

**AP Association  
Executive Committee Agenda  
April 13, 2022**

**In-person meeting and Virtual option via Zoom**

**Attendance:** Maria Ebner-Smith, Marie VanBuskirk, Don Rittenburg, Kelly Brault, Jessie Hurse, Adam McChesney, Kristen Macha, Becky Lewis and Nancy Osmialowski.

**Guests:** Julie Chapie, Matthew Holtz, John Cebelak, Jenny Lee, Ann Voorheis, Heidi Lyons, Debbie Lengyel, Melanie Chamberlain, Jackie Keith and Anthony Tomczyk.

**Approval of Minutes** – March 16, 2022 minutes approved.

**Treasurer’s Report** – OU Credit Union account: \$3,183 and OU account: \$3,256.

**President/ UHR Monthly Meeting Report-** (Marie VanBuskirk)

- Hiring Committee - seek approval before posting positions and 45 Day Wait
  - Information regarding upcoming policy changes should be sent to the OU community soon.
- AP Supervisor Meeting Session 2
  - Session has been moved twice and is currently on hold.
  - HR is supportive of the session but currently does not have answers to a lot of questions.
- Campus Culture
  - Had another brief conversation with Josh Merchant and Joi Cunningham to discuss Campus Culture.
    - A few committees on campus discussing current culture and examining immediate items to improve culture and morale.
      - The AP Association is expecting an invitation.
  - Shared concerns and followed with this [article](#)
- Flexible Work Arrangements (FWA)
  - Revisions have been completed.
  - The committee discussed the importance of training needed for supervisors.
  - The committee laos discussed the need to determine “open” hours or “core open hours”,
- Employee Recognition Committee
  - This campus-wide committee is now meeting bi-weekly.
  - Ideas discussed to build community
- Hiring search process for the Associate VP of Facilities, Director of Financial Aid, and CFO search committees
  - AP representative on each hiring committee.
  - The process is on-going.
- 403B Committee Updates
  - No updates just yet.

## Old Business

### *Discussion regarding the Ultimate Fringe Benefit Event*

- Thursday, September 29, 2022 VS Thursday, October 6, 2022.
  - October date may be better timing regarding pay period.
- Time
  - 4-6:30pm
- Location
  - Pricing out Red Ox, The HUB, and The Meeting House, and The Crowne Plaza
    - Selected Red Ox based on price as well as location.
- **Program**
  - Live Auction - tickets in a bucket
  - Doors open ½ hour before program
- **Event Details**
  - Sponsor introduction and thank you
  - Greeting/Fall Kick off/value of APs
  - Introduction and Recognition of past Presidents
  - Introduction of Exec Board
  - Purpose of AP Association, and overview of resources, how APs can be involved
  - Food and Silent Auction
  - Close auction 20 minutes before the event ends and announce winners
  - Door prizes from sponsors
- **Promotion**
  - Video - what is ultimate Fringe
  - Electronic Invitation/Print
  - Register in advance
  - Pay at the door

### **Work Team Updates:**

- **Work-life balance** 1. Maria Ebner-Smith 2. Kristen Macha 3. Kelly Brault 4. Denica Holzworth
- **Education & Outreach** 1. Nancy Osmilowski 2. Kristen Macha
- **Compensation** 1. Adam McChesney 2. Becky Lewis 3. Don Ritenburgh
- **Community service** 1.. Anthony Gallina 2. Jessie Hurse
- **Diversity/Inclusion** 1. Stephanie Lee 2. Jessie Hurse 3. Marie VanBuskirk

### *COMMUNITY SERVICE TEAM*

Work alongside the university to assist with the proposal of and creation of 1-2 campus community service days. Collaborate with the education and outreach to communicate out opportunities and the work/life balance team to be sure APs are given the opportunity and leave time to participate.

- No update just yet.

### *COMPENSATION TEAM*

Continue working with UHR on improvements to transparency, processes, position review reporting and moving through the bands. Designate a team member to serve on the university-wide compensation committee.

- HR has formed the campus-wide compensation committee.
  - AP Association is represented on the committee
  - Two main goals of the meeting: 1) review current salary guidelines that were posted in March 2022 and 2) Determine long term compensation plan.
  - Has met once so far and will continue to meet.

### *DIVERSITY & INCLUSION*

Work with UHR to investigate what data can be reviewed and shared regularly to assess gaps and recommend best practices that might further diversify APs at OU. Review the OU website, application and recruitment, retention processes to make recommendations concerning the recruitment and retention of underrepresented groups/minority employees at OU.

- Heidi Lyons presented presented “A Data Descriptive Portrait of AP’s” to the Association
  - Using quantitative data, highlighted diversity and inclusion in regards to gender, race and ethnicity within promotions.
  - This presentation was also shared with the DEI council.
  - Thank you, Heidi!

### *EDUCATION AND OUTREACH TEAM*

Be a trusted source of communication and education for APs to learn more about benefits, compensation, UHR policies, and employee resources to improve campus culture and working conditions. Tasks may include advising and coordinating education sessions, introduce speakers, and work with UHR to advertise sessions in Cornerstone, suggest topics for communications to members, compile surveys, schedule outreach tables (Benefits and Wellness Fair), assist with outreach regarding elections, and assist with the planning and advertising of the ALL AP meeting.

- All Work Team members are on the Ultimate Fringe Benefit Subcommittee and will be working on moving this event forward.

### *WORK LIFE BALANCE TEAM*

Review best practices for flexible work arrangements and work with the communication work team to obtain feedback from APs. May be asked to work on committees with University initiatives relating to Flexible Work Arrangements or Healthy Campus. Make recommendations/proposals for UHR that focus on making OU a University of Choice for employees.

- No updates.

### **AP Association and AP Assembly Elections:**

- 2022 AP Elections Update

- **Monday, April 4 - Friday, April 22**
  - Online election facilitated through Qualtrics. Current APs will receive an email directly from Qualtrics prompting them to submit their virtual ballot.
    - Look for an email with the subject line: “Official 2022 AP Assembly and AP Association Election Ballot”
- **Week of April 25**
  - Results announced.

#### **AP Assembly Updates-**

- Next meeting is TH May 12, 2022 via Zoom.
- AP Awards Update
  - 33 APs were nominated!
  - Scoring and judging will be finalized later on this month with an announcement planned in May.
- All AP Survey
  - AP Assembly is interested in hearing directly from all APs on how we can best serve you in the 2022-2023 academic year and beyond! Please complete the anonymous survey below to share your feedback.
  - [Complete the survey here.](#)
- Save the date: April 21, 2022 AP Recognition Celebration

#### **Upcoming Notable Dates:**

- Poker Walk, May 18, 2022 from 11:30am-1pm.
- All AP Meeting June 22, 2022 from 11:30am-1pm Ballroom C

#### **Next Association Eboard Meeting**

- *Wednesday, May 11, 2022 from 11:30am-1pm in the OC*