



**Minutes**  
**A&P Assembly Meeting**  
**Forestry & Wildlife Building Room 1101**  
**Wednesday, September 14th, 2016 at 3:00 P.M.**

**Call to Order: 3:02 P.M.**

**I. Roll Call:**

Present: *Brooke Patton, John Heck, Joy Vrbka, Amanda Malone, Claire Wilson, Tim Blackmon, Mark Bransby, Shelly Nemeroff, Steve Glennon, Mike Stover, Bre Aunna McKenzie, Robert Kulick, Stephen Gulley, Paula Davis, Angela Chandler, Jeanie Harry, Robert Holm, Tyler Adams, Katie Lee, Lawrence Hamberlin, Timothy Jones, Vick Walker* *\*italicized reps need a name badge ordered*

Absent: Josh Conradson, Laurie Newton

**II. Approval of Minutes from the May meeting**

- a. A correction to the spelling of Ben Burmester's name was noted.
- b. A motion to approve the minutes was made by Mr. Jones and seconded by Mr. Bransby. The motion passed on a voice vote

**III. Speakers**

- a. Terri Williams-Flournoy – Head Coach, Women's Basketball
  - Coach Flo has 25 years of experience coaching, 13 years as a head coach, five of which have been at Auburn. Significant wins in the last year: Kentucky, Alabama twice, and Florida. Also went to the second round of the NCAA tournament.
  - Coach Flo acknowledged how important the fans are and reminded the audience that season tickets went on sale the previous Monday. She remarked that they are surprisingly inexpensive. \$60 reserved seat, \$50 general admission.
  - Don't forget that they invite one lucky fan to be an "honorary" coach that sits on the bench and comes to the locker room to experience some of the prep work that the players put into their sport.
  - Coach also mentioned that compared to the previous year, last year was leaps and bounds more fruitful. That is in large part to the heart of our ladies. After losing about fourteen games in a row in the prior season, they managed to win five of the last six

games and start an upswing that carried into last year. This helped them realize that they could win and changed the culture to one of a winning program.

- The coach then began to focus on change and dealing with change. She admitted that change is hard, and most people don't like it.

She traveled back in her mind to her first head coaching job at Georgetown. She recalled having a team, one that she had not been part of recruiting, as she had just arrived. She quickly realized that her plans for how she wanted to play were incompatible with the skills and abilities of the team members. For three years they played a 2-3 zone, something Flo was far from being adept at. She had more of run and press, cause havoc strategy. Nonetheless, she was reading books and getting help wherever she could to get a handle on the 2-3 zone method.

Finally, in her fourth year, she realized that it was not working and she had to bite the bullet and do what she had to do, despite the apprehension that she and her team had. That year they had a big recruiting class with seven freshman and she knew that if she was going to make a change, now was the time.

So, they made the leap of faith. And they proved that they could be the team that they wanted to be. It took a willingness to accept the change and a mindset that expected hurdles, but in the end, it allowed them to be the team they wanted to be and have more success because of it.

That experience has carried over to Auburn. She has built a strong pressing team. She prides herself on this point. And she admits that it is sometimes a hard physical adjustment for her new players, but after the initial shock and some conditioning, they get it.

- She's very fired up and optimistic about the upcoming season. The team has several experienced seniors and juniors returning.
- Coach Flo acknowledges that playing, especially in the SEC, is significantly more demanding than playing in high school, but that is just the nature of the environment and stresses the need to be able to accept and work with change.

b. Dr. Don Large – Executive Vice President

- Dr. Large introduced the new Vice-President for Finance and CFO Kelli Shomaker. She takes over from Marcie Smith.
- Dr. Large shared the attached presentation and commented on its content.
  - He points out that since 2008, when the great recession hit, and appropriations went down \$180M we just haven't recovered.
  - The main sources of funds that we can make decisions on how to utilize are 1) State appropriations and 2) Tuition.
  - State appropriations are down \$100M and have not recovered.
  - Last year we ranked 45<sup>th</sup> in appropriations per student, this year we are 49<sup>th</sup>.

