

AP ASSOCIATION  
EXECUTIVE COMMITTEE  
MINUTES

Monday, February 8 1:15-2:45 pm

O'Dowd Hall—101B—Office of the Registrar Conference Room

Present: Cindy Hermsen, Steve Shablin, Wayne Thibodeau, Anthony Gallina, Josh Stotts, Sara Webb,  
Zachary Wincek, Jennifer Janes

Not Present: Christopher Goeth, Becky Lewis, Kai-Lynn Rim, Marie VanBuskirk

- Call to Order (1:18 pm)
- Roll Call and Introduction of Guests
- Approval of Minutes
  - Approved with small changes
- Treasurers Report
  - No change
- Presidents / UHR Monthly Meeting Report
  - Employee Retention being discussed
  - Exit Interview Process
    - Requested of those employees who are voluntarily leaving OU
    - Employee talks with UHR in person and completed a survey through Survey Monkey
    - UHR makes the exit interview request, the employee sets meeting time
    - Data is sent to Vice-Presidents for review
    - Results are not always shared with department heads, should it be?
    - AP Association would like to see what questions are being asked
  - Learning and Organization Development Manager
    - Hiring process is taking place
  - Cell Phone Allowance Policy
    - In the process of being updated
    - Departmental phones will not be impacted
    - Where did this change come from?
  - New salary bands in TEAMS system
- Old Business
  - Compensation Discussion
    - Committee met, no new updates
    - An employee cannot earn over the salary band maximum
    - Newly assigned at-will staff members (due to Sibson Study) should be notified
      - AP Association suggested a letter stating whether they are now at-will or just-cause
    - Committee is looking at recommendations provided by the AP Association
- New Business

- Proposed Performance Management process
  - Process is being discussed within a smaller group. Was part of the OU Institutional Process Task Force
- Committee Updates
  - Communication
  - Planning
    - Agenda needs to be created
    - Invitations for speakers need to be sent out
    - Official invitation needs to be created and sent
  - Nominating
    - Working with AP Assembly representative for dates
    - Meet the Candidate event is being considered
    - AP Association vacant positions
      - President-elect
      - Secretary
      - Member at Large
      - Representative J-R
- Next Meeting-Thursday, March 10-1:15-2:45pm
- Adjournment (2:43 pm)