

AP Association Retreat
Meeting Minutes
Tuesday, July 26, 2016
2:00-4:30 p.m.
Honors College Classroom

Present: Sara Webb, Greg Jordan, April Thomas-Powell, Becky Lewis, Marie VanBuskirk, Josh Stotts, Kelly Brault, Steve Shablin, Cindy Hermesen, Jennifer Janes

Not Present: Tricia Westergaard

- Introductions
- Housekeeping
 - Approval of Minutes-June 2016 meeting
 - Approved with changes
 - Confirming Meeting Schedule for 2016-2017
 - Approved
 - Confirming Contact Information on AP Association Website
 - Approved
 - AP Association E-Space
 - All E-Board members have access to materials
 - espace.oakland.edu
- Planning for the Year
 - Committees
 - Communication
 - Not every message is our message to send as the AP Association, some messages should come directly from UHR
 - May partner with AP Assembly to include messages in the AP Assembly newsletter
 - Keep topics general
 - Include when next meeting is and where meeting minutes can be found
 - It was decided that a full communication committee is no longer necessary
 - Partner with AP Assembly on new employee letter
 - Tricia (AP Association) and Anna Mrdeza (AP Assembly) will work on this together
 - Planning (All AP Meeting)
 - Date needs to be decided
 - First two weeks in March preferred
 - During election time
 - Gold or Banquet Rooms
 - Room needs to be reserved
 - Becky and Marie volunteered to assist
 - Will continue to discuss food, invites, and topics
 - Food will be in partnership with AP Assembly
 - Nominating

- Election Timeline
 - Nominations: Monday, February 6-Friday, March 17, 2017 (6 weeks)
 - Monday, March 20-Friday, March 31, 2017 “Meet the Candidates” event window
 - Elections: Monday, April 3-Friday, April 21, 2017 (First 3 weeks of April, as before)
 - Results announced: Friday, April 28, 2017 (one week after polls close)
 - Timeline approved
 - Directions regarding election process can be found on e-space
- Old Business
 - Compensation letters distributed
 - Employees have shared concern with sustainability
 - More detail needed to be provided to managers regarding new employee salaries
 - Changes are being made in the performance evaluation process
 - Process has not yet been shared
 - Managers will need to be trained
 - What is the plan for compensation moving ahead?
- New Business
 - Greg and Josh have boxes of old AP Association documents
 - Need to be looked at, scanned if keeping, and added to e-space
 - Set aside time in the next academic year to complete task
 - AP Association by-laws need to be reviewed
 - Idea: At the end of each meeting, discuss the topics to be included in the AP Assembly newsletter
 - Goal setting at August meeting
 - Suggested goal: Work with AP Assembly more often
 - Wellness and Benefit Fair: November 2nd
 - Should we have a table at event to represent AP Association? Share with AP Assembly?
 - New CHRO: Libby Ciliberti
 - Employee Assistance Program (Cigna)
 - FLSA (overtime)
 - Virtual workshop being held on August 17th
 - E-board member invited to attend