



Administrative & Professional Assembly
Location: Student Center | Room 2222/2223
October 28, 2014
Minutes

Call to Order: 3:01 pm

I. Roll Call

Present: Kirk Creamer, Joy Vrbka, John Heck, Josh Conradson, Karen Rankin, Timothy Jones, Laurel Hendrix, Shannon Bryant-Hankes, Frank Oprandy, Breanna McKenzie, Robert Kulick, Laurie Newton, Paula Davis, Lawrence Hamberlin, Jennifer Parker, Cathy Pate, Katie Lee, Ashley Hamberlin, Vic Walker, Bryan Elmore
Absent: Meaghan Weir, David Benjamin, Stephen Gulley

II. Approval of Minutes from September meeting

Motions pass and minutes from September meeting is approved with noted changes.

III. Guest Speakers

a. Kevin Coonrod – University Ombudsperson

- i. Kevin has been in the Ombuds role for more than one year and is still enthusiastic and energized by what he has been able to do. He defined what the Ombudsperson does and what he is doing to help. Indicated that there are few things which are inappropriate to discuss, but if you have an issue, you can come by the office (located in the ground floor of the Quad Center).
He explained the four basic principles which are independence from any office on campus, neutrality in all issues, confidentiality and an informal setting. He stressed that he has no authority to create a binding resolution to a problem, but acts as an intermediary between parties. He plays the “devil’s advocate” and facilitates conversations. He is able to give policy advice but not legal advice. He can serve as an agent of notice, participate in grievance processes as a neutral party and can advocate for fairness in disputes. He will happily put on a seminar to identify traits in “high conflict” people to help supervisors and others identify these and will also do seminars on bullying and negative lobbying (trying to get a group to “gang up” on one individual in the office).
Showed his intake numbers from 13-14 and indicated that 36 persons from A&P group utilized Ombuds services.

- ii. Questions: How long do issues remain open? Usually 60 days, after which all documents are shredded.
What types of cases did he hear? All types of disputes.
Can he help with Welfare Committee Anti-Bullying Policy? Yes, he will reach out to Jenny Swaim.
When does an individual decide whether to go to him or HR? He will refer to appropriate offices. There should be as much separation between HR and the Ombuds office as possible. Some cases are referred to him by Kelley Taylor (Title IX) and some are referred by HR.

b. Teresa Coker – University Payroll and Benefits

- i. Teresa spoke about open enrollment for health benefits and flex accounts which began November 1 and ends December 1, 2014. There will be a 2% increase in benefit costs. Some are due to high value claims and some are due to Affordable Care Act. By comparison, 2% is very low. There are no changes to the overall plans, with co-pays for appointments staying at \$25 and prescription drug payments at \$10/\$30/\$40/\$100 depending on type. There is a \$1.73 increase to the premium for the vision plan. Flex plan has changed some with new administrator and there needs to be some push regarding submission of receipts. New with Wageworks is a change to the carryover policy that allows you to carry up to \$500 into the next year rather than lose it after March. This only applies to medical care, not dependent child-care. The cancer care plan continues as before. She encouraged everyone to enroll in the voluntary retirement plan as it's a matching plan up to \$1650 per year and it is pre-tax money.
There will be a benefits fair open house on 11/12 and 11/13 at the Wellness and Recreation Center.
P & B is moving to the East Glenn Administrative Facility (formerly Bruno's) and will be merging offices with HR.
- ii. Questions: Will there be open parking at the new facility? Yes and Tiger transit will run there as well.
When is the last day to join Healthy Tigers? November 30th.

c. Welfare Committee Report on Adopt-a-Spot

- i. This program allows groups or individuals to pick a location on campus and pick up trash and recyclables. There is funding through the Concessions Board to build a website for the project. You can go to <https://cws.auburn.edu/AdoptASpot> for full details on how it works and all details.
- ii. Questions: What about game days? University has outside contractor to do game day cleanup. The rest of the time adopt-a-spot is fair game. Currently about 75% of spots have been adopted.
How long do you adopt? There are 1 and 2 year options.

IV. Comments from the Chair

- a. Ashley Hamberlin thanked the speakers for their time. She reported that official word regarding new priority points for football tickets is coming, probably for 2016. She made a presentation of a plaque to Bryan Elmore for his prior service to the A&P.

V. Executive Committee Report

- a. Vic Walker reported that discussions are continuing with the Employee Emergency Fund, announced a new representative from Place 14 (Paula Davis) and presented updates from Professional Development and Nominations and Elections (no new business from either).

VI. New Business

a. Introduction of new Assembly rep from Place 14

Introduction of Paula Davis who replaces Amanda Malone.

VII. Open Forum

Shannon Hanks asked if there are any changes to the domestic partner benefits and what the requirements are for sponsored adult dependent or sponsored dependent benefits. Teresa Coker referred to the Payroll/Benefits webpage for all eligibility requirements.

VIII. Adjourn

4:08 pm

APPROVED