

AP Assembly Executive Board Meeting- November 20, 2014

Present- Petra Knoche, Stephanie Jurva, Anthony Gallina, Allison Webster, Amy Ring, John Cebelak, Chris Goeth, Andrea Lewis, Brittani Hobbs, Amy Tuckfield, Emily Delano, Tricia Westergaard, Mike Wadsworth, Jasmine Bailey, Meaghan Cole, Shaun Moore, Gennie Hill

1. Call To Order: 10:06am
2. Professional Development of the month- Gratitude, presented by Jasmine Bailey
3. Approval of meeting minutes from October 2014
4. President Report: Petra Knoche
 - a. We will be meeting with the president and provost in January. We will be having an additional meeting for our regularly scheduled meeting as well.
 - b. If you have any specific questions you would like to ask the president or provost please update them on the Google spreadsheet. If you would like to be on the task force to draft final questions please let Petra know.
 - i. John, Tricia and Rueben volunteered to be on the task force
5. Vice President Report: Anthony Gallina
 - a. I attended the Board of Trustees meeting, and the Aramark contract finally passed for custodial workers. There was an update from the Dean of College Arts and Sciences. Each meeting a Dean will be giving an update, and the president will be giving an update on the state of the university.
 - b. The president will have a strategic plan by February to share with the Board of Trustees. The Palace will also be running Meadow Brook Music Festival for the next 10 years.
 - c. I attended the AP Association meeting this past month. The Association was thinking about having Dr. Hynd speak with them- do we want to invite them or open the president/provost meeting to all AP's on campus?
 - i. It was discussed, and due to space limitations it was decided that it be limited to the Assembly and Association
 - d. There is a lot of concern with transparency on campus: the Sibson study, the IRS, and the AP manual. How do we relay and help the AP's with these concerns?
 - i. We decided to create a form to survey AP's to see if they had any questions to ask the President and Provost
6. Treasurer Report: Stephanie Jurva
 - a. The balances are the same from last month. The balance is \$4,680.06 in the general fund. \$3,384.85 is in the Outstanding AP fund.
7. Secretary Report: Allison Webster
 - a. Please let me know if you have events for the calendar
8. Board of Trustees Meeting
 - a. Please see Anthony's report
9. Senate Report: Trisha Westergaard
 - a. There is a senate meeting today, no other report
10. Senate Committees
 - a. University Assessment Committee- No new updates
11. AP Association Report- Chris Goeth
 - a. Spoke with UHR about certificate programs: IRS rules state that you cannot receive funding for certificate programs/non-degree seeking programs.

- b. The Sibson study updates were recently discussed at the President's Cabinet & Academic Council. The goal is to finalize the study by the end of the year.
 - c. There is also a compensation review study that plans on meeting with the Association. There will be more to share at next meeting.
 - d. We hope that UHR starts to share any new changes they are making with the AP's upfront.
 - e. We are trying to increase our communication, so we are in the process of creating a list-serv. We want to make sure AP's know that we are helping with UHR/benefits.
12. AP Assembly Committee Reports
- a. Community Engagement Committee: Amy Ring
 - i. Chili and Chuckles- The second week of December 16th- people will bring in a crock-pot of chili. We are going to do a "would you rather" OU themed game- Gabe and Adam (both AP comedians) will host and play the game. We would like to request an additional \$50 for the event (\$200 total).
 - ii. Friday, December 5th 11:30-1:30pm, 129-130 OC- We are hosting an event to send cards to the veterans (similar to last year). We would like to request \$200-\$250 so that we can send the cards, purchase cards, and purchase food for the event.
 - b. Communications: Brittani Hobbs
 - i. Newsletter going out next Tuesday. We are putting information on our Facebook page and getting a great deal of new likes.
 - ii. We can embed questions for the president/provost on the Facebook page too.
 - c. Personal and Professional Development: Andrea, Stephanie, Meaghan
 - i. Mindfulness Part Two- Thursday, December 5th from 10am-12pm in Pawley Hall. We would like to request \$50 for coffee, hot chocolate and snacks.
 - ii. Wellness Event with the Recreation Center- January. We are working with Becky Lewis to plan this
 - iii. We have events happening each month, planned out until August 2015.
 - 1. February- Giving and receiving feedback
 - 2. March- Active shooter training
 - 3. April- workplace violence
 - 4. May- historical walk
 - 5. June- bullying
 - 6. July- GRASP training
 - 7. August- SAFE training
 - d. AP Recognition: Allison Webster
 - i. We purchased AP Assembly stationary so please let us know if you need any for thank you notes.
 - ii. The committee is reaching out to all new AP's welcoming them to campus, inviting them to an AP Assembly meeting, and giving them a t-shirt. We have had a lot of positive responses!
 - iii. AP Appreciation Week- December 15-19th

1. Monday- AP Appreciation Breakfast
 2. Tuesday: Chili and Chuckles
 3. Wednesday/Thursday: Massages
 4. Throughout the week: giving out AP buttons
 5. \$600.00 was asked and approved for the week
- iv. Grand Idea- will start meeting about this.
- e. Voice of the AP: Anna Mrdeza
 - i. No new updates
 - f. Nominations and Elections: Shaun Moore
 - i. No updates yet
13. Old Business
14. New Business
- a. The Sibson Study- presented at Academic Council and at a few other presentations. The study should be done by the end of the year. They are not at the point of sharing it widely yet, but they are still working on it.
15. Good and Welfare
- a. Happy Thanksgiving!
16. The next meeting is December 18, 10-11am, Lake Superior A
17. Meeting Adjourned at 11:02am