

AP Assembly Executive Board Meeting- Thursday, October 31, 2013

Present- Steve Shablin, Becky Lewis, John Lebelak, Tina Cardamone, Reuben Ternes, Anthony Gallina, Nic Bongers, Kenyettera Junior, Shaun Moore, Allison Webster, Meaghan Cole, Susan Hartman, Stephanie Lee, Amy Jacovetti, Adam Gordon, Petra Knocke, Peggy Cooke, Carmen Etienne, Nicole Lucido

1. Call To Order: 10:07
2. Welcome/Introductions
3. Peggy Cooke- Provost Office, Outstanding AP Award Committee
 - a. There was talks about not having the past AP Award recipient plan the following year's process, but instead forming an Outstanding AP Award Committee.
 - b. One of the largest planning procedures is the actual AP Award recognition event.
 - c. If anyone is interested is serving on this committee please contact Shaun Moore.
4. Approval of minutes from September 26, 2013
5. President Report
 - a. We have a thank you card for Dr. Russi for his time at OU. Please sign it and give your thanks if you wish.
 - b. We have a shared account for AP Assembly now. This way we can share our documents from year to year which will aide in our transitions.
 - c. There has been a suggestion to merge the AP Assembly and the AP Association. Shaun has spoken to the AP Association President Greg Jordan about retrieving old documents as to why this has not happened in the past.
 - a. The AP Assembly is a recognized body by the university. The AP's sit on the Senate and are recognized by the Board of Trustees. The AP Association is supposed to serve as a provisional union. Every AP is automatically part of the Assembly, but not necessarily the Association. In the past few years we have not had many large issues that the AP Association had to fight for, but if there were and we merged the two the thought would be that we might enter in trouble.
 - b. Part of the confusion is that there are not clear distinctions between the two organizations in marketing. The two names are very similar, so do we change the names to signify what each organization is doing?
 - c. The AP Association is really meant to speak for the AP's rights in case there are major issues. The AP Association used to charge dues as well, which have not been collected for the last few years. The dues went to The Ultimate Fringe Benefit too, which has not taken place for at least the last 2-3 years.
 - d. Shaun plans on continuing to meet with Greg Jordan to have these conversations.
6. Vice President Report
 - a. Petra is planning the New AP Welcome for March 2014 from 3:30-5:00pm. If you are interested in serving on this committee, or if you have new ideas, please let Petra know.
 - b. November 19th is the New AP Meet and Mingle. We are finalizing our plans now. The AP Assembly is working on a Jeopardy game with OU history and facts to play with your table mates.

- c. The President and Provost has asked us to revisit all of the receptions for the new staff. We have a welcoming reception for the faculty and staff, but not clerical, police, maintenance, etc. The other problem is if you are new after the welcome reception, you are not welcomed until the following year.
 - d. The AP Assembly would like to welcome all of the new AP's to campus with a letter, t-shirt, or card alongside the President's welcome gift. The other options is to invite the AP's to a welcome lunch and introduce them to the Assembly and the new employees.
- 7. Treasurer Report
 - a. \$2,750 for the Outstanding AP was deposited from The President's Office.
 - b. \$3250 is in our general budget.
 - c. An updated budget is on E-Space.
- 8. Secretary Report
 - a. Please update me if you have any changes to the minutes
- 9. Senate Report
 - a. The Senate
 - a. The President attended the next Senate meeting to speak of initiatives that she thinks are important. The addition to Varner Hall is a top priority that is getting voted on. The state is voting on the project, including if they are giving funding towards it.
 - b. There is a reorganizing in Communications and Marketing.
 - c. There is an importance in recruiting transfer students. Down the line, there might even be a Transfer Center.
 - d. Any program modifications need to get approved by the Faculty Senate.
 - e. The search for the new president was discussed, including who is sitting on the committee. There are two deans, a faculty member, 5 board members, and a donor. There are no AP members or students on the committee.
 - 1. We plan on writing a letter to request an AP sit on the committee.
 - b. Senate Committee Reports
 - a. Academic Computing Committee
 - 1. Testing Centers for the university are being looked at right now. They are going to be sending surveys to faculty members to get feedback
 - b. Teaching and Learning
 - 1. Working on revamping the criteria and rubric for Teaching Excellence Awards. Dr. Chhabi Govind is the chair for the committee. The next meeting is in November.
 - c. Assessment Committee
 - 1. The committee is currently reconsidering its process for program of external accreditation.
- 10. AP Assembly Committee Reports
 - a. Communications
 - a. If you have anything to go in the newsletter please send updates to Anna and Kenyettera.
 - b. Community Engagement Committee
 - a. WOCOU/Madnezz Tailgate-

