



Administrative & Professional Assembly
Location: Student Center Rm 2222/2223
April 14, 2015 at 3 pm

Call to Order: 3:02 pm

I. Roll Call

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

II. Approval of Minutes from February meeting

Motion passes

III. Speakers

a. Chance Corbett – Associate Director, Emergency Management

- i. Chance Corbett informed the group about the two courses offered by Emergency Management which are Emergency Preparedness and Active Shooter Training. Mr. Corbett reported that attendance for these training has been low and he asked all in attendance to encourage their constituents to attend. The Emergency Management Operations Center is located in the old credit union building on Magnolia Ave. Mr. Corbett told the group that all employees are provided Emergency folders during orientation with guidelines for handling emergency situations, but anyone needing replacement folders can contact the Emergency Management office to obtain more. Also, Mr. Corbett encouraged everyone to download the official university app to access the guidelines on their personal devices. Additionally, Mr. Corbett asked those in attendance to encourage others to sign up for the AU Alert system which will send out information in the event of an emergency or to share important time sensitive information. Those interested in signing up can go to auburn.edu/emergency or AUAccess to sign up. Employees can also provide an emergency contact person through the AU Alert registration. Campus CERT Training is still ongoing and is offered at no cost to a department. Employees can contact Emergency Management to learn if their building has a CERT Team in place. Those

interested in attending any of the Emergency Management training courses can sign up on FastTrain in AUAccess.

ii. Questions:

Q: Can preparedness and active shooter trainer training be required as a term of employment? A: That is an option but will not be done at this time.

Q: Will Clery Act training be offered on site? A: No, this is offered online and all campus security authorities are required to complete the training.

IV. Comments from the Chair

- a. Ashley Hamberlin thanked the speaker for his time. Ms. Hamberlin reminded the representatives that the Presidential Fellowship application is available online through May 22. Also, nominations for place representatives will be accepted through May 1 and voting will take place May 4-8 online. Places 2, 3, 4, 6, 7, 8, and 11 will have open spaces. The next meeting will be May 12 in the Athletics Auditorium with Dr. Gogue, Rich McGlynn and Don Andrae speaking.

V. Executive Committee Report

- a. Vic Walker reported that the Executive Committee met and discussed the Employee Emergency Fund, the A&P Fellowship and the April meeting.

VI. New Business

- a. Election of Chair & Executive Committee
Chair-Elect: No nominations from the floor were made. Nominees were Timothy Jones, Rob Kulick and Cathy Pate. A run-off took place between Mr. Jones and Mr. Kulick. Timothy Jones was elected.
Secretary: No nominations from the floor were made. Laurie Newton ran unopposed. Laurie Newton was elected.
At Large: No nominations from the floor were made. Lawrence Hamberlin, Laurel Hendrix, Joy Vrbka, Frank Oprandy and Robert Holm were the nominees. Lawrence Hamberlin, Laurel Hendrix and Joy Vrbka were elected.

VII. Open Forum

No Comments

VIII. Adjourn

3:46 pm