- There are many good ideas of new and innovative ways to pursue the change that Coach Flo referred to, but we have to have the funds to do that and finding a balance to navigate through these challenging times is proving tricky.
- Next year's budget is \$1.22B (Compared to \$1.16B in 2016) in the 4 divisions shown in slide 4 and the unrestricted portion is ~70% of that.
- The proposed budget includes an average salary increase of ~4%, a 2% one-time pool, funds for promotions
- In addition, it provides for investment in IT Security, compliance and safety; Building maintenance and operations as well as the other strategic investments listed in slide 5.
- In the meantime the university is pushing its limits with enrollment expanding to 28K, ACT average has increased to 27.4, we moved up in US Word & News reports of top 50 public universities, the \$1B campaign\* just finished a year early (Not that we will stop. Just because we met our goal, doesn't mean we have reached our potential.), retention rates are higher, graduation rates are higher.  
\* That's not \$1B cash, rather promises that will be there in time
- So, we are doing amazing stuff with very little help from the state.
- Tuition increases have been 2-3% annual in recent years. And that is probably what will go to the board next spring.
- Every employee group has done more than their fair share during this time.
- The biggest challenge financially moving forward each year is having some new money to allocate to growing expenses and salary increases. Especially until the state starts funding somewhere near the levels that they historically used to. Until then we will continue to depend on tuition, and efficiencies and will do our best to give the allocations we can.
- Just know that it is not a given that we will have funds.

- **New budget model** – The intent is to encourage some behaviors that are positive and currently don't occur (e.g. credit hour productivity). In the past there was more incentive to get out of teaching than into it. Now there is an incentive. Research is seeing more encouragement.

We are in the first year, where there was a "hold harmless" agreement. When the consequences kick in and the allocation redistributions come in the results may be unexpected and some may not be prepared.

For years we had an incremental approach where every program got the same percentage budget increase regardless of productivity. This changes that. Some will be happy and some will be sad.

- **How much of the \$1B campaign gets into the budget?** – Almost none. Most of the gifts are restricted and one time money (buildings, scholarships). So it can't be built into

operating budgets. But it does provide for our quality enhancements, so it is very valuable, just not for operating.

- **Is there any talk of an early retirement option?** – Not at this time. It was done ~10 years ago. It turns out that it is not strategic because you lose good people and people that were looking to leave. Those positions have to be filled. Then folks hold on until the next one. We just don't need it. Let's rather find efficiencies.
- How with FLSA affect the budget? – It won't affect the budget, but it will have huge ramifications on the business. Pay doesn't change, but method of pay does. Much more recordkeeping. If employees' time is not managed, there will be a financial implication that the departments will have to address. Remember, the premise is fair pay for the work.

c. Rod Kelly – Human Resources – FLSA

- Fair Labor Standards Act (FLSA) is coming down the tracks. With a self-imposed implementation date of October 31<sup>st</sup> ahead of the mandatory date of December 1. This is being done to limit the impact on employees so that they can get used to the new pay schedule and adjust accordingly.
- HR wants to make sure that they have done the best job possible of communicating all aspects of the change to all that are affected. Employees, supervisors, timekeepers, etc.
- If you have questions, they want to make sure they are answered. Even if they can't answer it right away, they are striving to make sure that they do get it answered in a timely and satisfactory fashion.
- The Alternative Minimum Threshold (AMT) was explained and reasoning was given for why some groups of employees do qualify to be subjected to this level rather than the Minimum Salary Level that designates most employees as exempt. [More information about the exemption tests, AMT, and the appeals process is available online.](#)
- Rod and Patrick Johnston also outlined the changes that affect the graduate student group as a whole. Some are exempt, others that were are no longer. [More information about graduate students is available online.](#)
- The [FLSA transition schedule](#) was presented and reviewed.
  - i. September 16<sup>th</sup> – Board vote in the morning, supervisors and HR liaisons receive lists of impacted employees in the afternoon. They will be provided with templates for letters to notify employees of the change as well as talking points and answers to questions
  - ii. September 19<sup>th</sup> – Employees get merit raise letters and the letters that were prepared by the supervisors/liaisons. This is the point that they learn for sure if they are impacted. All of them should have received communication that they MAY be impacted in the last month.
  - iii. September 22<sup>nd</sup> – HR liaisons will get a twelve page information packets for each employee. It covers topics such as time reporting, overtime premium, history of FLSA, timekeeping, business travel.

