



## **A&P Assembly Retreat**

### **Village Dining Hall**

**Friday, August 17<sup>th</sup>, 2018 at 11:00 A.M.**

#### **Order of Business**

**I. Welcome**

- **Employee Dining plan update**
  - Block 30 meal plan will be available to faculty and staff
  - This can be used in Village dining hall or the Foy dining hall only
  - An email will be sent out in September to all faculty and staff with instructions on how to sign up for the meal plan

**II. Lunch**

**III. Introduction of General Ronald Burgess – Chief Operating Officer**

- General Burgess was introduced by the A&P Chair as the Chief Operating Officer for the university and he is temporarily also serving as the Chief of Staff until a replacement has been hired.
- He is a former Auburn graduate and retired from the military after 38 years of service. He spent the last 11 years of his military service in Washington, D.C.
- General Burgess later became the Director of National Intelligence and then finished his career as the Director of the Defense Intelligence Agency
- As Chief Operating Officer, he manages facilities and the business offices of Auburn including the Human Resources office. He is also required to review the efficiency of the university. The Chief of Staff position requires him to handle public affairs and auxiliaries.
- General Burgess believes in being transparent and talking to employees before making decisions
- He does not understand the current budget model and feels that no guidance was given before budgets were created. In the future guidance will be given before the next budget is due. This guidance will be based on historical numbers from the past couple of years. He will require each organization to plan for 5% to be taken from their budget if needed by the university. Hopefully, it will never need to be used but if taken it will be used for unforeseen university wide expenses.

- He is trying to figure out other ways to raise money for the university. He discussed possibly raising parking fees as an option.
- General Burgess has put together a 5 year capitalization plan. The next big issue that needs to be addressed is campus housing. The College of Agriculture building also needs updating and there are no current ideas for the coliseum.

#### **IV. Introduction of Assembly Reps and Executive Committee**

- All representatives introduced themselves and their place number

#### **V. Overview of Representative Responsibilities**

- We are an advisory body to the president and we represent our constituents.
- The Chair-Elect mentioned that the meeting schedule has already been set and an extra meeting has been added in October to discuss open enrollment with human resources.
- Attending assembly meetings are required and you are removed from the assembly if you miss more than two meetings
- The agendas must be sent out 7 days before a regularly scheduled meeting.
- As a representative you must review the minutes and provide corrections if needed.
- Communicate with your constituents via email regarding the meeting agenda for each A&P Assembly meeting
- Do not forward the meeting request sent from the Chair-Elect
- Discuss issues with constituents and bring feedback to the assembly
- If you would like to have something added to the agenda please email the Chair. The agenda is planned two weeks in advance so suggestions are needed at least a month before the next meeting.
- The email that you receive for the meeting invitation will have a link to a spreadsheet with a list of your constituents. This list should be used to email your constituents. You will need to filter based on your place number. The list is updated every three months by the Chair-Elect.

#### **VI. Comments from Chair**

- Discussed place representative changes due to university restructure
- No current assembly representatives will be removed and adjustments have been made to cover place 4 and 18
- Executive committee was introduced and the purpose of the committee was explained

#### **VII. Committee Chair Report**

- **Welfare**
  - Clint Lovelace and Cathy Pate discussed goals for the committee for next year and several continued
  - Committee updates from August 9<sup>th</sup> meeting

- The hardship fund currently has \$10,800.47. The committee is currently working with HR and general counsel on the final policy approval. It must be at \$20,000 to be able to award to someone. There is some confusion that the balance had to always be \$20,000 to use. The committee is seeking ideas to raise money for the hardship fund.
  - The university daycare will be finished by spring 2019. Priority will be given to children of full time Auburn University employees and children of employees that work at the research park. The company selected to run the daycare has a lot of experience. They have 200 similar facilities nationwide. We do not have an exact day of when it will be available to accept children.
  - Projects
    - Researching sick leave bank established at other institutions
    - Researching how many employees are using the tuition benefit
    - Survey for all employees to see what they want to see addressed by the committee
    - Researching the use of the recreation center by employees
    - Compensation to employees that obtain a degree
- **Professional Development**
  - Established written by-laws for the committee
  - Researched several universities that show how many credit hours are covered at other institutions compared it to Auburn University
  - Created employee recognition for graduates at the years of service celebration by Human Resources. President Leath signed a letter congratulating each employee that has graduated.
- **Grievance**
  - No grievances in the last three years before last summer
  - This past summer we have had two grievances
  - The goal now is to train the committee members on how to handle a grievance when received
  - Changes are going to be made to the grievance procedure soon by Human Resources. The committee will have input with these changes.
  - The participation of the committee members has been an issue so that is going to be addressed.
- **Nominations and Elections**
  - Established procedures for all elections so that it will be easier for future committees to conduct elections
  - The committee has decided to update the format of the Bio form
  - Every year it has been decided that you must submit a new Bio form

- The committee chair created communication emails for all elections. An email is now being sent to those who have been selected and not selected for the committee positions.

#### **VIII. Final comments from Chair**

- The chair suggested that we push through a campaign for every employee to do a continued payroll contribution in order to grow the hardship fund. Current work is also being done to create an information page, it will be added to the A&P page, and a link will be included on all A&P assembly emails. One time donations through tiger giving is still great for increasing the fund. We currently only have \$700 each month for payroll deductions out of over 5,000 employees. The goal is to be fully funded by December 2018.
- We would like to increase assembly meeting attendance. It is encouraged to bring a friend which could be someone from your office to attend each meeting.
- It was suggested to send something to supervisors in order to encourage employees to be allowed to attend meetings.
- We have an operating budget for the A&P assembly. This will allow us to pay for events, name badges, a voice recorder for the secretary, snacks for meetings, or anything else that may be needed for A&P assembly.
- The chair wishes to have the committees fulfill what they have been tasked to do.
- There has been discussion for the tuition benefit allowing the 15 credits hours to be used in any way throughout the year.
- The Executive Committee discussed contributing to the discussion regarding health insurance. The insurance tiers have been suggested by the Executive Committee to be changed.
- Another goal is to encourage the university to pay for certifications or degrees not offered through Auburn if it pertains to your current position.
- He would like to create two ad hoc committees. The committees would be for service projects and a By-law and constitution review committee
- Plans to invite Faculty Senate and Staff Council leadership to Assembly meetings in the future

#### **IX. Open Forum –Topics from the floor**

- The Professional Development Committee Chair asked who she should contact on Staff council regarding the tuition benefit because their concerns may be similar. The A&P Chair suggested that once she finishes her research that she send the information to the Executive Committee to review and then the chair will be bring that information to President Leath.
- An assembly representative asked about any updates regarding the ocular melanoma incidents throughout Auburn and especially on campus. The Chair plans to follow up to get further information on the issue.

#### **X. Adjourned: 1:17 P.M.**