AUA Board Meeting Minutes  
Wednesday, January 19, 2011  
103 Kaufman Hall

Present: Kathy Kaplan, Dan Campbell, Trey Mayo, Jarin Cornish, Bev Forbes, Tisha Paredes, Worth Pickering, Meg Jones, Alice Jones, and Ann Pettingill

1) Welcome. Kathy welcomed Board members.

2) Approve minutes from December 8, 2010 meeting. The minutes were approved with a correction noted in item 3, Budget Report. The number of new memberships was 3, not 8.

3) Budget – Meg Jones, Treasurer
   a) Treasurer’s report as of January 12, 2011
      i) Balance:
         (1) Income: $ 0.00
         (2) Expenses: $ 0.00
         (3) Current draft balance: $1,501.77
         (4) Current share balance: $26.81
         (5) Total AUA Balance $1,528.58
      ii) Membership
          (1) New memberships 0
          (2) Total membership 60

4) Events
   1. VP Panel 1/12/11.
      a. The Vice President’s Panel program went very well. There were 73 persons who had signed up/walked-up for the event; actual attendance was estimated at 65 people. The limited presentation time proved to be productive since the panelists provided information on their top priorities. It was agreed that the event should be expanded to 90 minutes to schedule more time for a question and answer period. The venue (Alumni Center) was a good one. After considering whether to change the date to early fall, it was agreed that the early January date worked well.
      b. It was suggested that AUA might host a panel for the College Deans during the alternate semester. We will consider scheduling these two programs on an annual basis.
      c. A suggestion to host a welcome event for new vice presidents and deans was made.
      d. Kathy will send a thank you to the panelists and a thank you to all who attended. She will include AUA membership information in the latter.
      e. Steve Daniel reported on the event in Monday’s Inside ODU (January 17) (http://www.odu.edu/ao/ia/insideodu/index.html)
   2. Spring Semester Events – Dan Campbell
      a. February 16 – Wine & Chocolate, Borjos. Dan is in the process of working out the menu. The Board agreed to maintain last year’s $5 charge for members but to increase the nonmembers charge from $8 to $10.
      b. March 16 – Tour The District Apartments. The property manager will conduct the tour.
c.  April 27 – Awards Breakfast, River Rooms. The space has been reserved. The event is on the President’s calendar. Dan will send the pictures from last year’s event to Trey for the web page.

3.  Bill Edmunds, new Efficiency Auditor, offered to give a 20 minute presentation for an upcoming AUA program date. The Board agreed that a program be set up for May 18. It was suggested that we ask him to extend the concept a bit – how to be efficient in one’s work environment, or at home. Kathy will send Dan contact information.

4.  AUA programs. The Board discussed an idea of identifying programs via a series name. Suggestions included AUA Professional Development Series; AUA University Life Series; AUA Presents ….. Invitations to programs in the series could all be formatted in the same way to help build recognition. Board members should continue to think about developing this idea; Kathy will include this item on February’s agenda.

5)  J. Worth Pickering Administrator of the Year Award – Bev Forbes. Kathy will send the timeline from last year and other information to Bev for her use. Bev will contact the last three winners and ask them to form the review committee for this year.

6)  Service awards. The Board discussed what timeframe to use when celebrating years of service – calendar, fiscal, or academic year.
  • The December HACE (Hourly and Classified Employees) awards are defined on a calendar year basis but this does not work well for AP Faculty, especially when the AP faculty award is presented towards the end of the following spring semester rather than in December.
  • Teaching Faculty members are recognized on the basis of the academic year; since AP Faculty work a 12 month year and can start at any time, this practice does not work well either.
  • It was decided to celebrate AP Faculty years of service by the current fiscal year. Years of service awards will be given for those reaching the award year (multiples of 5 years) during the fiscal year reporting period. We will need to play catch up and change it for this year’s ceremony on April 27, 2011, since we have used the calendar year for the past 2 years; AP Faculty completing 5, 10, etc years during the period of January 1, 2010 through June 30, 2011 will be included in the list to be honored with a service pin and certificate.
  • For future awards ceremonies, we will use the fiscal year; i.e., for the April 2012 ceremony, we will recognize those who complete a 5-year increment between July 1, 2011 and June 30, 2012.

7)  Webb Council Updates – Alice Jones. The Council meets next week.

8)  CBFA Updates – Jarin Cornish. Jarin reported that CBFA has suspended meetings for the time being.

9)  Women’s Caucus Updates – Ann Pettingill. The last Caucus meeting conflicted with the panel last week; Ann will get a report on meeting topics.

Submitted by Ann Pettingill