AUA Board Meeting Minutes  
Wednesday, December 8, 2010  
103 Kaufman Hall

Present: Kathy Kaplan, Dan Campbell, Trey Mayo, Ann Pettingill, Jarin Cornish

1. Kathy welcomed the Board members

2. Minutes, November 10, 2010. All members present approved the minutes with no corrections.

3. Budget Report. Meg Jones was out sick today. Kathy will ask her for the treasurer’s report on her return. [The report below was provided by Meg Jones on December 9]

   a. Treasurer’s report as of December 8, 2010
      i. Balance:
         1. Income (3 new memberships): $ 60.00
         2. Expenses
            a. S. Waters $ 46.46
            b. Flowers, Pres Broderick $ 62.45
         3. Current draft balance: $ 1,501.77
         5. Total AUA Balance $ 1,528.53
      ii. Membership
         1. New memberships 3
         2. Total membership 60

4. Events
   1. Events Review. Dan Campbell.
      a. Parking. Slade McCalip presented a program on parking on December 1. Approximately 15 people attended. Slade presented a PowerPoint overview and followed up with a question and answer session. Dan asked Slade to send the presentation for us to post to the AUA website. He will work on it and send it to Dan. The question and answer session engendered a good discussion.
   2. Upcoming
      a. VP Panel. Proposed date: January 12, 2011
         i. The VP group will be invited to present a few initiatives that their areas are working on to carry out President Broderick’s vision and the strategic plan. This program will provide another opportunity for communication and collaboration within the University community.
         ii. Kathy emailed President Broderick to touch base about this program; he is very supportive, and offered any assistance. Kathy estimates that each panelist would have approximately 5 minutes to present their top 2-3 items. We will also allot time at the end for questions and answers.
         iii. Dan will check on the availability of the Alumni Center. Kathy will send out an invitation to participate to Alonzo Brandon, Bob Fenning, Carol Simpson, Wood Selig, Don Stansberry, Mohammad Karim, Glenda Humphreys, Jennifer Mullen, and Elizabeth Kersey. We will review the availability of those invited.
         iv. We will advertise through the Daily Announcements and emails to invite the campus community – before the start of the holiday break, just after return from break, and January 10. Dan will send out a meeting invitation with built in reminders to those who RSVP that they will attend.
      b. February 16: Wine and Chocolate at Borjo’s, 5:30 pm. Dan will talk with Rob Loomis (Borjo’s owner) to establish the cost of the event.
c. March: Not yet scheduled. Possible: 2nd VP Panel; District tour; hard hat tour of the new University College building

d. April 27: Awards breakfast, River Rooms. The President has been invited. Dan will look for the photos from last year for posting to the website.

e. Program planning. Dan suggested that we work on program planning for next year at the end of spring semester so we start the year with programs already set up. All members present agreed with this idea.

3. J. Worth Pickering Administrator of the Year Award. The planning process will need to begin next month.

4. Website updates. Trey Mayo. Trey showed his most recent updates: central space for a new graphic featuring the 20th anniversary which can also be used to highlight current information such as the Administrator of the Year Award process; creation of an AUA home button. He’s cleaned up the Administrators of the Year section and hopes to add articles from Tisha and photographs to enhance that page. He updated the constitution and added the revision date. Trey also found an archive with old newsletter and other documents we might be able to use for the site. He will continue working on it.

5. Webb Council report. Alice Jones could not attend the Board meeting but sent along the following report:
   a. Summer Hours in Webb are 8AM – 9 PM Monday – Friday until the end of June. July to start of Fall semester Monday – Friday 8 AM – 9 PM.
   b. There is very limited space available for meetings/events in Webb for March and April.
   c. Webb Scheduling reserved space for over 1000 events for the spring semester.
   d. November 1 is date to keep in mind for submitting space requests for Webb Center for spring events.
   e. The Council is currently discussing scheduling policies and no-shows and is reviewing its by-laws

6. CBFA. Jarin reported that the association has been discussing ways to honor Hugo Owens since the building named after him was torn down to make way for the construction on the north side of campus.

7. Women’s Caucus. Ann reported that the Caucus will probably not offer an AP Faculty Workshop next year since HR is going to set up orientation. They held a program with the Provost in which training for department chairs and new deans on equity pay and family friendly policies was discussed. The Provost will be looking for ways to provide training. The Caucus also held a program on family friendly policies with Glenda and Tim Bostic. Participants talked about policies which might be incorporated into our campus practices. Glenda is working on this and will be taking recommendations forward. Their next program is January 26 on speed networking, in the Hampton / Newport News Room.

8. The meeting adjourned at 1:05 pm.