



Our Mission

We affirm our goals to represent all Staff at Auburn University; promote better understanding, cooperation, and communication among all constituent groups and to endorse the mission and goals of Auburn University.

Election Schedule

If you are interested in joining the Staff Council team, please fill out the [application](#) and send it to [Gwen Ward](#).

SC election application is now available and needs to be submitted by the June 06 deadline.

2025 Employee Holiday Schedule

Memorial Day	May 26, 2025
Juneteenth Day	June 19, 2025
Independence Day	July 4, 2025
Labor Day	Sept. 1, 2025
Thanksgiving	Nov.26-28, 2025
Christmas*	Dec. 25, 2025

*In addition to the above dates for Christmas Day and New Year's Day, we will close campus on Friday, Dec. 19, 2025, at 4:45pm and re-open on Monday, Jan. 5, 2026, at 7:45am.

* Friday, Dec. 19th, 2025: All offices will remain open and operating until 4:45pm.

*Monday, Jan. 5, 2026: All offices will re-open and resume operations at 7:45am.

Upcoming Events and Deadlines

- The HR Conference will be held July 23 at the Marriott Grand National. (It's designed for those who touch HR processes, including timekeepers and admins.)
- CHEWY Trip (The Recreation and Wellness Center, 601 Heisman Dr, Auburn University (July 9, July11) 1:00 PM - 4:00 PM)
- Auburn Outdoors is offering a shuttle to and from Chewacla this summer. Reserve a seat and add any gear you need to your reservation.
- Emotional Intelligence in Business-
<https://www.auburn.edu/outreach/opce/webinarseries/>

Announcements & Reminders



STAFF COUNCIL ELECTION

RESULTS:

Please welcome 2 new Staff Council Steering Committee members:

Tracy Dixon

Lindsay Norris

And, 6 new Staff Council Representatives:

Jessi Davis, Audrey Grindle, Cedric Hall, Jo Ann Lauraitis, Teresa Parker, Breanna Carr- Booker.

-OCM unit will now report to the Office of the President to better align Auburn's communications strategy with the university's institutional priorities.

- Procurement & Business Services is pleased to announce two important updates!

1. NEW PBS HELP EMAIL ADDRESS

To better support your procurement and payment needs; we have launched a dedicated email address: pbshelp@auburn.edu

2. VENDOR DISCLOSURE STATEMENT (VDS) REQUIREMENTS UPDATE

Effective immediately, a Vendor Disclosure Statement is required for any contract or purchase exceeding \$75,000. This update ensures compliance with state regulations and helps prevent processing delays.

-Office of Trademark Management and Licensing contacts for questions or help are the following jasonh@auburn.edu or ellielarue@auburn.edu . Their website is licensing.auburn.edu (aub.ie/tm) and social media is @AULOVEITSHOWIT