

AP Association Executive Committee Meeting Notes December 19, 2018

Attendance: Kristin Rohrbeck, Anthony Gallina, Marie VanBuskirk, April Thomas-Powell, Andrea Mill, Kelly Gianetto, Tricia Westergaard and Nancy Osmialowski.

Guests: Dan Arnold, Leanne Devreugd and Bani Bordoloi.

Approval of Minutes: November 14, 2018 minutes approved.

Treasurer's Report: - NA

Presidents / UHR Monthly Meeting Report

- **Flexible Work Arrangement Task Force update**

- The FWA task force met November 20 and December 18
- The plan has transitioned to include only one phase.
- Telecommuting option will now be called to remote work - *which means occasional work from home or alternate site.*
- New timeline if rollout after the new year (does not specifically mean January).
- Finalizing guidelines, FWA Request Form, FAQ's and looking at a Toolkit resource.
- Next steps would finalizing content for a homepage on the UHR website.
- Advising a roll out meeting for managers and best practice panel
 - *We moved forward with the recommendation of a Flexible Options*
 - *Flex time (Fixed starting/ending in which the employee works a 40-hour workweek on a schedule other than 8am - 5pm over a five-day week.)*
 - *Compressed work week (40-hour work week compressed into fewer than five work days or an 80-hour work week compressed into fewer than ten days)*
 - *Adjustable Meal Period (Using up to two hours of a meal period to take care of personal business while still working a full work day)*
 - *Shift Swaps (Employees can exchange shifts with each other and exercise some control over when they work. In some cases they may also be empowered to take extra shifts and/or give shifts away)*

- **Compensation Committee update**

- There is discussion about developing training in 2019 on how to develop job description as well as developing a mechanism for in-band progression.

- Would also like to examine rewarding “high performers”.
- As noted at previous meetings, AP Association has two members on the committee. As part of that committee, AP Association is focusing on:
 - 75% of APs at or below midpoint and 28% below the second quartile
 - Will investigate to determine how many of those are less than 3 years employed at OU.
- Discussion involving if AP Association should focus on advocating for across the board raises, ways to move people who are below second quartile up or rewarding high-performers
 - Due to limited resources, what is in the best interests of all AP’s?
 - It was noted there is not a clear determination to what is meant by “high performers”.
 - After lengthy discussion, AP Association determined it was in the benefit for all AP’s to focus on moving AP’s to the midpoint and working on moving AP’s to the second quartile.
- Compensation Committee is also examining the process of hiring and recommending salaries for internal and external hires.

- **UHR Updates**

- UHR is working with a committee of AP’s on the creation of a mentorship program.
 - Based on survey sent out, UHR has determined there is adequate interest and is developing the process of mentors and mentees.
 - Another survey will be sent out in the new year to allow people to sign up to be a mentor or mentee.
- UHR will be running Leadership Academy internally after the completion of the class this year March.
 - Past members have been contacted to give opinion on what they liked about the program and what they would change.
 - UHR is also collaborating with a faculty member from the school of business to recommend/design a new format.
 - Considering using the outside facilitator part of the time and possibly inserting some OU processes/topics in the curriculum
- UHR is ready to release a professional development survey (for staff 7 academic administrators not faculty)
 - The goal of this survey is to determine what types of developmental and educational opportunities employees seek, and motivation behind development (new skills verses, career planning or both).
- UHR is looking at the development of core competencies tying in with strategic goals, leadership competencies and job specific skills - and how they might help

employees develop skills. Goals of this would help people identify opportunities across the university and measure your level of knowledge.

- The Employee Resources groups have all been combined to one web page and are available on UHR web.
- Met with Frank Provenzano, Director of President Communications. He stated his number one goal is working to move from Dr. Pescovitz's voice to the voice of the university.
- **Update from the meeting with Ora**
 - Made it known that we want to partner with her to make OU the University of choice for Employees and we are excited and on-board about her initiatives.
 - Let her know we think there are so many reasons OU is already a great place to work, but there are barriers as well. We felt that our role going forward is to be the most transparent about what we hear and to communicate that.
 - Three specific barriers were mentioned
 - People are unsure about top down philosophy and cabinet support for some initiatives
 - Communication and Transparency is a barrier (who is on committees etc)
 - Approximately 75% of APs at or below midpoint
 - Asked for two meetings per year to update one another.
 - She asked for another meeting with UHR and Ora to discuss AP pay

Questions Asked by APs

- Is there a way to track UHR trainings? Yes, on the UHR performance management log-in page.

Work Team Updates

- Quarterly communications/education session planning
 - Nancy, Leanne, Stephanie
 - Creating a newsletter to send out to all AP's regarding upcoming educational sessions and recap any policy updates.
 - Planning two sessions based on hiring and partnering with AP Assembly on a session on FMLA in the Winter 2019 semester.

AP Assembly Updates

- Get involved! AP Assembly, AP Association and the different Employee Resource groups are great opportunities open to all AP's.
- AP Assembly has a rep on the Diversity Council.

- Dr. Pescovitz will be at the AP Assembly meeting on February 14, 2019 - please submit questions via link in AP Assembly newsletter.

New Business

- **February meeting and PD sessions**
 - Questions for Dr. Pescovitz - February 14, 2019 at 9 a.m. in Banquet Room B
 - February Meeting: Wednesday, February 20, 2019 from 12 noon - 1:30 p.m. in Founders C followed by a presentation regarding FMLA from 1:30 - 3pm by UHR.

GOALS:

- **2018-2019 Goals**
 - Education - Plan and hold at least four education sessions centered on benefits and compensation by July 2019.
 - Outreach/Communication - Send out quarterly communications to assure that all AP's are up-to-date and can give feedback in a timely manner outside of All AP Meeting.
 - Compensation - Work with AP Compensation Committee representatives and UHR to review and recommend changes or edits to the compensation guidelines.
 - AP Manual - review AP manual annually, and suggest edits and changes.