1. The event had a pretty good turnout with about a dozen AP's attending. The food got eaten really quickly and even had students come over to our tent.
2. We are already planning for the Homecoming tailgate 2014
- b. Brown Bag Lunch/Card-Making
 1. Tuesday, November 26th from noon-1:00pm. \$100 was requested and approved for snacks and supplies
- c. Holiday Lights/Happy Hour
 1. Happy hour in downtown Rochester, Thursday December 12th. We will be looking at the holiday lights and enjoying snacks/appetizers at a local restaurant. More info to come.
- d. Spirit Ware Sale
 1. We are looking at starting another spirit sale for the holiday season. Please let Amy know if you have any ideas for what you would like to purchase.
- e. Faculty/Staff Talent Show
 1. The Talent Show will be December 19th from 7:00-9:00pm in Varner Recital Hall. The cost for the hall rental is free, but there is a small charge for labor and stage hands. We can also reserve a small space for refreshments outside of the hall.
 2. Anthony Gallina and Adam Panchenko are planning on emceeing the event as the Blues Brothers.
 3. If anyone is planning on auditioning or would like to help please contact Nic.
 4. It was suggested that we ask other areas for funding this event such as UHR or the faculty, since this event is open to all.
- c. Personal and Professional Development
 - a. Terry Rhoe is going to give a presentation on ERP systems, you can sign up on the UHR training site. The date is Wednesday, November 20th. We are anticipating about 20 people to the event and would like to request funding for refreshments.
 1. \$250 was voted on and approved for this event.
 - b. There is a schedule on-line now so please check it out.
 - c. There was an event request speaking about our benefits package. Flex spending is a topic of question for a great deal of AP's. Another point is how to take classes as part of our benefits, and if people know they need to claim them as taxes.
 - d. Another topic of question is managing clerical staff and those who are part of a union.
- d. New AP Recognition
 - a. No news yet
- e. Nominations and Elections
 - a. There is a form on E-Space if you are interested for a position.
 - b. There is a current list of committee members please let Shaun know if these are incorrect
- f. AP of the Year Award
 - a. This was discussed earlier in the meeting.

11. Old Business

- a. The Grand Idea- This is funded now! We need to decide if we want to start planning for the winter semester to launch the project again.

12. New Business

- a. Next meeting- Group Picture
- b. AP Association Recognition- Thanks to the Association the AP's have the same health benefits package as the faculty. It would be great to formally recognize the Association for their hard work in getting us the zero% premium benefit package.
- c. Questions for Dr. Youngblood and the Provost
 - a. Questions are being circulated. Please let Shaun know if there are specific questions you would like to ask at either of the meetings.

13. Good and Welfare

- a. It was suggested that an AP Assembly member attend the AP Association meetings.
- b. There are a few charitable organizations that are looking for donations for the holiday. Be on the lookout if you wish to make a donation.
- c. Black Employee Resource Group is having a lunch and learn on policies that are most likely violated, on November 22nd.

14. The next meeting is November 21st in Gold Room A of the Oakland Center at 10:00am

15. Meeting Adjourned at 11:37am