**Meeting of the AP Assembly Executive Board**

**Thursday, October 27, 2011**

**Meeting Minutes**

**Members in Attendance:** Jean Szura, Sarah Mullin, Steve Shablin, Ryan Mostiller, Dan Bettman, Carmen Etienne, Holly Reed, Shaun Moore, Kelly Garnett, Petra Knoche, Chris Jensen, Aneisha Mitchell, Ron Watson (Guest from University Human Resources)

1. **Call to Order**
2. **Approval of Minutes from September 29, 2011**

The minutes were approved.

1. **Guest: Vice President for University Human Resources Ron Watson**

Ron Watson spoke to the non-approval of the Team Award, which had been proposed to the president’s Executive Council by Steve Shablin and Petra Knoche on behalf of the AP Assembly. Vice President Watson explained that the proposal was unanimously voted down, citing council member concerns about the proposed monetary amount, as well as potential difficulty in defining what would comprise a “team.” Vice President Watson proposed a potential letter from the president thanking teams for their efforts in lieu of a monetary award, and further recommended that the Assembly table the proposal at this time, citing other existing awards and incentives as proof of the fact that the university is proactive in recognizing employee efforts. Members of the Assembly inquired whether the group could pursue an award funded through the Assembly itself; Vice President Watson’s response to that question was favorable. In conclusion, Assembly members offered suggestions with regard to the Employee Benefits and Wellness fair, and distribution of benefits packages and information prior to the fair.

1. **Group Photo**

The group photo will be posted on the Assembly website and Facebook page.

1. **President’s Report**

Jean Szura has been placing new employees on the AP listserv, and working with Joy Cunningham to prepare for the New Employee Meet and Mingle, which will take place on November 15. This event has been placed on the calendars of Assembly members.

1. **Vice-President’s Report**

Nothing to report

1. **Treasurer’s Report**

Two gifts, a portfolio and an ornament, were provided to the speaker from the first professional development event.

1. **Secretary’s Report**

The assembly currently does not have a secretary.

1. **Senate Report**

No report – the last Senate meeting was cancelled. The Senate will meet next on November 10.

1. **Senate Committee Reports**  
   a**. Campus Development and Environment**

* Two drainage proposals have been submitted for grant consideration; if approved, grant money will be used to create new drainage ponds.
* A new golf clubhouse is currently being built. The clubhouse was fully funded by a donor, and the new building will expand potential for hosting events at the course.
* It is possible that Meadow Brook Hall and the surrounding grounds may be rebranded as “Meadowbrook Estate”; this development may result in changes to signage and intersections in that area.
* The potential location of the proposed science and engineering building is also currently under consideration.

**b. Teaching and Learning**

* The committee met on October 6, and discussed new processes relating to the Teaching Excellence Awards, including processes for voting.
* Development of a new website was discussed, as were professional development workshops that will be offered.
* The Windsor Conference, which is currently in planning stages, will be hosted at Oakland University this year.

1. **Athletics**

Oral Roberts will be leaving the Summit League, which may affect OU’s experiences in the conference.

**d. Planning and Review**

No report

e. **Budget Review**

No report

1. **AP Assembly Committee Reports**
   1. **Communications**

All is going well with distribution of the e-newsletters.

* 1. **Spirit**

The tailgate for the Madnezz went well. The spirit wear sale is moving forward with a jacket and a messenger bag. Ryan Mostiller will provide more information to the Communications Committee as it is obtained.

* 1. **Personal and Professional Development**

The first professional development seminar went very well, and got very positive feedback; eighteen people attended. Feedback also included suggestion of adding refreshments to sessions. There are two more events to come in the professional development series.

* 1. **Special and Social Events**

While the tailgate saw really bad weather, the event was still a lot of fun. The next AP Social will be taking place at Buffalo Wild Wings on November 8.

* 1. **New AP Welcome**

The committee is still waiting to hear on what room will be available for use for this event.

* 1. **Nominations and Elections**

No report

1. **Old Business**
   1. **Senate Committees –AP Representative Expansion**

Steve Shablin noted that we have Assembly designated AP representatives on the following committees: Budget Review, Campus Development and Environment, Planning and Review. The following committees have AP representation not assigned through the Assembly: Academic Computing, Academic Conduct, Academic Standing and Honors, Academic Affairs, Assessment, General Ed, Library, Student Academic Support, Student Affairs, Professional Advisers. Steve noted that while the APs are well represented across all committees, there is no existing method of obtaining feedback from committee members who are not an active part of the Assembly. Jean Szura volunteered to email the non-Assembly representatives and ask for updates or visits from the representatives from each committee.

* 1. **Senate Committees – Length of Service**

The Teaching and Learning Committee and the Campus Development and Environment Committee do not have designated lengths of service. Because other committees have two-year lengths of service, the Assembly will use that as a guide for the undefined committees, as well. In situations where committees have numerous representatives from the Assembly, the Assembly will attempt to tier lengths of service to maintain consistent representation.

* 1. **Questions for Dr. Russi**

A recommendation was made to include a question on the changes coming to the Summit League conference. Steve Shablin also recommended inquiring about progress on developing a strategy for rebranding the university.

1. **New Business**
   1. **New Employee Meet and Mingle budget request -- $300**

The request was approved.

* 1. **Replacement of Secretary**

It was determined another call should be put out for persons interested in the position.

1. **Good and Welfare**

Steve Shablin explained that the new custodial and cleaning staff contract was not ratified during the vote that took place October 26; those involved are going back to the drawing board. Steve also recommended that the Assembly invite Jim Harget to a meeting so that he may discuss administrative policy changes to travel and reimbursement policies.

Sarah Mullin mentioned that the support meeting held for the students who passed away in the car accident was well-attended and positive in nature.

1. **Fall meetings:**
   1. Thursday, November 17 at 10 a.m. – Room 125 OC
   2. Thursday, December 8 at 2 p.m. – Heritage Room, OC (Meeting with Dr. Russi)
   3. Thursday, December 15 at 10 a.m. – Room 125 OC