



Administrative & Professional Assembly

Location: Foy Hall Auditorium

December 4, 2013 at 3 pm

Minutes

Call to Order: 3:02 pm

I. Roll

Present: Kirk Kreamer, Meaghan Weir, Karen Rankin, Timothy Jones, David Benjamin, Laurel Hendrix, Shannon Bryant-Hankes, Frank Oprandy, Wiebke Kuhn, Robert Kulick, Vic Walker, Tammy Hollis, Jennifer Parker, Robert Holm, Cathy Pate, Kathy Harmon, Bryan Elmore, Ashley Hamberlin.

Absent: Susan Canaan, Courtney Gage, Lisa Martin, Elizabeth Bowersock, Jane Farr, Chuck Hunt.

II. Approval of Minutes – October 23, 2013, approved

III. Guest Speakers

a. Jane Parker & Rob Wellbaum- Development (Campaign)

i. AU Foundation

Ms. Parker provided an overview of the AU Foundation which is a separate 501(c)3 that can receive charitable contributions and manage the university's endowments. As of 10/31/13, the endowment was approximately \$558 million. Ms. Parker reported that donors are becoming more specific with their gifts and want to see how their philanthropy has benefitted the university. The AU Foundation investments committee evaluates recommendations from the investment consulting firm, Prime Buchholz, and the makes recommendations to the foundation.

ii. Campaign

Mr. Wellbaum provided an overview of the ongoing campaign and said that this is the fourth major comprehensive campaign undertaken by the university. Mr. Wellbaum shared the timeline for the campaign which consists of four phases including, preparation, leadership gifts, public, and post-campaign. The university is currently in the second phase, the leadership gifts phase which began in January 2013 and is estimated to run 24-30 months. The objectives of the campaign are to raise \$1 billion, elevate sustainable giving, grow volunteer engagement and enhance donor relations and stewardship. In the 2013 year, the Office of Development has initiated leadership gift solicitations for university leaders, administration and trustees, expanded the annual fund call center, expanded donor recognition programs and initiated volunteer committees. Mr. Wellbaum reported that the campaign has reached 49.14% of the \$1 billion goal.

b. Dan King – Facilities (Facilities Update)

i. Current/Upcoming Projects

Mr. King recapped the ongoing facilities' projects, reporting the completion of the kinesiology building, the wellness center, the CASIC facility and the W. Samford residence hall. Scheduled for completion in 2014 are the small animal teaching hospital (phase II) and the wellness kitchen.

ii. Master Plan

Mr. King reported that the master plan was approved by the Board of Trustees in November 2013. Following 166 meetings with different constituent groups, facilities found that:

1. The greatest academic space deficit was in instructional lab space, primarily in the College of Sciences and Mathematics.
2. In instructional classroom space, there is an issue with quality and appropriate size and not quantity of rooms.
3. The college or school with the greatest space deficit was the School of Nursing.

iii. Capital Projects Program

Mr. King reported that facilities ensured the master plan was in sync with the university's strategic plan and placed a focus on student success. Several priorities going forward are the construction of the Academic Success Complex, a new College of Education building, and a new School of Nursing building. When asked by representative Robert Kulick about Dunstan Hall, Mr. King reported that Dunstan will be demolished in January and February of 2014 and that facilities is exploring the possibility of building a parking structure where the engineering shops and L building are currently located.

IV. Old Business

None

V. Comments from the Chair – Bryan Elmore

Bryan Elmore thanked the guest speakers and those who attended the open forum with the Huron Group. Mr. Elmore informed attendees that a panelist discussion regarding the budget plans would be held January 15, 2014. Additionally, Mr. Elmore reminded attendees of the upcoming Active Shooter Training posted in AU Daily. Mr. Elmore concluded by reporting that OIT would be switching networks to a new core on December 17 resulting in all university service being temporarily down.

VI. Executive Committee Report – Ashley Hamberlin

Ashley Hamberlin reported that the A&P Executive Committee met in November 2013 and discussed the grievance process and proposed amendments to the constitution.

VII. New Business

- a. **Constitutional Amendments:** Bryan Elmore presented three proposed amendments to the constitution and told attendees that a vote on the proposed amendments would be done by all A&P employees. The proposed are included as appendix A.

