system, email retention and e-discovery. There is no current policy that covers e-discovery and email retention. Our legal obligation is to abide our own policy. The committee's responsibility is to determine how long the university wants to keep emails. Auburn University throws away 800 emails per day. There is an email archival system that has been proposed that would allow you to keep an email for a certain number of days. After those certain days, those emails would move to an archival system where you would not be able to delete them. Shannon asked the assembly what we thought would be an appropriate time frame to keep emails. There will be an open forum about the new email system and email retention policy on November 10<sup>th</sup> at 2:00 pm. Dr. Maizey and Bliss will be there. Quotas will be a lot larger than they are right now. This will keep people from archiving their emails because they are simply running out of space. This new system will not change the users email address including alias'.

## **VI. Old Business**

### **a. Healthy Tigers Wellness Program - Participation Update**

Tammy Hollis provided the assembly with an update. This program will continue through November 30<sup>th</sup>. As of today, of the 4,280 eligible employees, 2,202 have participated. That is about 51% participation. The program has had 120 referrals for the employees to see their general doctor.

## **VII. New Business**

### **a. A&P Committees**

#### **1. Recognition**

- a. Dorothy Cordell**
- b. Regina Williams**
- c. Asim Ali**
- d. Thomas Maple**
- e. John Updegraff**
- f. Denise McKeller**
- g. Karen Quintin**
- h. Cindy Selman**
- i. Susan Canaan**
- j. Leanne Green**
- k. Bryan Elmore**
- l. Ashley Hamberlin**
- m. Jamie Mantooth**
- n. Tanja Matthews**
- o. Jennifer Turk**

#### **2. New Members**

- a. Donna Kennedy-Nominations and Elections**
- b. Asim Ali-Nominations and Elections**
- c. Darrell Crutchley- Nominations and Elections**
- d. Debbie Heidepriem-Professional Development**
- e. Joseph Farrington-Professional Development**
- f. Michael Tullier-Professional Development**
- g. Kathy Bugg-Welfare**
- h. Brenda Wood-Welfare**
- i. John Updegraff-Welfare**
- j. Brian Brown-Calendar and Scheduling**
- k. Kevin Snyder-Calendar and Scheduling**
- l. Kathy Harmon-Grievance**
- m. Gina Bailey-Grievance**
- n. Paul Kittle-Grievance**
- o. Shannon Harnkes- Grievance**
- p. Maria Folmar-Grievance**

### **b. A&P Fellowship Project Update- Cathy Pate is doing her fellowship on the employee tuition program. She will be sending out a survey, and would appreciate each A&P member to complete to survey.**

### **c. AU Employee One-time Salary Stipend Information**

David Hennessey updated the assembly of the stipend. It is a merit based stipend that is available to eligible employees. It is only available to

employees who have been employed since June 1, 2010. It is based on your performance evaluations, and each employee can receive anywhere between 0%-6% of your base salary as of May 31<sup>st</sup>. These stipends are taxable, and about 43% will be deducted from the stipend check. These stipends will be given out in December. David will send out an email to all A&P assembly members with the direct link to the university's website on this stipend, and we should direct our constituents to this website or the payroll and benefits office with any questions.

- d. **A&P Welfare Committee Survey-** The welfare committee will be sending out a survey to all A&P employees asking what is most important to us with our jobs. David encourages all employees to complete this survey to they can have a good sample.

**VIII. Comments from the Chair**

David reminder the audience that October is breast cancer awareness month. Several buildings on campus are lit up in pink at night. East Alabama Medical Clinic will be having a mammogram day for Auburn employees. David will email each assembly representative a list of their constituents this Monday, and he encourages us to email them with the information about the new email retention plan. David is going to invite the committee chairs to come to the next meetings to provide updates on their committees.

**IX. Open Forum**

Seth Humphrey announced that October is Cyber Security Awareness Month. The university will focus on social networking security, copyright infringement, identity security (phishing scams), and virus protections.

**X. Adjourn- 3:50pm**