

**AP Association Executive Committee  
Meeting Notes  
January 22, 2020**

**Attendance:** April Thomas-Powell, Maria Ebner-Smith, Marie VanBuskirk, Susan Hartman, Deb Cash, Anthony Gallina, Kristin Rohrbeck, Andrea Mill, Don Ritenburgh, Kelly Brault, and Nancy Osmialowski.

**Guests:** Dan Arnold.

**Approval of Minutes** - December, 2019 minutes approved.

**Treasurer's Report** - No change.

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

**Presidents / UHR Monthly Meeting Report**

- Salary Guidelines, formally the Compensation Guidelines, Update- Eric Herppich presented the updated Guidelines to E-board.
  - Upcoming AP Association PD session on February 26 11:30 a.m. - 12:30 p.m. in 128-130, Oakland Center, "*Update on the New Compensation Guidelines*".
  - Sign up on UHR website.
- AP Manual
  - Still with the Legal department.
  - Review not started, is 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 -if you receive a survey, please complete it.
  - Data results may be shared with campus partners.
  - AP Association will ask for further details.
- Comprehensive Benefits letter will be distributed soon
- Youth Policy is effective.
  - A Town Hall meeting will be held on January 28, 2020 2 p.m. - 3 p.m. in Banquet Room A, Oakland Center.
  - For questions on policy/event, contact Todd Walker at the OUPD.
- The \$5 Community Service Award is open University Wide to all Benefits eligible employees beginning this month.
  - Nominations are submitted through the Carrot app.

**Assembly Updates**

- Upcoming AP Assembly Professional Development sessions:
  - Writing Recommendations: Tools for Navigating through the Written Jungle - February 4, 2020 1 a.m. - 11:30 a.m. in 110B, O'Dowd Hall.

- Has anyone ever asked you to write them a letter of recommendation, but you struggled in writing one that effectively represents them well? Being a reference for someone can be challenging. This workshop will provide you with tools for navigating through the written jungle in order to prepare you for future recommendation requests.
  - Small Group/ 1:1 Conflict Avoidance - February 12, 2020 1:30 p.m. - 3 p.m. in Ballroom C, Oakland Center
    - In this session, Lt. Ross will discuss strategies to diffuse situations, while also discussing proactive measures to reduce these instances. Topics will cover physical office space, communication, resources on campus and follow-up action items for employees should these instances occur.
- AP Assembly and Diversity, Equity and Inclusion co-sponsored an informal luncheon event “AP Assembly Diversity, Equity and Inclusion Recognition Luncheon” on January 17.
  - All employee groups were invited and over 150 people attended!
- Next AP Assembly Meeting: February 13, 2020 9 a.m. - 10 a.m. in Ambassador Room AB, Oakland Center.

## **Work Team Updates**

- **Community Service**
  - Work team includes Maria Ebner-Smith, Andrea Mill, John Cebeblack
  - 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 all have some type of Community Service Time Off for employees.
- **Work Life Balance**
  - Work team includes Don Ritenburgh, Marie VanBuskirk, Maria Ebner-Smith
  - No additional meetings scheduled but would like to examine data compiled by the partnered OU faculty member as a committee when it is available.
- **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 PD’s:

- Second co-sponsored AP Association and AP event of the 2019-2020 academic year will take place on January 29 1:30 p.m. - 3:30 p.m.
  - Reimagining your Career: Navigating Your Career Progression at OU: Join us for an AP Association/AP Assembly co-sponsored conversation with fellow OU employees who have transitioned between employee groups, divisions or positions. Our panelists, Carrie Buch, John Cebelak, Ben Fielder, Julie Hamilton, Jill Lawson, Christina Moore, Christina Riley, Monique Smith and Tracey Zang, will share their experiences, career path and professional development mantras.
- Upcoming Topics:
  - Managing UP presentation: Maria Ebner-Smith, Marie VanBuskirk, Kristin Rohrbeck and Nancy Osmialowski are currently working a presentation on Managing Up with an external speaker.
    - Currently aiming for early May.
  - FMLA Presentation: April Thomas Powell is coordinating an upcoming program on FMLA.
    - Date TBD.
  - Hiring Practices: Marie VanBuskirk will begin to coordinate a program on hiring best practices
    - Date TBD.
  - Educational Benefits session: Nancy Osmialowski and Kelsey Zuchowicz, AP Assembly, are beginning to coordinate a program on FAQ Educational Benefits.
    - Date TBD.

## **New Business**

- All AP Meeting
  - May 2020 is the goal.
  - Topics may include: AP Manual, Comp Guidelines.
- AP Reward
  - Information on the nomination process should be coming out soon.
- AP Elections
  - TBA - Call for nominations opens
  - 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

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## **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

## **Additional Upcoming PD Sessions**

- OUWB sponsored event “Me Too Comes to Medicine: Transforming the Culture” with Reshma Jagsi will be held on January 28.
  - Description: Gender inequity and sexual harassment in medicine have gained increasing attention recently, in the context of broader cultural movements like #metoo and #TIMESUP and a landmark report from the National Academies of Sciences, Engineering, and Medicine. Not only are inequity and harassment problematic for their own sake, they can compromise the quality of care and research that professionals contribute. This necessitates formal training and education on this subject.
- WERG Emerging Leaders: Women in Leadership Spotlight series: February 4 at 12:10 p.m. in 234 Elliott Hall (Stinsen Center),- Kristin Rohrbeck is speaking