

AP ASSOCIATION
EXECUTIVE COMMITTEE
MINUTES

Monday, January 11, 2016 1:15-2:45 pm

O'Dowd Hall—101B—Office of the Registrar Conference Room

Present: Steve Shablin, Zachary Wincek, Chris Goeth, Sara Webb, Wayne Thibodeau, Josh Stotts,
Becky Lewis, Marie VanBuskirk, Anthony Gallina, Cindy Hermsen, Jennifer Janes

Not Present: Kai-Lynn Rim

- Call to Order (1:18 pm)
- Roll Call and Introduction of Guests
- Approval of Minutes (Approved with changes)
- Treasurers Report
 - No changes
- Presidents / UHR Monthly Meeting Report
 - Still discussing those employees who have been moved from at-will to just-cause due to the compensation study
 - Open enrollment was discussed
 - UHR contacted those who had HAP and did not update their enrollment, also did some proactive reach out to employees to make sure their benefits were up to date
 - 1095 tax form will go to all employees when W-2 is received, needs to be submitted when filing taxes
 - Compensation study
 - Provided idea document
 - AP Association let UHR know that they are free to share the document with the compensation committee
 - Is the compensation committee representative of all AP bands?
 - Market pay was purchased to keep compensation up to date
 - Employee review process
 - Should a sub-committee member come to an AP Association meeting to discuss update?
 - Yes
 - AP Association would like a process put in place that will not put additional work onto managers
 - Process should not change until next cycle, employees have already set goals and guidelines are already being followed
 - Salary bands are out of date on the UHR website
 - Possibly out of date in other locations of the OU website
- Old Business

- Compensation discussion and AP Association by laws
 - What happens when a board member moves bands during their term and moves them out of the bands they were voted to represent?
 - Stay as representative for band voted in, would need to run to represent new band during next available election year if they would like to serve on the board
 - Should the Association look at modifying the number of AP's per band can sit on the board?
 - How many AP's are grandfathered into at-will vs. just cause
- President/Provost questions—AP meeting
 - Current questions handed out
 - Add additional questions to Google Doc by January 20th
 - May only invite Provost every other year
 - AP Assembly will be voting January 21st on providing lunch before the all AP meeting
- New Business
 - Compensation letters
 - Were they a template?
 - An AP discussed an issue and stated that their letter seemed different. The AP will be encouraged to speak with UHR regarding the matter
 - Should UHR run an audit to make sure all employees were updated properly?
 - Employee retention discussed
 - Bring ideas regarding this topic to February AP Association meeting
 - What is the exit interview process? Who is in charge of setting up? Is it a requirement?
 - Committee Updates
 - Communication
 - Will send out save the date for all AP meeting once agenda is solidified
 - Planning
 - Date set
 - Agenda needed
 - Nominating
 - Committee will be meeting soon
- Next Meeting-Monday, February 8—1:15-2:45pm
- Adjournment (2:34 pm)