AUA Board Meeting Minutes  
Monday, February 11, 2019  

Board members present: Tania Alvarez, Kathryn Boone, Tancy Vandecar-Burdin, Bev Forbes, Arminda Israel, Trey Mayo, Catherine Moss, Dan Hennelly, Jarin Cornish, Tisha Paredes

Meeting called to order at 11:05am. January minutes were reviewed and approved.

Old Business:

VP Panel – the WebEx recording link has been sent out.

Newport News refugee supply drive: about 11 bags of donations were delivered to the refugee organization. A tour of the facility may also be a possibility in the future.

AUA Awards – the deadline has passed and the reviews have begun. Michele’s group is about finished with the MPA and Cat’s group is waiting on one more reviewer. There were 3 nominees for MPA and 5 for JWP. We reviewed the process of contacting the nominators to find a date to do the surprise reveal to the winners. Christina Lipuma was identified as the person to contact about the winners for the Faculty Awards Dinner. Tania confirmed that Human Resources is again providing $500 for the breakfast. Jenna is working on numbers to provide to catering and President Broderick is confirmed as the speaker.

Postcards (versus a new brochure each year): Arminda shared a handout with options from VistaPrint and Colley Avenue Printing. The Colley Avenue option assumes design for the cards from Kenneth Fitzgerald’s class and the group agreed that it would be good to involve students in the design of the card. Arminda has a meeting with Kenneth on Monday and will provide text to include as well as requesting use of ODU stock photos (without specific people). It appears we can 250 cards on flat/matte paper for around $75.

New Business:

Sandy Waters asked if AUA wanted to be involved in the review of a potential career ladder for advising positions on campus. The group was unsure of what our role would be and if this was something that would be more appropriate for Human Resources. Dan H. shared that there were some attempts 7+ years ago to standardize those salaries/positions. There was much description about how similar job descriptions, reporting lines, and responsibilities might be across the campus. Kathryn pointed out that the library does not have a career ladder. The ladder for advising is similar to that used by VCU - there was discussion about ODU being Tier 2 versus the Tier 3 (VCU) with the Restructuring Act. The group agreed to have Sandy come to the March meeting so she can share information and to learn more about the specific request.
Programs – Bev gave an updated on Jenna’s behalf. The tour of the Barry Art Museum is confirmed for 2/26 from noon – 1pm and they would like it capped at 20 people. Tania has confirmed a program with Annie Morris (Elizabeth Kersey’s replacement) for March 6th from noon-1pm in the Chesapeake/Portsmouth Room. The Women’s Caucus does not wish to co-host. The joint promotion/tenure/professional development program with the Women’s Caucus is Friday, April 5 – reception 1:30-2pm and then program from 2-4pm. We discussed options for this professional development program – Trey brought up the myths/realities program and he has since shared some of the issues/topics that were covered during an event when he was president. Other topics/questions were discussed such as:

- How do I get promoted?
- Does more work = more pay?
- Does an additional degree = more pay?
- What to know about retirement.

Tania will reach out to HR to see about availability for this program.

Tania will represent AUA at the Big Read event at the VBHEC on 2/14.

Upcoming Women’s Caucus events include Diversity in Hiring Practices on 2/27 at noon in the River Rooms with Holly Gaff and Salary Negotiation with La Wanza Lett-Brewington.

Jarin shared the changes with parking and the use of license plate recognition which makes the hang tag obsolete. Employees should be sure that the license plate numbers for any vehicles (up to 3) that they drive to campus are updated in the parking system. There was some thought that the vehicle might need to be registered in the employee’s name. Jarin also shared concerns about the ODU spots in the WHRO lot that have rising water during high tide (even during nice weather). He is going to following up on this issue.

Discussion of treasurer’s report - $200 was moved from savings to checking. We had two new memberships. Arminda shared that she is retiring March 1 and Cat agreed to serve as temporary treasurer until the election or until we get clarification as to the process. The group approved Cat’s temporary status.

Next meeting Monday, 3/11 at 11am in the Student Success Center, room 2026.