



**Administrative & Professional Assembly**  
**Location: Overton Education Building- College of Veterinary Medicine**  
**October 23, 2013 at 3 pm**  
*Minutes*

**Call to Order:** 3:04 pm

**I. Roll**

Present: Kirk Kreamer, Susan Canaan, Meaghan Weir, Karen Rankin, Timothy Jones, David Benjamin, Laurel Hendrix, Shannon Bryant-Hankes, Wiebke Kuhn, Robert Kulick, Vic Walker, Tammy Hollis, Elizabeth Bowersock, Jennifer Parker, Robert Holm (sent substitute), Cathy Pate, Kathy Harmon, Bryan Elmore, Ashley Hamberlin, Chuck Hunt

Absent: Courtney Gage, Lisa Martin, Frank Oprandy, Jane Farr

**II. Approval of Minutes – September 11, 2013, approved**

**III. Guest Speakers**

**a. Karla McCormick- Director, Payroll & Employee Benefits**

**i. Affordable Care Act**

Karla McCormick provided an overview of the Affordable Care Act which was passed on March 23, 2010 and described the changes to Auburn University's insurance policies as a result. Ms. McCormick outlined the three phases of implementation, individual mandate (effective January 2014), play or pay (effective January 2015) and automatic enrollment (eventual). Ms. McCormick said that Auburn University employees can visit the open exchange website to view coverage options; however, those who are eligible for Auburn's insurance coverage will not be eligible for a subsidy on the open exchange. Ms. McCormick also reported that Auburn University's coverage meets the minimum essential value requirement of the Play or Pay phase which will go into effect in January 2015. Additionally, Ms. McCormick discussed the different groups of employees that were evaluated under the Affordable Care Act guidelines including, TES, students, faculty, and retired employees.

**ii. Open Enrollment 2014**

Karla McCormick reported that there will be no changes to premiums on Auburn University's health, dental, vision or cancer insurance for the year 2014. A new vendor, WageWorks, will take over management of Flexible Spending Accounts in January 2014. Ms. McCormick provided information on the new eligibility categories which are as follows: dependents under the age of 26, children of employees who have permanent legal custody status, and sponsored dependents. McCormick directed attendees to the

Payroll and Benefits website for more information. The Healthy Tigers program for 2014 will include an intervention for employees with BMI's over 35. Ms. McCormick concluded by encouraging assembly members to attend the Benefits Fair, scheduled for November 13 and 14 in the OIT building.

**b. Kevin Coonrod- Ombudsman**

Kevin Coonrod, Auburn University Ombudsman, described his role at the university which began on September 1, 2013. Mr. Coonrod explained that he is available to help people who are in conflict resolve their issues while respecting confidentiality. Mr. Coonrod is available to facilitate conversations and mediate between disputing parties. Additionally, he is able to provide university administration trending information with neutrality. The ombuds' office is located in the Quad Center.

**IV. Old Business**

None

**V. Comments from the Chair – Bryan Elmore**

Bryan Elmore thanked the guest speakers. Mr. Elmore reported that he and chair-elect, Ashley Hamberlin met with the chair and chair-elect of the Staff Council with the goal of fostering relationships and working together on common issues. Mr. Elmore also reminded Assembly members that October is Cyber Security Month and encouraged members to be vigilant about phishing scams that have occurred around campus. He suggested that members take any suspicious email communication to their IT specialist or to an OIT employee. Additionally, Mr. Elmore stated that a one-time merit supplement will be distributed in December and reminded A&P members to complete the online TDA form to stop/start contributions to tax-deferred accounts, if desired.

**VI. Executive Committee Report – Ashley Hamberlin**

Ashley Hamberlin reported that the A&P Executive Committee met on October 10, 2013 and discussed speakers for the October 23, 2013 assembly meeting.

**VII. New Business**

- a. **Recognition of Outgoing Committee Members:** Bryan Elmore recognized outgoing committee members for their service and presented certificates.
- b. **Approval of New Committee Members:** Bryan Elmore presented the proposed list of new committee members and opened the floor for discussion. No discussion took place and the proposed list of committee members was approved as submitted.
- c. **Grievance Process:** Bryan Elmore reported that there have been many grievances filed recently and questions regarding the grievance process and the role of the grievance committee have surfaced as a result. Mr. Elmore proposed the creation of an ad hoc committee of both A&P Assembly and Staff Council representatives to evaluate the grievance process and the role of the grievance committee. He opened the floor for comments and none were given.
- d. **Committee Opening:** Bryan Elmore stated that there is an opening on the Traffic and Parking Committee and asked for a volunteer to serve. Dorothy Cordell volunteered to serve in that role.

- e. **Question:** Representative Robert Kulick posed a questions regarding the Calendar and Schedules Committee, asking if the committee chair might be able to serve at the university level.

**VIII. Open Forum**

Representative Jennifer Parker asked about the need for increased accountability for A&P committees that do not meet regularly.

**IX. Adjourn: 3:58 pm**