

The header features a decorative design with three overlapping triangles. A light gray triangle is on the left, a light beige triangle is on the right, and a darker beige triangle is at the bottom left, overlapping the other two.

Welcome

All AP Meeting
AP Association
March 8, 2017



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.

Executive Committee

- Sara Webb, President
- Tricia Westergaard, President-elect
- Steve Shablin, Past President
- Joshua Stotts, Treasurer
- Jennifer Janes, Secretary
- Becky Lewis, Representative Bands J-R
- April Thomas-Powell, Representative Bands J-R
- Cindy Hermesen, Representative Bands S-X
- Greg Jordan, Representative Bands S-X
- Kelly Brault, Member at Large
- Marie VanBuskirk, Member at Large

Year in Review

- Representation on behalf of APs:
 - Monthly meetings with Ron Watson, AVP Human Resources
 - Increased communication through regular AP Association emails
 - Parking meeting – provide feedback
- Consulted with Administration:
 - Sibson Study – updates on process and feedback
 - AP Performance Management – provide feedback
 - FLSA – updates on compliance with new regulations and provide feedback

Year in Review

- AP Association Updates:
 - AP Association By-law changes up for voting today
 - Scanning/archiving decades of AP Association history/documents
- Collaboration with AP Assembly:
 - Two meetings with both Executive Committees
 - Joint welcome email to new APs from both organizations
 - Co-hosted table at OU Benefit Fair in November
 - Co-hosted monthly “lunch chats”
 - AP Association updates in AP Assembly newsletter
- Assisted APs with questions and concerns

Treasurer's Annual Report

- The AP Association holds funds in two accounts.
 - University Account: \$2,947.90
 - OU Credit Union Account: \$3,182.94
- The AP Association does not currently have a revenue stream, as we no longer collect dues.

AP Association By-Law Changes

- Past President becomes full voting member on Executive Committee
- Responsibility for chairing Nominations Committee shifts from Past President to President-elect
- Two additional J-R representatives are added

- Changes approved by majority vote during meeting

Human Resources Update

AP Association

March 8, 2017

Human Resources Agenda



- Intro and UHR Update - *Libby Ciliberti*
- Compensation Benchmarking Initiative and FLSA – *Kevin Venet*
- Training & Development Update – *Willie Dorsey*
- FY17 Performance Management – *Libby Ciliberti*
- FY17 Salary Increase Program – *Scott Kunselman*

- HR Organization – Effective January 2017
 - HR Partner
 - Shared Services Center
 - Benchmarking Performance Appraisal Programs
 - Leadership Academy 2017
 - Upcoming Negotiations
-
- More HR Partners may be established in the future if current position proves to be beneficial
 - Appraisal programs are being reviewed and benchmarked to create future performance review plans
 - Leadership Academy will continue with a 2017 cohort; information will be sent this month
 - Four contracts are under negotiation this year

- Benchmarking compensation philosophies and policies with other Michigan Public Universities
 - Discussions held with 3 Universities to date, goal to complete 5 this FY
 - Comparing policies on pricing positions, upgrades and changes, hiring offers, salary structures, position descriptions, titles and more....

- On November 22nd, 2016, the United States District Court ordered a preliminary injunction against the FLSA overtime rule which would have gone into effect December 1st, 2016 increase the minimum salary level for exempt employees from \$455 per week (\$23,660 annually) to \$921 per week (\$47,892 annually)
- At this time, the Oakland University has paused implementation of changes to employee FLSA status and will not mandate any institution-wide changes that would have been required under the revised regulation.

Learning and Organizational Development



In partnership with the AP Assembly Professional Development Committee we offered:

Effective Email Written
Understanding Your Benefits
Understanding Budgeting in Higher Education

In partnership with Recreation and Well Being and OUWB

The Power of the Possible The Art of Living



Leadership Development

Leadership Academy
University Process
SMART Goal Training
SMART Goal Training Phase II- Supervisor Training
SMART Goal Phase III- Completing the Cycle

In Development

Manager/Supervisor Curriculum
Leadership Academy II
Bullying Training
Respect Training

- Upgrade and customization to Skillsoft Online Training Platform, now include an additional 30,000 videos
- Employees can create an individual training plan; contact UHR for information
- UHR can customize content for departmental trainings
- SMART goal training Phase 3 will be held March 28-30
 - Registration is now available at <https://www.oakland.edu/uhr/professional-development-training/current-training-offered/>





Timing - To coincide with FY17 July 1, 2016 thru June 30, 2017

Goal Setting - To align with Oakland University Strategic and Department Objectives

Goal Completion Ratings - Added ratings for Completed and Exceeded to better define inputs making up final overall rating

