

Auburn University
Administrative and Professional Assembly

A & P Assembly Meeting

AU Student Center
Rooms 2222/2223
March 23, 2011
3 p.m.

MINUTES Approved

I. Call to Order: 3:06 pm

II. Roll Call:

Present: April Staton, David Hennessey, Seth Humphrey, Kathy Harmon, Deb Enebak, Jane Farr (for Denise Smith), Elizabeth Bowesock, Tammy Hollis, Bryan Elmore, Susan Canaan, Jamie Mantooth, Marcalyn Price, Phillip Coxwell, Ashley Hamberlin, Victoria Tate, Janet McCoy, Shirley Scott-Harris, David Benjamin, Wiebke Kuhn, Ruthie Payne (for Jay Skipworth).

Absent: David Mines, Chuck Hunt, Regina Williams, John Owen

III. Approval of Minutes- approved as amended

IV. Speaker – Christopher O’Gwynn; AU Threat Assessment Team
The threat assessment team is made up of several administrators on campus who oversee specific policies and procedures on campus. The team is looking for three specific types of behavior: disruptive behavior, threatening behavior and disturbing behavior. The disturbing behavior is the one that the team receives the most complaints about. The team meets at least every other week in Samford Hall. Cases can get reported in a variety of ways. The team has a designated phone line and email to report cases. This team is a proactive group instead of a reactive group. The team has several different programs that they can present to different departments if there is an interest.

V. Speaker – Sharon Awtry; AU Faculty Staff Campaign 2011
The campaign asks that employees give a gift that is meaningful to them. The gift can go to any department that the employee wishes. Auburn is number one in the SEC in terms of employees who contribute to the staff campaign. There are three main reasons to give: the benefits to the different areas on campus, the message it sends to the Auburn community and the benefit to the employees when they give. Employees can email Sharon Awtry with any questions or concerns.

VI. Speaker – Karla McCormick; Kronos (new AU timekeeping system)

Kronos is Auburn's new timekeeping system that will save the university 1.8 million dollars a year. Bi-weekly employees will either have to clock in on a time clock or clock in on their computer. Monthly employees will use this system to request a leave from work. The Payroll and Employee Benefits Office would like to come to each department and educate them about Kronos. They will educate both employees and supervisors. This system will be used by student workers as well. The system can automatically pay over time, or it can be set up to give the employee comp time. Kronos is currently be used by three departments on campus, and it will be implemented to every department by the end of the year.

VII. Old Business

- a. **Executive Committee Report :**
The committee met on March 3rd and discussed the A&P Assembly member elections. The committee also welcomed the new executive committee members. The group also discussed the possibility of changing the A&P year, as well as the grievance process.
- b. **Healthy Tigers Wellness Program Update:**
The 2011 grace period ends on March 31st. The program is currently screening employees and spouses for the 2012 year. Employees must be screened again for the 2012 year even if they were screened for the 2011 year. Appointment for April just went online. If your department has enough people to have a clinic on site, please contact Tammy Hollis to set this up.
- c. **Welfare Committee Survey:**
All A&P employees received this survey, and the responses will be presented in the near future.

VIII. New Business

- a. **Smoke Free Campus:**
Each of the governance groups has agreed to take a resolution that will be written and decide whether or not to support the resolution. All of the governance groups will have the same resolution. One option is to go completely smoke free. Another possibility is to have a campus core that is smoke free, and then gradually expand that area. Another option is to create smoke huts on campus. The goal is to get feedback from both students and employees. In 2007, the students adopted a resolution for a smoke free campus. David Hennessey asked for feedback from the A&P representatives and our constituents. The A&P representatives will vote in favor of our constituency. It is vitally important that we as representatives get feedback from our constituents.
- b. **Introduction of new Representatives: Places 2, 10, 12, 13, 14, 15 & 18**
 - i. **Place 2-Susan Canaan**
 - ii. **Place 10-Wiebke Kuhn**
 - iii. **Place 12-Vick Walker**
 - iv. **Place 13- Tammy Hollis**
 - v. **Place 14-Elizabeth Bowersock**

- vi. Place 15-Jane Farr
- vii. Place 18- Kathy Harmon

- c. Recognition of outgoing 2010 – 2011 A&P Assembly members:
Bryan Elmore, Tammy Hollis, Susan Canaan, Jamie Mantooth, Seth Humphrey, April Staton, Wiebke Kuhn, Regina Williams, Elizabeth Bowersock, John Owen, and Kathy Harmon.

- IX. Comments from the Chair:
Family Fun Day is May 18th at the Ham Wilson Arena. Volunteers are needed. David would like to commit ten A&P employees to serve as volunteers. David thanked Jim Wohl, the university ombudsman, for coming to the A&P meetings. David thanked everyone on the assembly and the executive committee for all of their hard work this year. He also thanked the people in his office for their support during this past year. David wishes everyone good luck for the upcoming year. David handed the meeting over to Seth Humphrey to conclude the meeting.
- X. Open Forum
- XI. Adjourn: 4:20 pm