

AUA Board Meeting Monday, February 2, 2009 CBPA Dean's Conference Room

Present: Tisha Paredes, Judy Luedtke, Worth Pickering, Connie Merriman, Jarin Cornish, Bev Forbes, Kathy Kaplan, Dan Campbell, Dan Hennelly, and Ann Pettingill.

1. Treasurer's Report.
  - a. Balance:
    - i. Current income (47 memberships) \$20.00
    - ii. Current balance is \$872.99
2. January 6, 2009 minutes were distributed.
3. Special Board meeting. President Broderick will attend a Board meeting set for Monday, February 16, 2009 to talk about the role of AUA. Bev will take notes because Ann will be off campus that day. The meeting will be held in the College of Business conference room.
4. Programs
  - a. February: Chocolate and Wine. Borjo Coffeehouse, 5 pm, Feb 18. Borjo gave Dan a price of \$15 per person, or \$250 for the expected group of 20. The Board agreed to hold the event at Borjo instead of at the Art Gallery. Members will be charged \$5 and non members, \$8. Non members may also attend with the alternative of joining for the remainder of the year at \$20. Dan will send out an email. Checks can be sent to him. He will be out of town the evening of the event, and Kathy will be there to see to arrangements.
  - b. March: Parking services update.
5. Meeting with the President
  - a. Tisha and Kathy met with President Broderick. He agreed to meet with the Board to talk about AUA's advocacy role. He was unable to meet at the regular time so a separate time 2/16, noon, was set. The President also agreed to come to the end of year social and speak. They asked for funds to help support recognition programs but have not yet received a response.
6. Administrator of the year
  - a. End of year social: end of April
  - b. Year of service award pins: Kathy ordered 48 pins. They will be ready April 1.
  - c. Certificates. Kathy will send the list to Connie and Connie will prepare the certificates as she did last year.
  - d. Nominations. Kathy and Tisha will prepare the packets. Connie will look through her files to find the flyer used last year to publicize the nominations. Kathy will receive the nominations.
  - e. Award requirements. Tisha will check the web page to see if the guidelines are posted; if they are not, she will ask Scott to post them.
  - f. Selection committee. Three former recipients will comprise the selection committee.

- g. Dates. The honoree's name must be sent to University Events by mid March in order to be included on the University's year end program to honor faculty members with year of service awards. Deadline for nominations will be March 2.
  - h. Preparation for University events. Worth suggested that as soon as the committee selects the recipient, a short description of the honoree should be prepared. University Events will need this information along with the name.
  - i. Award: \$500 and a plaque supplied by University Events.
  - j. Webb Hall of Fame. Connie noted that she will work on updating the plaques posted in Webb Center.
- 7. Career ladders - Tisha, Sandy, and Kathy met with Glenda. They will be looking at job descriptions and how promotions occur on campus. Glenda will also be gathering data and guidelines from peer institutions in the state. This will likely be a 2-3 year project.
- 8. AP Handbook - Glenda is working on a handbook for administrative faculty members and would like AUA to help with policy review.
- 9. Equity review – The review will be carried out this year. It should be coming out soon.
- 10. Parking. Jarin asked James Long to consider changing parking payment deductions to a 12 rather than a 10 month basis.
- 11. Other. AUA should request to have a representative on the next presidential search committee whenever it is initiated. It was suggested that this question be asked at the 2/16 meeting with President Broderick.

Recorded by Ann Pettingill  
February 2, 2009