

# AP Association Executive Committee Meeting Minutes ★ February 8, 2017

Present: Greg Jordan, Lauren Creed, Steve Shablin, Josh Stotts, Sara Webb, Marie VanBuskirk, April Thomas-Powell, Tricia Westergaard, Krista Malley, Kelly Brault, Jennifer Janes, Leanne DeVreugd, Patrycja Comello

Not Present: Cindy Hermsen, Becky Lewis

Call to Order / Introduction of Guests (11:35 am)

Approval of Minutes (Approved)

Treasurer's Report

- No changes

Presidents / UHR Monthly Meeting Report

- UHR meeting – January 12 (next meeting: February 24)
  - Not all AP staff members are meeting the assigned goal deadlines in the TEAMS system
  - 6 SMART Goals Phase 2 training sessions - Feb 21, 22, 23, 28, March 1, 2.
  - UHR has been meeting researching new possibilities for performance management systems. Larger changes are predicated to come in the 2018-2019 academic year
  - Now that the FLSA is on hold, Kevin Venet will be restarting the compensation committee. Two top agenda items will be consistency in job titles and updating the compensation guidelines.
    - Updating job titles will take time
  - How do employees move through the salary bands over time?
  - There are still questions about performance evaluation and pay raises
- All AP Meeting – topics submitted to UHR
  - Could UHR provide a timeline to changes and updates in their office area?
  - Performance management
    - Overall philosophy for performance management process moving forward
    - Updates to training, resources and technology to make the process smoother
    - Update on employee/supervisor completion of process milestones
    - Merit raises for 2016-2017 cycle
    - What to expect in 2017-2018 cycle and beyond
  - Compensation
    - Next steps for Sibson Study - employees hitting next quartile due to years of service
    - Future of compensation committee; items on agenda
    - Update on hiring practices - salary up to bottom of 2nd quartile; 10% rule
  - FLSA
    - No official statements have been made about this; update on where the federal government is on possible changes
  - Training and Development
    - Update on new initiatives/priorities
- Employee evaluation – deadline states 5/12/17
  - The date was moved up so that the employee has time to do their portion, the supervisor has time to complete the reviews, and then have meeting with all employees prior to the acknowledgments. Based on the last cycle and the fact that not everyone was able to meet deadlines, more time was built in
  - May date is for employee only, not for the manager to have the process completed with all employees

Old Business

- AP Representation on Executive Committee: recommendations from sub-group (Tricia, Josh, April, Greg)
  - Recommendations made to restructure the membership on the Executive Committee
    - Increase J-R membership to 4 members
    - Include Past-President as a voting member

- Nomination committee should be chaired by President-Elect
  - Will vote on changes at All-AP meeting
- Chats with AP Association and AP Assembly
  - Monday, February 13 from noon-1 p.m. in O'Dowd Hall, room 101B (*Steve/Kelly*)
  - Friday, March 10 from noon-1 p.m. in Human Health Building, first floor lobby (*Becky/Tricia*)
  - Wednesday, April 5 from noon-1 p.m. in Engineering Center, room 279 (*Jennifer/?*)
- Compensation Committee updates

## New Business

- Review of bylaws re: Nominations Committee Chair

*Responsibility for conducting elections and announcing successful candidates rests with the Nominating Committee, which is chaired by the Past President. The Past President will constitute a committee of no fewer than two current Association members to conduct the nominating and ballot counting functions of the committee.*

*No voting officers or members of the Executive Committee may be appointed to the Nominating Committee.*

## Committee Updates

- Planning – Becky & Marie
  - All AP Meeting invite going out by end of week
  - RSVP will be encouraged
- Nominating/Elections – Steve
  - Steve Meyer (chair) and Petra Knoche assisting on behalf of AP Association
  - Encouraging APs to run for a position

## AP Assembly Updates

- March 13-Update with President Hynd
  - 11 am, more details to come
- Food order has been submitted to Chartwells for All AP meeting
- A Grand Idea winner was selected for fall
  - Winter deadline or Grand Idea and Team award is March 1<sup>st</sup>
- Nomination for Outstanding AP Award coming soon

## Take-away: Communicating to APs

## Adjournment (12:50 pm)

- Next Meeting: All AP Meeting - Wednesday, March 8 from 11:30 a.m.-1 p.m. (Gold Rooms, OC)

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## 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!**