

Welcome

All AP Meeting
AP Association
March 9, 2016

Executive Board

- Steve Shablin, President
- Sara Webb, President-elect
- Chris Goeth, Past President
- Joshua Stotts, Treasurer
- Jennifer Janes, Secretary
- Becky Lewis, Representative Bands J-R
- Zachary Wincek, Representative Bands J-R
- Cindy Hermsen, Representative Bands S-X
- Wayne Thibodeau, Representative Bands S-X
- Kai-Lynn Rim, Member at Large
- Marie VanBuskirk, Member at Large

AP Association Charge

The AP Association advocates on behalf of administrative professionals in discussions with the University administration related to wages, benefits and working conditions.

Year in Review

- Representation on behalf of APs:
 - Monthly meetings with Ron Watson, Interim Chief Human Resources Officer
 - Completed AP Manual Review process; new manual sent to APs in August 2015
- Consulted with Administration:
 - Sibson Study – updates on process and feedback
 - AP Performance Management – provide feedback
 - Guidelines and Policies – provide feedback and suggestions
- Updates:
 - AP Association Bylaw changes approved by AP vote in April 2015
 - More communication: updated website, bi-monthly all AP emails
- Assisted APs with questions and concerns

Treasurer's Annual Report

- The AP Association holds funds in two accounts.
 - University Account: \$3,162.94
 - OU Credit Union Account: \$3,284.85
- The AP Association does not currently have a revenue stream, as we no longer collect dues.

Sibson Study Update and Next Steps

Ron Watson

Interim Chief Human Resources Officer

Sibson Study

Institutional Task Force Charge - 1.6 Address salary compression and increase institutional competitiveness in the marketplace

- 1st phase of the compensation was announced October 2015
 - https://wwwp.oakland.edu/Assets/Oakland/uhr/files-and-documents/2015-Compensation-Study/Compensation_Study_FAQ.pdf
- Implemented MarketPay - same tool utilized by Sibson to benchmark positions

Sibson Study

- Forecasting, costing and reviewing options for in-band adjustments as next phase of the project
- Won't be finalized until State appropriations are firm
- Compensation Committee will continue to review and make recommendations to compensation guidelines

Compensation Committee Panel Discussion

Ron Watson, Interim Chief Human Resources Officer

Tricia Westergaard, Senior Associate Registrar

Greg Jordan, Director, Campus Recreation

General Overview of Proposed AP Performance Management Plan

Ron Watson, Interim Chief Human Resources Officer

Leo Debiaggi, Director, Student Affairs IT

AP Performance Management

Institutional Task Force Charge—1.3 Empower leaders and create a culture of performance-based accountability and merit-based rewards

- Feedback -current system is broken
- Not taken seriously by appraisers and employees
- Employees rated outstanding trending over 75%

Task Force formed in June 2015 and kicked off charge July 2015. The following are significant modifications:

- Strategically aligned performance management process
- Change Performance Year to Fiscal Year (July 1—June 30)
- Supervisors Validate Current Job Duties with Subordinates
- Top-Down/Bottom-Up 2-Way OU Annual Strategic Goal Setting and Agreement
- OU Executive Team decides 2017 OU Annual Strategic Goals
- Executive Team ↔ VPs ↔ Directors ↔ Managers ↔ Employees decide 2017 Annual Strategic Goals and “Handshake” Agreement
- Goals are no longer above and beyond
- Introduce cap on highest performance level allowing to recognize top performers with higher merit increases

AP Performance Management

Next Steps

- Finalize in-band adjustment strategy
- Roll out new performance management structure
- Train managers and employees on new on-line process and how to write meaningful goals
- Develop benchmarks to hold managers and supervisors accountable
- Phase in cap on highest performance ranking

Key Metrics

- Timely and Aligned Completion of Strategic Performance Accountability (SPAs) by Division
- Employee Satisfaction Survey
- Equitable Distribution of KSC Awards

AP Association Elections

- Open positions
 - President-elect (2016-2019)
 - Secretary (2016-2018)
 - Representative Bands J-R (2016-2018)
 - Representative Bands S-X (2016-2018)
 - Member at Large (2016-2018)

AP Association Elections

- Nominations
 - Nominate a colleague or yourself!
 - Submit by April 6 to alections@oakland.edu
- Meet the Candidates (AP Association & AP Assembly)
 - Thursday, March 24 at 5:15 p.m.
 - Buffalo Wild Wings on Walton
- Elections
 - All APs can vote!
 - April 11-29
- Results Announced on May 6

Thank you for coming!

Visit the AP Association website for
up-to-date information
and a copy of today's presentation.

oakland.edu/apassociation