

## AP Assembly Executive Board Meeting- April 24, 2014

Present- Allison Webster, Meaghan Cole, Scott Hillman, John Cebelak, Andrea Lewis, Rueben Ternes, Tina Cardamone, Peggy Cooke, Amy Ring, Shaun Moore, Robin Mcgrath, Darmen Etienne, Brittani Hobbs, Amy Jacovetti, Steve Shablin, Nic Bongers, Kelly Brault, Emily Delano, Jasmine Bailey, Becky Lewis, Ron Watson

- 1) Call To Order: 10:10am
- 2) University Human Relations- Ron Watson
  - a) Discussion of 360 evaluation. Is this something that we want to do across the board, or only for individuals who are looking at getting feedback? A 360 evaluation is where evaluations are going on for the supervisor, supervisee, and the subordinates. It would be nice to get some sort of structured feedback from our supervisors, and to give it back to them.
  - b) More than one individual can give feedback during the upcoming evaluation system. Academic HR and UHR are going to be combined into one unit to do these evaluations. Once this evaluation system is over, we are going to start trials on the new system.
  - c) Ron is going to give examples of different evaluations that other universities are conducting. A general overview of other feedback mechanisms was suggested. Ron is going to bring someone in to discuss the different options and go more into depth.
  - d) There are a lot of training opportunities offered on the UHR website that have not had a high attendance. Everyone is encouraged to attend these events.
- 3) Approval of minutes from March 27, 2014
- 4) President Report
  - a) How do we feel about having someone from the field coming in to discuss different evaluation options?
    - i) Most people thought that talking to someone directly was a good suggestion.
    - ii) We are going to ask Ron what the speaker will cover beforehand so that we can do some research on the subject.
    - iii) How can we address this problem and help the relationships? Are supervisees afraid to give feedback to their supervisors, and are these conversations not happening? IT was said that if these evaluations take place then the issues are documented.
  - b) Strategic Planning Committee meeting- We have had two meetings already. A decent amount has gotten done already. There have been concerns from people on the committee, but the atmosphere has been really positive. This plan is very broad so far, looking at the mission statement, and a high level set of goals. The committee has mainly looked at the goals of the university so far, and evaluating them.
- 5) Vice President Report
  - a) Petra had her baby last week so please congratulate her!
- 6) Treasurer Report
  - a) There is about \$1,650.00 left in our budget please check out E-Space for an update.
  - b) The only outstanding balance is from the cards and food from the AP Appreciation event.
- 7) Secretary Report
  - a) Keep reading the meeting minutes.

- 8) Board of Trustees Meeting
  - a) The next meeting is May 7th
- 9) Senate Report
  - a) The meeting happened on April 17th. The faculty has a resolution that the presidential search had a faculty background when it comes to selecting the new president. The search committee reported that all of the candidates had an academic background so far.
  - b) On-line course definition and incomplete course policy was also discussed.
- 10) Senate Committees
  - a) University Assessment Committee
    - i) Nothing much is going on
    - ii) We are working on a faculty handbook
- 11) AP Assembly Committee Reports
  - a) Communications
    - i) All is well, newsletter goes out every two weeks
    - ii) People are still liking the Facebook page! People commented that they liked the cards that they received on the Facebook page.
    - iii) Anna suggested that we make a welcome video to send to new AP's. Brittani was nominated to help out with this.
  - b) Community Engagement Committee
    - i) Thanks to everyone who came out to the April Recognition event! We had over 20 volunteers who helped deliver over 560 cards with candy.
    - ii) Fun Lunches
      - (1) May 13 (at Buddy's Pizza), June 11, July 10, August 12
    - iii) Bake Off- July 31<sup>st</sup> from 11:30am-1:00pm. Signs up are coming out soon
    - iv) FroYo Walks
      - (1) June 17, August 22
    - v) The Spirit Wear sale is in!!
  - c) Personal and Professional Development
    - i) We are working on upcoming events. Some suggestions included public speaking or how to give constructive criticism.
  - d) New AP Recognition
  - e) Nominations and Elections
    - i) We are almost done! Tomorrow is the last day to vote. We also have Senate Committee spaces to fill, so we are working on this with Michelle Piskulich. On E-Space there is a form to sign up for a committee. Next year there will be spaces on the Athletics and the Teaching and Learning Committee.
  - f) AP of the Year Award
    - i) Greg Jordan has been selected for the award. The event to honor him is coming up in May. The announcement is going out in the newsletter.
- 12) Old Business
  - a) Team Award

- i) A few years ago the AP Assembly discussed that teams across divisions and offices should be recognized for their great work. The president was supportive of this. We got UHR involved in the process, along with faculty, and eventually the president's cabinet was not supportive. Steve and Petra would like to bring this back, and make it strictly an [AP Team Award](#)
- ii) The teams would be for AP members only, the award would be comprised of \$1,000.00 per team member (\$10,000 max), a minimum of three AP's per team and at least one member from a different office. Teams would be recognized once a year
- b) Committee Discussion
  - i) We decided to change the New AP Recognition Committee to the Recognition Committee, and changing the Outstanding AP Award Committee to the Voice of AP Committee
- c) Strategic Retreat
  - i) We will invite the new people on, and the old people to help transition. The retreat will be sometime in June. We need to make sure that the incoming people are available to attend
- d) Ultimate Fringe Benefit
  - i) The AP Association is no longer planning this event, so it was suggested that the AP Assembly take this on. Brainstorming for the event took place and how the AP Assembly could rebrand it. Suggestions for having it at the golf course of Meadow Brook Mansion were given.

13) New Business

14) Good and Welfare

15) The next meeting is May 29th in rooms 126-127 of the Oakland Center at 10:00am

16) Meeting Adjourned at 11:33am