

AP Association Meeting Minutes
October 18, 2017

In attendance: Tricia Westergaard, Stephanie Willis (AP Assembly), Marie VanBuskirk, Greg Jordan, Patrycja Comello, Sara Webb, April Thomas-Powell, Kelly Gianetto, Kelly Brault, Anthony Gallina, Maria Ebner-Smith, Don Ritenburgh

Not present: Josh Stotts, Stephanie Lee

Guests: Nancy Osmialowski

Call to order/introductions

Approval of minutes

August 16, 2017- approved with edits

September 20, 2017- approved

Treasurer's Report-

No change. \$3255.78 in OU account, \$3,182.94 in OU credit Union account.

Presidents / UHR Monthly Meeting Report

Sibson has been selected as the consultant for the RFP for performance management. On November 10, the plan is to have Sibson meet independently with the President, one on one interviews with the Cabinet, Focus Groups with other groups (Dean's, Faculty who supervise APs APs, etc) to gather information. The AP association E-Board recommends that the AP Association E-Board be one focus group, and then also have an additional focus group comprised of a diverse group of APs (those who manage, those who do not, newer employees, long-standing employees, etc). Tricia will make this recommendation to Ron Watson. In addition to performance management, the goal is to focus on talent management and succession planning.

UHR is looking for a new system to replace people admin. The E-Board expressed general concern that it seems premature to look for a system when you have not yet defined what we are looking for in the performance management system.

The anticipated go live is July 1, 2018 for the new system and the newly developed performance management process. The E-Board expressed concern that this might be an aggressive timeline. We should not rush the process to meet the deadline, but instead take the necessary time to comprehensively develop this process.

The AP Manual needs some revision. As has been the case in the past, the E-Board and possibly a selected group of additional APs will be asked to participate in the revision. The process can take a very long time, and certain changes need board approval. The E-Board recommends careful consideration be given to allow for timely updating of policies. In some cases, the AP manual reflects outdated policies due to the length of time it takes to update the manual. This is confusing to our APs. The E-Board requests access to a document with all of the changes tracked. The 2014/2015 changes are summarized in the AP Association e-space.

It was commented that we need to watch the changes negotiated in the other settled contracts as indicators of what might be coming for APs. For example, there is an increase from 5% to 10% for health care contributions in 2021. There are also changes in the structure of the retirement contribution. In

anticipation of changes coming for health care contributions, the AP Association can advocate for better programs to help employees meet enhanced levels for insurance coverage.

Information will be coming out about the benefits changes. A basic summary of changes was summarized. There will be Rx authorization for priority health in some cases. Expansion of Davis Vision coverage to include Sam's Club, Costco and Walmart. Changes to the LTD will better cover those in the 100K-200K pay range. Moving from Meritain to new provider, with a debit card option. Rollover of money from Meritain will occur April 1. Metlaw, as well as the HMO insurance will be going up in price a bit. Largest jump is the PPO. Priority Health has Dr. on Demand for free.

Old Business- none

New Business-

Climate Survey Town Hall- Variety of topics came up. All relate to how we retain employees at OU. We invest heavily in recruiting talent and performance management. How can we increase the investment in the retention of employees? APs have robust ways to recognize each other, but there is not a lot of recognition from other groups.

Some key areas to discuss and develop that pertain to retention include work/life balance, including flexibility; acknowledging position evolution and the technical impact on positions; a high number of entry level positions, and limited opportunities to advance; training; tapping into our talent pool; mentoring; collaborating more; gender issues; the divide between work groups; lack of time and trust.

At the WERG tea with the President, several themes emerged. Mentorship, leave flexibility, schedule flexibility (if the job gets done, it shouldn't matter when), job sharing opportunities, and work from home opportunities.

Questions Asked by AP-

An AP sent Kelly an inquiry about confusion over overuse of vacation accrual. The issue presented to be that two AP's were given different options to handle, and this AP wondered why. The scenarios outlined below describe the differences. Via payroll, and with input from Patrycja we confirmed that OU is following Federal regulations (Fair Labor Standards Act- FLSA). An generic update to the AP manual has been suggested. Here is the detailed information:

As an exempt salary employee, overuse of less than 8 hours will be carried forward as a negative amount to reduce your next month's accrual for vacation. Overuse in excess of 8 hours would result in a reduction of pay in the following month.

Oakland University does not allow employees to use vacation or personal time beyond what they have in their current available accrual balance. Exempt employees who are absent for a day or more for personal reasons other than sickness or accident without available accruals are docked for full day absences.

Committee Updates

All AP Meeting- Kelly, Anthony, Don will meet to determine a new date for all AP meeting as several folks from HR are not available during the week we picked.

AP Assembly Updates

December 14 – Scott Kunselman guest at AP Assembly meeting and on January 11- President Hirsch Pescovitz guest at AP Assembly meeting. Please attend the Benefits fair on November 1. Remember to submit shout-outs for the AP assembly newsletter.

Take-away: Communicating to Aps

We are working on some benefits tips with Corey/Monica for the newsletter.

Next Meeting: Wednesday, November 15, from 11:30 a.m.-1 p.m. (118 NFH)

Meeting was adjourned at 12:56.