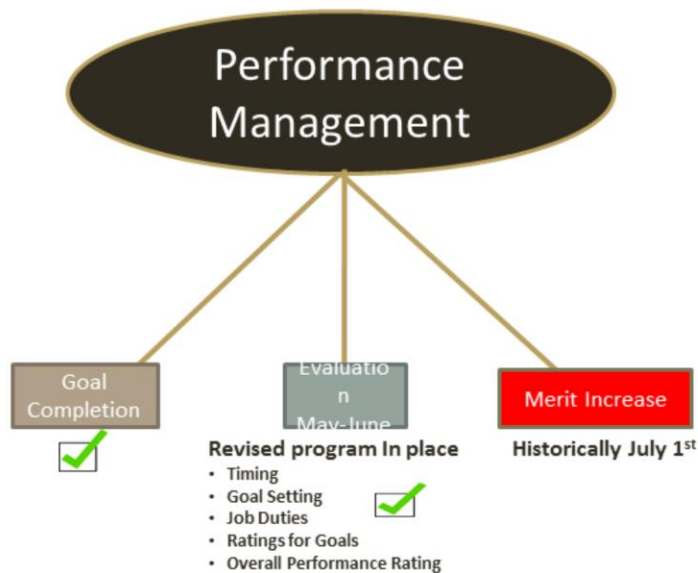
Job Duties - Individual ratings eliminated. Employees are encouraged to comment on how their job duties were performed. Managers to provide comments on how their employees performed their job duties.

Overall Performance Rating Narrative - To be completed by Managers providing further explanation to employees about specific inputs comprising their overall rating.

Performance Ratings Distribution History



| | FY2016 | FY2015 | FY2014 | FY2013 |
|--------------------------|--------|--------|--------|--------|
| Outstanding | 69% | 69% | 63.5% | 65.5% |
| Successful | 29% | 29% | 34% | 32% |
| Needs Improvement | 2% | 2% | 2.5% | 2.5% |



- At least 90% of employees have inputted goals

Merit Increases – Fiscal Year History



FY 2010 & 2011 – No merit Increases

FY 2012 – 2014 – Across the board increases (3.0%, 2.25%, & 2.3%)

FY 2015 – 2016 – Merit distribution based on performance (Successful = 2.0%
Outstanding = 2.5% & 2.7%)

FY 2017 – The greater of Sibson adjustment (2.5% +) or across the board 2.5%

FY 2018 – TBD

- Budget proposal is currently being discussed

OPTIONS FOR CONSIDERATION:

- Time in position / Years of Service
- Position in Salary Range
- Performance
- Other

AP Elections

AP Association

- President-elect (2017-2020)
- Treasurer (2017-2019)
- Representative Bands J-R (2017-2019)*
**If By-law changes approved today, two J-R positions will be available.*
- Representative Bands S-X (2017-2019)
- Member at Large (2017-2019)

AP Assembly

- President-elect (2017-2020)
- Treasurer (2017-2019)
- Senator (2017-2019)
- 3 Members at Large (2017-2019)

AP Elections

- Nominations
 - Nominate a colleague or yourself!
 - Submit by March 17 to apelections@oakland.edu
- Meet the Candidates (AP Association & AP Assembly)
 - Thursday, March 23 at 5:00 p.m.
 - Buffalo Wild Wings on Walton
- Elections
 - All APs can vote!
 - April 3-21
- Results Announced on April 28

Upcoming Professional Development Opportunities

Andrea Lewis

Co-chair of Personal and Professional Development, AP Assembly

RSVP to attend at <https://www.oakland.edu/uhr/professional-development-training/current-training-offered/>

How Leaders Leverage Social Media

Gain insight into Oakland University's overall social media strategy and how your OU story is a vital part of the brand. We will show you how you can leverage your own personal social networks to enhance your own personal brand and OU's at the same time. #ThisIsOU

Tue, March 21, 2017, 9 - 11 a.m.

Lake Superior B, Oakland Center

AP Lens> Privilege and Social Justice

Three outstanding Oakland University faculty from unique departments will explore privilege and social justice framed through the lens of higher education professionals.

Presenters: Dr. Thandi Sule, Dr. Jason Wasserman, Dr. Fritz McDonald

Wed, April 12, 2017, 9 - 10 a.m.

224 Elliott Hall

First Annual AP Networking Event

We appreciate your future participation in our first annual AP networking event hosted by AP Professional Development Committee. This event is inspired by those who wanted to have an avenue to learn about/from their peers in a formal setting.

Please let us know if you would like to serve as a mentor or mentee during the networking event: <https://goo.gl/forms/86dkWwNakyr4Uhrm1>

Thu, May 11, 2017, 2 - 4 *p.m.*

Banquet Room A, Oakland Center

Have individual questions or comments?
Have ideas you'd like to share with the AP Association or AP Assembly?

Join us for “Cookies and Conversation”

Friday, March 10, 2017

Noon-1:00 p.m.

Human Health Building, 1st floor lobby



Thank you for coming!

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

oakland.edu/apassociation