AUA Board Meeting  
Wednesday, January 13, 2010  
Office of Development Conference Room

Present: Kathy Kaplan, Dan Campbell, Bev Forbes, Dan Hennelly, Trey Mayo, Glenda Humphreys and Ann Pettingill

1. Welcome. Kathy welcomed Glenda Humphreys to the meeting.

   a. Balance as of December 2009:
      i. Income $20.00
      ii. Expenses $0.00
      iii. Current balance is $936.73
      iv. Membership 39 / 5 not paid

3. AP Faculty
   a. Guest speaker: Glenda Humphreys, Vice President for Human Resources visited to talk about discussion points related to AP faculty:
      i. No comp leave can be accumulated for administrators, but hard to complete increasing workload in a 40 hour week. There is no comp leave for AP faculty and HR did contact other Virginia schools and no schools are crediting it. Most AP faculty do not work a 40 hour week. Extra hours are inherent to the jobs. There are procedures for exempt classified staff to earn comp leave in certain circumstances if approved by the VP, but AP faculty are not eligible. Informal provision of comp leave is not authorized. One option which is available for AP faculty and exempt employees is the requirement of 80 hours of work over a two week period. With the supervisor, adjustments can be made over the course of the two weeks (two Sunday – Saturday weeks, not the pay period). An exception to exempt employees ineligible for comp leave is the occasion when the employee is required to work on a holiday; in that case, the employee can get 8 hours for another time.
      ii. Flex time – how is this done for administrators – some colleges use something similar to classified leave system / comp time. Glenda was not sure what this question comprised. The comp leave response above speaks to this issue also. We do have alternate work schedules in place, which also allows for flexibility.
      iii. Governor’s letter about change to pension plan. Governor Kaine proposed 3 changes to reduce Commonwealth financial commitments:
         1. That the state return to the pre-1983 system of requiring employee contributions to the retirement system (VRS). Effective July 1, 2010 a 1% contribution is proposed and in July 1, 2011, it would increase to 2%.
         2. That the lowest age of retirement be raised to 55 for staff employed on or after July 1, 2010
3. That the Commonwealth suspend its deferred compensation cash match program for the time being.

4. None of these proposals have been endorsed by the new governor. To monitor issues and changes, check the VGEA.org site for government employees.

5. Staff are encouraged to contact their delegates about issues of concern. This should be done on the individual’s time; use of university letter head is inappropriate.

iv. H1N1 – emergency pay if you don’t have sick leave, or for state of emergency; is a website being developed – mentioned at President’s retreat. The web site was set up and is ODU Health Alerts on the main web page or at (http://studentaffairs.odu.edu/safety/news_events/news.php?todo=details&tid=15733) There are FAQs for faculty and staff on the site. The Flu Committee worked weekly through November but so far have not had to continue meeting. There have been free shots on campus and at local pharmacies (word was late in getting out on the pharmacies). The last clinic on campus is today. The state also set up 80 hours of public health leave which would be available on a liberal basis in the event of an official health emergency. The leave would be available to employees who are sick or whose dependents are sick and to part time employees as well in the event of an official emergency situation.

v. When will AP handbook be completed? We hope that the handbook will be completed this semester. HR is in process of going through all policies; where there are gaps, staff are working on developing policy. We are not sure yet what the approval process for new policy statements should be – ODU approval or BOV approval process. A draft copy will be sent for AUA feedback when ready.

vi. We know the different classifications (FP/FA/FO/FP) will all be known as AP Faculty … is this already official – will this be communicated to the university? Since 2005, HR has been informally working on switching the language to the SCHEV and DHRM usage of AP Faculty.

vii. AP Faculty Orientation. September Sanderlin will pilot a new orientation program in spring semester. Entitled, Understanding Your Responsibilities as Administrative and Professional Faculty, it will be offered on a quarterly basis for new and current AP faculty.

viii. Governor’s recognition of hard work with an additional eight hours of time off for state employees. This holiday has been scheduled into the University’s holiday schedule and will available on December 23, 2010. HR will research the possibility of loading unexpected leave such as this for everyone, to be used on an individually scheduled basis. [NOTE: UPDATE TO ITEM VIII VIA AN EMAIL MESSAGE FROM GLENDA HUMPHRIES 1/27: We will be implementing the flexible holiday this calendar year. HR has made the changes for Banner WTE and an e-mail announcing this will go out to eligible employees (classified, AP faculty, 12-month faculty eligible for annual leave) by end of this week.]

ix. Succession planning. This was in process but is currently tabled because of limited resources.
x. Furlough day. The governor designated May 28 as the state furlough day, but that day does not work for the universities and colleges because of scheduled classes. Required notice for a furlough day is 30 days. The higher education furlough schedule is still under consideration. Once applied, it will affect all full time faculty and staff and cannot be substituted with leave. Impact of a furlough day on retirement or benefits have been waived. HR developed a means for assisting individuals in Pay Band 1, who will be hardest hit by the furlough day. The incoming governor may alter scheduling plans.

b. Questions to Glenda:
   i. Is there a way that AP supervisors can receive notices of classified staff policy changes? To meet this need, HR worked with OCCS to create a new email distribution list for all supervisors. They believe that this is working.
   ii. Policy for job sharing for AP Faculty? There is still a policy, but it is less attractive to departments because they have to take on higher benefits costs. In the state there are also situations where staff have a 32 hours/week position with 80% of the full time salary but I retirement and health care benefits. Ten and 11 month contracts are still an option.

c. Questions from Glenda:
   i. How can we maintain staff morale? Continued recognition programs, unit recognition programs.
   ii. How can HR effectively communicate policy changes and other important information? Might use the supervisors to help manage communications and follow through for important changes.

d. Layoff notices
   i. Classified.
      1. HR tries to double the required notice of two weeks.
      2. Severance pay
      3. 12 months of health and life insurance
   ii. AP Faculty, less than 2 years
      1. 90 days notice
      2. Severance pay –runs concurrent with notice period
      3. 12 months of health and life insurance
   iii. AP Faculty, more than 2 years
      1. 6 months notice
      2. Severance pay–runs concurrent with notice period
      3. 12 months of health and life insurance

e. Kathy thanked Glenda for taking the time to come and talk to the Board.

4. Events
   a. February program. Wednesday, Feb 17: Wine and chocolate at Borjo’s, 5-7 pm. Dan will talk with the manager to identify the wines to be served. He will check to see what we charged last year and will do the same again this year.

Next board meeting: February 10, 2009