

AP Association Executive Committee
Meeting Notes
February 26, 2020

Attendance: April Thomas-Powell, Maria Ebner-Smith, Marie VanBuskirk, Deb Cash, Anthony Gallina, Don Ritenburgh, Jean Szura , Kelly Brault, John Cebelak and Nancy Osmialowski.

Guests: Kelsey Zuchowicz and Ann Voorheis.

Guest presenter: Eric A. Herppich, Director of Compensation and Benefits-

- Presented on the updated Salary Guidelines - found [here](#) on the UHR website.

Approval of Minutes - January 22, 2020 approved.

Treasurer's Report - No change.

- OU account: \$3,183 and OU Credit Union account: \$3,256

Presidents / UHR Monthly Meeting Report

- Compensation Guidelines Update
 - Eric Herppich presented the Salary Guidelines at today's AP Association meeting.
- AP Manual
 - Still with the Legal department.
 - Review not started, should be next to be reviewed.
- Performance Management
 - Working on getting approval to purchase Cornerstone
- Chronicle of Higher Education Best Places to Work Survey
 - Random sampling of OU employees will be sent a survey from the Chronicle of Higher Education.
 - Will not be happening until after faculty negotiations.
- Comprehensive Benefits Letter
 - Letter has been delayed due to an outside company contract but will still be sent out.
- Recognition committee -
 - Committee has been formed centered on equality in recognition.
 - Members consist of the President's office, AP Assembly and Association, the Provost Office and UHR.
 - 2019 Leadership Academy group members presented findings to UHR to address inequities in awards given to OU employees, as this is the goal of the committee.
 - More details to come!

Assembly Updates

- Next AP Assembly Meeting: March 12, 2020 9 a.m. - 10 a.m. in Ambassador Room AB, Oakland Center.
 - Dr. Pescovitz will speak at the meeting.
- AP Awards will open in March 2020
 - Online nomination process for Outstanding AP of the Year, Rising AP and the New Professional Award will be open,
- AP Assembly will be giving out a special recognition and appreciation for all AP's on campus.

Work Team Updates

- **Community Service**
 - Work team includes Maria Ebner-Smith, Andrea Mill, John Cebelak
 - Proposal: 8 hours to all employees to complete Community Service Time Off.
 - Planning to write White Paper explaining and researching this topic.
 - Ties into OU's third strategic goal, "Become a leader in serving the needs and aspirations of our communities and region through expanded community relationships, institutional reputation and visibility and engagement".
 - Benchmarking other businesses to review Community Service Time Off policies/processes.
 - As of 11/20/2019, have received feedback from 15 businesses and institutions that all have some type of Community Service Time Off for employees.
 - Will also determine if these institutions have Carnegie Institute classification.
- **Work Life Balance**
 - Work team includes Don Ritenburgh, Marie VanBuskirk, Maria Ebner-Smith
 - Received data from UHR/Faculty
 - Data broken down by division as well as approved, denied and 75 submissions were not accounted into final count.
 - Asked for further clarification into the 75 submission unaccounted into the final data.
 - This data will ultimately be presented by UHR to the President's Cabinet.
 - Work team also asked for the data broken down by departments/employee.
- **Performance Management**
 - Work Team includes Anthony Gallina, Kristin Rohrbeck, Deb Cash
 - No additional meetings scheduled, as waiting on UHR for further development.
- **Education**
 - Work Team includes Nancy Osmialowski/Everyone
 - Upcoming Topics:

- Managing UP presentation on May 7 12 p.m. - 1 p.m. in the Ambassador Rooms, Oakland Center : Maria Ebner-Smith, Marie VanBuskirk, Kristin Rohrbeck and Nancy Osmialowski have coordinated a presentation on this topic with an outside speaker.

New Business

- All AP Meeting date- May 11, 2020 Oakland Center Banquet Rooms.
- AP Reward – Will open April 1
- AP Elections
 - Call for nominations open
 - March 13 - Call for nominations closes
 - March 26 - AP Elections Meet and Greet
 - Register on UHR website
 - March 31 - Candidates announced in AP newsletter
 - April 1 - 17 - Elections open
 - April 20 - Election results announced
 - **Available AP Association Positions:** President Elect, Secretary, Representative Bands J-R (2 positions available), Representatives Bands S-X, Member at Large
 - **Available AP Assembly Positions:** President Elect, Secretary, Members at Large (3 positions available)

GOALS

- **2018-2019 Goals**
 - Education - Host sessions focused on benefits, compensation, and other policies.
 - Community Service - Provide recommendations on how to encourage APs to participate in service to the community on campus and in the broader community.
 - Compensation - Continue to recommend changes to compensation guidelines.
 - Well-Being/Work Life Blend - continue to advise UHR and president on how to make OU the University of Choice