

AP ASSOCIATION
EXECUTIVE COMMITTEE
MINUTES
Friday, September 5, 2014
12:00 p.m. - 1:00 p.m.
Lake Superior A - Oakland Center

In Attendance: Chris Goeth, Steve Shablin, Wayne Thibodeau, Denise McConkey, Sally Daniel, Kathryn Walters, Steve Meyer, Zachary Wincek, Sara Webb, Jennifer Janes

Not in Attendance: Kai-Lynn Rim

1. Call to Order (12:05 pm)
2. Approval of Minutes
 - a. June 16, 2014 (special meeting)-Approved
 - b. August 22, 2014-Approved
3. Treasurers Report
 - a. No new updates
4. Presidents / UHR Monthly Meeting Report
 - a. Notes presented by Chris Goeth, see handout attached to agenda
 - b. We were not made aware of raise and performance review guidelines until they happened.
 - a. Not communicated through the managers. Some managers heard about a day before the announcement was made. The challenges were that the reviews were done in April before managers knew the guidelines.
 - b. The AP Association would like communication and training regarding the performance tool and how to rate employees. Some training is available through HR.
 - c. Would like more of a standard that is followed.
 - d. AP Association used to be consulted not this year though. Will we be in the future? Can we get six months heads up?
 - e. The intention was always that the appraisal is tied to merit always.
 - f. If you are a new manager, how is that communicated or known?
 - g. Has training about the new system with Gail Rykman covered this? No, it was strictly based on new functions.
 - h. Does HR do training for new managers? HR has been hesitant because attendance is low. Solution suggested: Could there be slides online with video? Web based approach?
 - i. Bottom line: The department managers want to feel educated far enough in advance what the guidelines will be.
 - c. Sipson Study

- a. Could the university handle any/all adjustments if benefits/salaries need to be paid. May need to be a multi-year adjustment.
- b. Is there a communication plan to go back to the managers and discuss what was found?
- c. There needs to be an understanding a many different levels to make sense of results. Nothing has been decided yet. Will most likely be a summary report vs. specific details.
- d. It is believed that the study is still in draft form.
- e. Used cost of living vs. cost of labor on the report.
- f. Obamacare could impact the cost of labor-currently the university has taken the hit for the tax, it could come done to the employee at some point.
- g. Suggestion: We may need to reach out to an expert to see if the way they did the study makes sense, is it the best way to evaluate the pay structure?

5. Old Business

a. Sub-Committees Discussion

- i. Nominating committee needs to get ready to go and put in place
- ii. Need an annual meeting committee-booking room, food choices, logistics etc. annual meeting typically takes place end of march/beginning of April. Annual meeting is for a larger population, open forum style. Try to get questions before hand. Bring speakers if anything large is happening at the university. Highlight what we do. One person for planning committee that was on it last year to bring experience.
- iii. Do we want building representatives? What will we use them for? Intent was a town hall meeting, and you would be introduced to your rep., town hall meetings never happened. Rep was notified if a new member came into meeting then the rep would reach out and introduce themselves. Can cause confusion. Solution: We move to no longer utilize building representatives.
- iv. UHR Monthly-yes, now more formalized
- v. Communication: website is biggest charge
- vi. Annual planning
- vii. Nominating
- viii. Policy review-could this also be the by-law committee?
- ix. Do we want non EC members on these committees? Could we reach out to anyone who was not elected into a position?
- x. Come ready to volunteer next meeting.

b. Welcome New EC Members

- i. Secretary Candidate(s): Jennifer Janes
- ii. Rep. S-X Candidate(s): Wayne Thibodeau

6. New Business

- a. Can we reach out to President Hynd to discuss these issues and others?

- i. The Assembly will be meeting with him in December. We partner with the assembly in the past, feel that we should meet individually as the association. We need to be diplomatic. We need to come with solutions.
 - b. Do we know when new benefits are coming out?
 - i. Solution: Chris will clarify and follow up. Information regarding Identity Protection will become available.
- 7. Comments from Members & Guest
 - a. Dues need to be part of the by-law conversation. We have not collected in years.
- 8. Next Meeting
 - Noon - 1 p.m.
 - 17 October 2014
 - Rm 128, Oakland Center
- 9. Adjournment (12:58 pm)