

**AP Association
Executive Committee Meeting
January 12, 2022
Virtual Via Zoom**

Meeting Attendance: Marie VanBuskirk, Jessie Hurse, Kelly Brault, Stephanie Lee, Don Ritenburgh, Anthony Gallina, Maria Ebner-Smith, Adam McChesney, Denica Holzworth and Nancy Osmialowski.

Meeting Guests: Debbie Lengyel, Deb Cash, Zahira Flores Olivo, Ann Voorheis, Beth Feiten, Michelle Southward, Charlene Waldorf, Jackie Keith, Kelli Dowd, Tracy Wonderlich-Barillas, Zach Zuchowicz, Lisa Hutchins and Michelle Jankowski.

Approval of Minutes – December 8, 2021 minutes approved.

Treasurer's Report – – No change.

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

President/ UHR Monthly Meeting Report

- AP Association has asked HR to announce the retirement contribution going from 14% to 11% for new AP's hired on/after January 1, 2022.
 - This change was approved at the December BOT meeting.
- FWA Update
 - No update at this time.
 - University wide committee next meeting to be scheduled soon.
- 403B Committee Update
 - No update at this time.
- AP Association has collaborated with HR on a Supervisor Meeting series - Session 2 is January 13, 2022
 - Questions below are submitted to be answered at the event:
 - **Budget**
 - With the announced 16 million dollar budget shortfall, what has the University done to address?
 - How can APs who are department heads be proactive and offer recommendations/suggestions about the budget?
 - Have salary savings and other operational savings (with all the open positions) been factored into the budget shortfall?
 - **Health and Welfare**
 - Why the need to extend through January 31, 2022?
 - Please explain how OU is interpreting the new 5 day vs 10 quarantining per the new CDC guideline.

- What guidance can you give frontline APs to help respond to questions regarding the reason events such as basketball games, KOD, REC are open?
- I understand the recommendation is for employees to use N-95 masks. Is OU going to provide and if so can how can we get them?
- **COVID/Leave Reporting FMLA**
 - What direction should supervisors take with employees who find themselves in the following situations regarding the use of sick time, FMLA, vacation or working from home:
 - An employee cannot come in the office due to having COVID and is required to stay home more than 5 days due to being symptomatic or in order to care for multiple family members who have COVID.
 - An employee needs to be home to care for a young child/children who are too young to be vaccinated and their daycare closed for the week due to COVID/staffing issues
 - Please clarify the direction the University would like supervisors to take for employees who are well enough to work from home if they can during quarantining or caring for those quarantining with COVID.
- **Format of Academic Classes/Activities/Services**
 - What guidance can you give frontline APs to help us respond to students who question why classes are remote due to the high rate of COVID infections, but events and services such as Basketball games, Keeper of the Dream, the OC, the Library, and Rec Center, and Residence Halls are open?
 - Many APs feel it's important to coordinate services and activities and office hours based on the percent of students coming to campus. What direction does OU plan to go in the future with academic class offerings? Will OU make more decisions regarding how many classes are offered virtually, or will that be left in the hands of the Deans and Schools?

Old Business

- Discussion regarding the Ultimate Fringe Benefit Event/Dues/Outreach
 - A subcommittee of the AP Association E-board has formed to discuss beginning to plan the event.
 - Subcommittee has met once and divided up responsibilities to move forward
 - Date- Aiming for late-September 2022
 - Venue - TBD. Considering on and off campus spaces.
 - Sponsors - Researching possibility of sponsors as well as different levels of sponsorship.
 - Communication plan - will create a communication plan to effectively

promote the event.

Work Team Updates

Direction - Joi approved connecting

- **Work-life balance** 1. Maria Ebner-Smith 2. Kristen Macha 3. Kelly Brault 4. Denica Holzworth
- **Education & Outreach** 1. Nancy Osmilowski 2. Stephanie Willis 3. 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.

- UHR is interested in research completed by the Work Team and would like to review it.
- Would like to have the university wide committee re-formed.

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.

- Moving forward with Diversity Advocate goal
- UHR will meet with faculty in mid-January and will then be able to continue to move forward with this.

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.

- The Work Team emailed out an EMMA newsletter regarding the Supervisor Meeting series in the beginning of January.
- 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 update just yet.

AP Assembly Updates-

- Next meeting is Thursday, January 13, 2022 via Zoom.
- Communication will be sent soon regarding a special election for the President-Elect position, as previous President-Elect has left OU.
- AP Awards nomination season is soon!
- AP PD sessions will continue this semester with at least one session each month.

Announcements:

Next AP Supervisor Meeting

- *Thursday, February 10, 2022 from noon-1pm virtual*

Next Association Eboard Meeting

- *Wednesday, February 16, 2022 from 11:30am-1pm in the OC*

Download the OU Rec Well App

The new Rec Well app has officially launched, and provides convenient features making engaging with Rec Well easier than ever. Log into the app with your Net ID or community member username and password for information regarding facility occupancy, modified building hours, program registration, and more! The app also provides a barcode that allows you to scan into the building with ease



2021-22 AP Association Goals

1. **FWA** - Assist with the revision and reporting out of FWA guidelines to ensure they are visible, can be better utilized and departments can be recognized for being FWA champions.
2. **Education** – Be a trusted source of communication and education for APs to learn more about benefits, compensation, UHR policies, employee resources to improve campus culture and working conditions. ***Better define who we are and what we do.***
3. **Compensation** - Continue working with UHR on improvements to transparency, processes, position review reporting and moving through the bands. 4. **Community Service** – Assist with the proposal of and creation of 1-2 campus community service days.
5. **Diversity** - Call for regular reports and review results to assess gaps and recommend best practices that might further diversify APs at OU and assist with the recruitment/retention of qualified underrepresented groups/minority employees at OU.

**Please remember that much of the discussion during these meetings are confidential and formal announcements will be made by the AP Association or UHR*