

AP Association Executive Committee
May 8, 2019 Notes

Attendance: Andrea Mill, April Thomas Powell, Don Ritenburgh, Maria Ebner-Smith, Anthony Gallina, Tricia Westergaard, Jean Szura, Marie VanBuskirk, Patrycja Comello Stephanie Lee and Nancy Osmialowski.

Guests: Bani Bordoloi, John Cebelak, Deb Cash, Ann Voorheis and Dan Arnold.

Approval of Minutes - April 17, 2019 minutes approved.

Treasurer's Report - No changes.

Presidents / UHR Monthly Meeting Report

- **Flexible Work Arrangement Task Force update**
 - Final edits were made on 5/7/2019 to the landing pages
 - Final edits continue to be made on the request form.
 - Met with Scott Kunselmann on 5/7/2019
 - Scott asked the Task Force to present to the Cabinet on 5/17/19
 - Upcoming training sessions will happen within the next few weeks.
 - Please encourage APs to attend these trainings.
 - Willie in UHR will announce Supervisor Trainings and Town Halls for everyone the weeks of May 20 and May 27.

- **Compensation Committee update**
 - The Compensation Committee finished reviewing the Guidelines.
 - Guidelines presented the President's cabinet for approval.
 - Should be posted on the UHR website by the end of May 2019
 - Will be a topic of conversation at the All AP meeting on May 30, 2019
 - Compensation Committee will continue to meet to discuss additional initiatives.

- **UHR Updates**
 - UHR has begun reviewing data about AP compensation and determining where salaries stand in relation to the 2nd quartile.
 - This should be discussed at the next meeting with UHR the week of May 13.

- The topic of performance management and raises/across the board increases will also be discussed at that time.
- Leadership Academy info sessions were held in April.
 - Participants will be selected by mid-May.
- AP Re-Reward
 - Nominations will be accepted until May 10
 - AP Association encourages all to nominate an fellow AP and self-nominate.
 - APs can self-nominate and nominate other APs.
- AP Manual feedback was not provided at the last meeting with UHR.
 - Given a timeline of late June, if not before.
- AP Association presented a proposal to revise the tuition assistance program.
 - Unfortunately, allowing all AP's to take classes without being admitted into a degree program would jeopardize our tax exempt status, as tuition assistance is a benefit to those seeking a degree.
 - AP Association was advised to possibly pursue this as something a department might pay for as professional development.
 - The request for a 90% tuition waiver for dependents of AP Employees in line with other employee groups will also not move forward at this time, as this is always a point of negotiation with other bargaining groups.
 - Allowing APs to have this will not put them in a good place for upcoming negotiations.
 - Lastly, AP Association asked the minimum grade requirements for employees and dependents utilizing the Tuition Assistance and Tuition Waiver benefit be reviewed.
 - UHR will begin benchmarking grade requirements at Michigan public institutions to further examine our point that grade requirements, especially for undergraduate classes, are arbitrary.

Work Team Updates

- Quarterly communications/education session planning will continue.
 - Meeting with AP Assembly on May 30 to coordinate programs.
- Email invite will be sent to all AP's within the next few weeks.

AP Assembly Updates

- AP Assembly May 9, 2019 meeting is a recognition event for those AP's who have received an award, Employee of the Month, Grand Idea Winner, ect
- Upcoming trainings are listed on the UHR website.

New Business

- All AP Meeting -**Thursday, May 30, 2019** 12-1:30 p.m. in the Gold Rooms, OC.

- UHR will be present.
- Topics include Community Engagement, AP Manual Review, Compensation Guidelines, Flexible Work Arrangements and Competencies.
- Save the Date flyers will be issued to include follow up sessions to address topics covered during meeting.

GOALS

- **2018-2019 Goals**

- Education - Host sessions focused on benefits, compensation, and other policies.
- Outreach/Communication - Send out quarterly communication to all APs.
- Compensation - Review and recommend changes to compensation guidelines.
- Well-Being/Work Life Blend - Review and recommend best practices for flexible work arrangement guidelines.
- AP Manual Knowledge - Review AP manual and suggest edits and updates.

Adjournment Announcements

- All AP Meeting -**Thursday, May 30, 2019 12-1:30 p.m. in the Gold Rooms, OC**
- Next Meeting: **June 19, 2019 from 11:30 a.m. - 1p.m. in the Lake Erie Room, OC**