

## AP Association Executive Committee Meeting Minutes ★ January 11, 2017

Present: Greg Jordan, Kelly Brault, April Thomas-Powell, Becky Lewis, Marie VanBuskirk, Krista Malley, Sara Webb, Tricia Westergaard, Anna Mrdeza, Cindy Hermsen, Josh Stotts, Jennifer Janes

Not present: Steve Shablin

- 1) Call to Order / Introduction of Guests (11:37 am)
- 2) Approval of Minutes (approved)
- 3) Treasurer's Report
  - a) No updates
- 4) Presidents / UHR Monthly Meeting Report
  - a) AP Association January newsletter – 72% opened (441/611)
  - b) Next UHR meeting – tomorrow! (December was cancelled)
    - i) Performance management
      - (1) Performance management training
        - (a) When are trainings happening and how is training availability being communicated to those who should attend them?
      - (2) Communication regarding performance management has been confusing
      - (3) The performance management portal has been a challenge to navigate
      - (4) Is a plan for next performance management cycle being discussed?
    - ii) FLSA
      - (1) Even though the policy is on hold, where does OU stand in regards to the policy? Is it still be discussed?
    - iii) Compensation committee
      - (1) What is the plan for this committee?
    - iv) All AP meeting – possible topics: performance management, compensation updates, FLSA
  - c) AP Association and AP Assembly are now using the same list to communicate with staff
  - d) There is a challenge on tracking employees that are leaving their positions at OU
    - i) Exit survey is not required
  - e) Contract year for many of the bargaining units on campus
- 5) Old Business
  - a) Chats with AP Association and AP Assembly
    - i) Thursday, January 12 from noon-1 p.m. in Oakland Center, room 127 (*Marie/Sara*)
    - ii) Monday, February 13 from noon-1 p.m. in O'Dowd Hall, room 101B (*Steve/Kelly*)
    - iii) Friday, March 10 from noon-1 p.m. in Human Health Building, first floor lobby (*Becky/Tricia*)
    - iv) Wednesday, April 5 from noon-1 p.m. in Engineering Center, room 279 (*Jennifer/?*)
      - (1) Goals: Discuss elections with AP's who stop by, answer questions, listen to issues and concerns
      - (2) Chats will be placed in the AP Assembly newsletter closer to event date
      - (3) E-Board member will track number of participants and place in google doc along with comments
      - (4) Will have one page handout available describing AP Association and AP Assembly
  - a) Compensation Committee updates
    - i) No updates
- 2) New Business

- a) Presidential Search Open Forums
  - i) Board of Trustee members have been in attendance so far
  - ii) Good overall reactions
  - iii) Mentioned during forums that fundraising skills will be important along with building more of a relationship in Lansing

3) Committee Updates

- a) Planning – Becky & Marie
- b) Nominating/Elections – Steve
  - i) On track, accepting applications starting February 6, 2017
  - ii) Positions
    - (1) Will the AP Association keep the same amount of representatives on board?
    - (2) A small group of board members will meet to discuss a few scenarios regarding the structure of the board to bring back to group in future meeting
      - (a) Small group consists of: Josh Stotts, April Thomas-Powell, Tricia Westergaard, Greg Jordan
    - (3) Any amendments to the by-laws will need to be approved through vote
      - (a) Can be a special election, if needed
      - (b) Goal would be to vote during upcoming cycle
    - (4) Need to discuss what happens if a position becomes/remains unfilled

4) AP Assembly Updates

- a) Food has been ordered for the All AP meeting
- b) Nametags will be created for Recognition Breakfast and All AP meeting for executive board members

5) Take-away: Communicating to APs

6) Adjournment

- a) Next Meeting: Wednesday, February 8 from 11:30 a.m.-1 p.m. (room 126, OC)

---

Identified Goals

- Scanning boxes of AP Association files – *Sara, Greg, Josh, April* **IN PROGRESS!**
- Joint welcome email to new APs with AP Assembly – *Tricia* **COMPLETE!**
- AP Association Corner on the AP Assembly newsletter – *Sara* **COMPLETE!**
- Once-a-semester meeting with AP Assembly **FALL MEETING COMPLETE!**
  - Thursday, April 27, 2017 at 11 a.m. in Gold Room A, OC
- Review of bylaws
- AP Association/Assembly table at OU Benefit Fair, Wednesday, November 2 from 9 a.m.-2 p.m. – **COMPLETE!**