- iv. Employees will also be provided with a personalized paystub that will accurately represent what their paystub will look like on the new system. This is to help them prepare to budget around being paid biweekly rather than monthly and will give them the opportunity to start to move some of their financial obligations around to fit in with that change.
  - v. September 26<sup>th</sup>-30<sup>th</sup> – HR will hold workshops for employees to get questions answered. A question was raised about how those in remote locations could attend and HR said that they were working on a solution for that situation.
  - vi. Changes go into effect October 31<sup>th</sup>, so there will be some reminders sent to employees and timekeepers. Impacted employees will receive their final monthly paycheck on October 30<sup>th</sup>.
  - vii. November 18<sup>th</sup> – First check for impacted employees is issued
  - viii. November 30<sup>th</sup> (Wednesday) – Second check for impacted employees issued. This is only 12 days later, but ensures that impacted employees receive two checks in November. Employees that have always been biweekly just receive their check a little earlier.
- HR will also be providing information about Kronos, business travel ([for which there is online guidance](#)), alternative work schedules (if you have functions at night), templates to distribute work to help prevent overtime, after-hours network access (e.g. checking email, text messages, or voicemail)
  - HR also publishes a [Good to Know Series](#), pays special attention the December 15th, 2014's topic of Compensatory Time-off and University Staff (non-exempt) Business Travel
  - If you feel that your position is in need of a reclassification, there is an appeals process that currently takes between two and three weeks and requires supervisors' approval.
  - **Who makes the decision of compensatory time off or overtime premium pay?** – The employee (and the employer).  
 Kronos was set up to default to compensatory time off, which the employer (or department) has the right to choose whether to offer or not (this is only allowed to public institutions). But the employee gets to choose which option they take. The employer can't force compensatory time off.  
 Some departments do it to try to save money, but it does not save money at all. In fact, only in limited circumstances (agriculture and forestry where work is very seasonal) is compensatory time off a recommended option. In most other cases it creates a differed liability that can only grow. (Ex. employee earns compensatory time off, then gets a raise or promotion, now their time off costs more than paying them would have). HR has decided no compensatory time off for their department. Your department can choose not to offer it too.  
 The other problem with compensatory time off is that it causes productivity loss AND/OR still costs you money because you have to bring someone in to do the work

while the regular employee is out (or have another employee accrue compensatory time off, starting the cycle all over again). It really is better just to pay the overtime premium when it is unavoidable and limit overtime as much as possible.

Also, accrual of compensatory time off is limited to a certain number of hours (~240hrs), similar to annual leave.

- **How will FLSA change the A&P vs. Staff designation?** – The university is trying to move away from an “us” and “them” situation. Currently, A&P is exempt, University Staff is non-exempt. Moving forward, they may combine, reorganize, or something else. Other than exempt/non-exempt A&P and University Staff are only treated differently in two other areas 1) parking 2) leave accrual. Any A&P employee that is reclassified non-exempt will retain their parking options and leave accrual rates. In the future, the two groups may have the same parking privileges and leave accrual rates. That has yet to be addressed.

Leaders from A&P, Staff Council, and HR have met and generally agree that drawing a membership line based on exemption status may not be worthwhile going forward. At the same time all parties agree that it would be best to get past the FLSA transition before trying to re-draw those lines. Look to hear more in January.

#### **IV. Comments from Chair**

- a. Updates regarding committee initiatives
  - Sick Leave Bank – A collaboration between faculty, A&P and staff council  
Dr. Large’s first question is always going to be “What does it cost me?”.  
The group met Monday and are collaborating to bring forward a proposal that answers as many questions as possible. They are looking at other institutions to see what works and what doesn’t. It looks like it will need to be tailored to Auburn and may have stipulations that require medical documentation or other “proof”.  
The group will also work with HR to flesh out the details and hopefully have something in 2017 to put forward.
  - Hardship Fund – is very close to implementation. There are just a few loose ends to tie up regarding charting and where funds are going to be housed. We hope to have it done in time for it to be funded by the next faculty/staff campaign.
  - Campus Childcare – headed up by the Provost’s office.  
A review by a consultant has been done and we are waiting for the Provost’s office to share those results. We anticipate more to report in 2017
- b. Nominations for standing committees close on September 16<sup>th</sup>. Please nominate yourself or others (with their approval)
- c. HRD Classes (available in AU Access → Employee → FastTrain)
  - i. LD-750 Applying Psychology to Leadership – October 4<sup>th</sup>
- d. OIT Open forum on spam filtering tomorrow, September 15<sup>th</sup> OIT Building Room 103

#### **V. Executive Committee Report**

- a. Executive Committee Members were appointed to be liaisons to standing committees
  - Nominations – Robert
  - Professional Development - Mark
  - Grievance - Timothy
  - Welfare – Lawrence
- b. The executive committee is going to be focusing on reviewing our policies and procedures and documenting them in a Standard Operations Policies
- c. If you have ideas for A&P meeting locations, contact Mr. Hamberlin

**VI. New Business**

- a. October meeting is in Overton Auditorium at the vet school and will be HR intensive due to open enrollment. Greg Williams, with the equestrian team will also be there.

**VII. Open Forum**

- a. There was nothing raised in the open forum.

**Adjourn: 4:20 P.M.**