

Auburn University
Administrative and Professional Assembly

A & P Assembly Meeting

AU Student Center
Rooms 2222/2223
May 11, 2011
3 p.m.

MINUTES Draft

I. Call to Order: 3:06 pm

II. Roll Call:

Present: David Benjamin, Elizabeth Bowersock, Susan Cannan, Phillip Coxwell, Bryan Elmore, Deb Enebak, Jane Hoehaver Farr, Ashley Hamberlin, Kathy Harmon, David Hennessey, Tammy Hollis, Seth Humphrey, Chuck Hunt, Wiebke Kuhn, Janet McCoy, David Mines, Shirley Scott-Harris, Jay Skipworth, Victoria Tate and Vic Walker.

Absent: Jamie Mantooth and Marcalyn Price.

III. Approval of Minutes- approved as amended

IV. **Speaker** -- Chance Corbett, Associate Director, Emergency Management. Corbett gave an overview of the work Auburn University and its employees have done with Tornado Relief Efforts. AU (several units including EM office, Athletics, Facilities, Students Affairs) offered assistance to communities in a variety of ways, provided the city of Jasper, AL with AU generators to run the city's water system; provided AU hand-held radios to AL Homeland Security officials; deployed AU Medical Center's new Medical Response Trailer to Tuscaloosa, where it remains; deployed personnel to several areas, including Jasper, Marion County, Birmingham, Cullman, Dadeville and Tuscaloosa. AU also opened Ham Wilson Arena and a site to collect donations and sent nine trailers/trucks of donations to affected areas. The incident also gave AU officials the opportunity to review AU's current disaster plan. Corbett said there is still much work to be done and those who want to volunteer should first register at ServeAlabama.com.

V. **Comments from the Chair** -- Seth Humphrey
Humphrey thanked A&P employees for their work with tornado relief efforts. He congratulated A&P employees who graduated from Auburn University on May 9. He reminded everyone of his May 3 email about A&P Fellowship program, with a May 20 deadline. Said three more volunteers are needed for Family Fun Day, which is May 18. Seth said AU Faculty/Staff giving campaign is up to 62.25%. He recognized A&P past chair David Hennessey with a plaque and round of applause.

VI. **Executive Committee** -- Shirley Scott-Harris, Chair Elect
The Committee met May 4 and discussed the Smoke-Free Campus initiative vote; changing the Assembly year to coincide with other campus groups, which will

require a Constitutional change; the filling of two A&P Committee vacancies; an A&P Assembly retreat in June; and the May 25 A&P Assembly meeting to be held in the Shelby Center.

VII. Old Business

Update on the Kronos implementation - Karla McCormick, Executive Director, Payroll & Employee Benefits

Kronos, Auburn's new timekeeping system, is already being used by several AU units, including AU Bookstore, Clinical Sciences in Veterinary medicine, Facilities and AUM departments. 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. An additional 115 smart terminals will be added on campus to the current 30, plus a license can be installed on computers (like GroupWise and Banner) for additional employees. She said her department is currently working through payroll-related issues to make the system to work as effectively as possible and hopes to start the conversion this Fall with a completion date of the end of the first quarter of next year. McCormick said the Payroll and Employee Benefits Office would like to come to each department and educate them about Kronos.

Smoke-Free Campus Resolution - Eric Smith, Director, Health Promotion and Wellness Services

Before introducing the Speaker, Seth first read the resolution he emailed to A&P Assembly members with one change – the effective date is now Aug. 1, 2012. This resolution has been approved by the University Senate and AU's Student Government Association and will be brought for approval to the Staff Council as well. Seth said AU President Gogue asked for one resolution to be voted on by all University groups. Seth introduced Eric Smith. Smith said the SGA passed the resolution by a vote of 28-3; and the University Senate adopted it by a vote of 43-20, with 4 abstaining. The floor was opened for comments/questions and there were none. Seth reminded A&P Assembly members to be soliciting feedback from A&P member constituents before the Assembly votes May 25.

VIII. New Business

IX. Comments from the Chair – Seth Humphrey

Reported that the AU Board of Trustees voted at its last meeting a \$200 per semester Proration Fee that will be passed along to all AU students (including employees); the only exemption is full-scholarship students. It will begin in the Fall and monies will go to AU's general fund.

X. Open Forum – no questions or comments from the audience.

XI. Next Meeting - May 25, 1103 Shelby Center @ 3pm

XII. Adjourn – 3:36 p.m.