Discussion: Representative Robert Kulick reported that the Calendar and Schedules committee met in November and elected him as chair. Mr. Kulick supported the proposal that the representative on the university Calendar and Schedules committee be a member

of the Advisor Caucus. Representative David Benjamin asked about the removal of current committee members who have more than two absences and Chair, Bryan Elmore replied that the Executive Committee remove the member and Nominations and Elections would solicit a new member. Member-at-large, Vic Walker suggested that the language be changed regarding the removal of member from “will remove” to “may remove” and suggested that each committee have input on who is to be removed. David Benjamin suggested that the committee should vote on the removal of the member.

The amendments will be brought before the assembly for a vote at the February 2014 meeting.

VIII. Open Forum

None

IX. Adjourn: 4:40 pm

Appendix A

Proposed Amendment 1

Article V – Section 1

SECTION 1: STANDING COMMITTEES

During the Spring of each year, Administrative and Professional employees will be given an opportunity to express interest in serving on Assembly and University Standing Committees and to nominate others for such service. Using this information, the Nominations and Elections Committee shall submit nominations for membership on Assembly Committees to the Assembly for approval. All committee members (with the exception of the Executive Committee members) shall serve a three-year term staggered in such a manner as to have one-third of its membership retiring and one-third of its membership beginning anew each year. During the first year of committee existence, each committee member will draw a lot to determine their term length. No member shall serve consecutive three-year terms. Committee chairpersons are chosen by majority vote of the respective committee members during the first meeting of each year. Committee chairpersons shall serve a one year term. Each standing committee shall have a written statement of its operating procedures on file with the Executive Committee. Each chairperson shall submit a yearly report of the committee's activities to the Executive Committee and the report shall be available upon request. Committee chairpersons should keep track of attendance at scheduled meetings. Committee members missing more than two scheduled meetings during the year will be removed from the committee and replacements will be appointed by the Executive Committee.

Proposed Amendment 2

Article V – Section 1

B. NOMINATIONS AND ELECTIONS COMMITTEE

The Nominations and Elections Committee shall consist of at least nine members appointed from the Administrative and Professional group by the Executive Committee. The Nominations and Elections Committee is responsible for submitting nominations for officers and standing Assembly committee members to the Assembly for approval and making recommendations to the President for membership on university committees. This committee shall set general election guidelines, maintain election eligibility, and maintain voting records. The Nominations and Elections Committee shall oversee all aspects of final election processes. Assembly members receiving nomination for elections shall be ineligible for Nominations and Elections Committee membership.

C. PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee shall consist of at least nine members appointed from the Administrative and Professional group. This committee is charged with aiding and encouraging the professional growth and development of the Administrative and Professional members. It shall study and recommend action on professional leave, continuing education, and recognition of professional achievement.

D. WELFARE COMMITTEE

The Welfare Committee shall consist of at least nine members from the Administrative and Professional group. The Welfare Committee shall review and make recommendations about Administrative and Professional salaries, benefits, and evaluation procedures.

~~E. CALENDAR AND SCHEDULES COMMITTEE~~

~~The Calendar and Schedules Committee shall consist of the Assembly secretary and three members from the Administrative and Professional group. The committee shall recommend policies and changes to the University Calendar and schedules to the Assembly Executive Committee.~~

~~EE. GRIEVANCE COMMITTEE~~

The Administrative and Professional Grievance Committee shall consist of at least fifteen members appointed from the Administrative and Professional employee group. A minimum of one member from each of the major vice-presidential representative categories shall be maintained on the committee at all times. The chair shall be elected from within the Grievance Committee and shall serve for a one-year term. The committee shall provide mediation teams to assist with the resolution of work-related complaints and shall evaluate grievances filed by Administrative and Professional employees and make recommendations to the president and appropriate vice-president.

Proposed Amendment 3

Article III – Section 2C

C. SECRETARY

The secretary shall keep the official minutes of each Assembly and Executive Committee meeting. The minutes shall be filed in the University Archives. Copies of the Assembly minutes will be distributed to the Assembly members prior to the next meeting. The secretary shall distribute official calls for meetings and other materials as directed by the chair. The secretary will be the Administrative and Professional representative to the University Senate's Calendar and Schedules Committee. This duty can be designated to a member of the Advisor Caucus. If the duty is fulfilled by the secretary, it should involve consultation with the Advisor Caucus on important academic calendar dates.

