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
  o No changes
• Presidents / UHR Monthly Meeting Report
  o Still discussing those employees who have been moved from at-will to just-cause due to the compensation study
  o 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
  o 1095 tax form will go to all employees when W-2 is received, needs to be submitted when filing taxes
  o 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
  o 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
  o Salary bands are out of date on the UHR website
    ▪ Possibly out of date in other locations of the OU website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)