

AP Association Executive Committee
Meeting Notes
July 18, 2018

Attendance: April Thomas Powell, Patrycja Comello, Jean Szura, Kristin Rohrbeck, Don Ritenburgh, Marie Van Buskirk, Andrea Mill, Maria Ebner-Smith, Kelly Gianetto and Anthony Gallina.

Guests: Bani Bordoloi.

Approval of minutes: May 16, 2018 minutes approved with no changes.

Treasurer's report: No report.

President's updates:

- Compensation guidelines and committee – Refer individuals who would be good for committee to Marie Van Buskirk. Guidelines being reviewed (internal move percentages, hiring practices). Noted that FY 19 bands now display quartiles. Questions arose re: where is the discussion on midpoint.
- Performance management update – Questions to members arose about removing the additional metrics (outstanding and successful). Upcoming system reports only if people need improvement. UHR suggests that employees and supervisors should be communication. Marie Van Buskirk again shared that is not what is happening.
- All AP meeting – Many confused by the message that was convey at the All AP Meeting about the direction of performance management. People Admin was updated. Reminder that this performance cycle will still require goal setting and meeting with your supervisor. Only those who need improvement will be documented. (future directions after cabinet meetings).
- Exit surveys – Each cabinet member receives exit survey results quarterly for his/her division. UHR is unaware of what happens beyond that. UHR revisiting the process with input from AP Association.
- Flexible workforce arrangement task force – The president wants OU to be the best place to work in SE michigan. Think about what is wanted first and foremost. Last meeting they went through an exercise to see if OU is conducive to a flexible environment. T. Rowe (UTS) presented the flexible model her department follows. Faculty and AP groups are being separated.
- AP manual edits and approval – Confidential assistant (legal, VP, etc.) – these are APs who are eligible for overtime (have slightly less sick time). At will. Should this position be listed in the manual?

- Leadership academy – Now funded 50% by division and 50% by Office of the President. Next year's program will be 'in-house.'

New business:

- Flexible work schedule –Marie Van Buskirk including flexible work models on a team drive. R. Watson's assistant also working on this. Starting a document for association members to add thoughts/ ideas.

Old business:

- AP award structure – next meeting is Monday, July 23. Subcommittee is making recommendations on how to best distribute.
- AP Association manual review – A. Gallina will be pulling the volunteers together (see May meeting minutes). Marie Van Buskirk would like this to be an annual review.

Goals for this year:

- Education - Plan and hold at least four education sessions surrounding benefits and compensation by July 2019.
- Outreach/Communication - Send out Quarterly communications to assure that all AP's are up-to-date and can give feedback in a timely manner outside of the ALL AP meeting.
- Compensation work with AP Compensation Committee representatives and UHR to review and recommend changes or edits to the compensation guidelines
- AP Manual Review

