

AP Association Executive Committee

Meeting Notes

July 14, 2021

Virtual via Zoom

Attendance: Anthony Galina, Kelly Brault, Marie VanBuskirk, Maria Ebner-Smith, Kristen Macha, Adam McChesney, Becky Lewis, Jessie Hurse, Denica Holzworth, Stephanie Willis, Stephanie Lee and Don Ritenburgh.

Guests: Julie Chapie, Zach Zachowicz, Kelli Dowd, Melanie Chamberlain, Lisa Hutchins, Maria Wing, Paula Reyes, Trishia Wajda, Michelle Jankowski, Laura Phillips, Mark Zellefrow and Debbie Lengyl.

Call to Order / Introductions

- Welcome new E-board members and guests!

Approval of Minutes - June 16, 2021 minutes approved.

Treasurer's Report – No change.

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

President/ UHR Monthly Meeting Report

- The new AP Association President, Marie VanBuskirk, gave overview of goals and direction Association will held in for 2021-2022
 - Transparency, active listening to thoughts and ideas and will relay thoughts, recommendations and solutions to best enhance and improve campus culture at OU.
 - Goals
 - 1) **Flexible Work Arrangements (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.
 - 3) **3. Compensation** - Continue working with UHR on improvements to transparency, processes, position review reporting and moving through the bands.
 - 4) **4. Community Service** – Assist with the proposal of and creation of 1-2 campus community service days.
 - 5) **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.

Work Teams

- Eboard members to submit committee interest by 7/29/21 (previous committees below).
- Connect to larger campus committees or meetings with UHR to move goals forward.

Work Teams 2020-2021

1. Work-life balance (Goal 1)

1. Maria Ebner-Smith
2. Don Ritenburgh
3. Deb Cash
4. Marie VanBuskirk

2. Education (Goal 2)

1. Marie VanBuskirk
2. Stephanie J. Lee
3. Nancy Osmialowski

3. Communication & outreach (Goal 3)

1. Nancy Osmialowski
2. Kelly Brault
3. Susan Hartman
4. April Thomas-Powell

4. Community service (Goal 4).

1. John Cebelak
2. Adam McChesney
3. Anthony Gallina

All Presidents Meeting with UHR

- Return to Campus (RTC) Update
 - UHR will send out a list of FAQs for returning to campus soon.
 - Training sessions for all employees and some specific to managers will be offered.
- Flexible Work Arrangements (FWA) Update
 - 20 submissions have been submitted using the FWA question/concern google form.
 - 50% of those concern remote work.
 - Conversations between the employee and the supervisor are important to have prior to submitting a FWA form.
 - The supervisor is the ultimate decision maker.
 - The University wide committee will begin meeting again soon.
- Fiscal Year Performance Management Cycle starts July 12, 2021
 - Goals need to be submitted by employees via Cornerstone by July 16, 2021
 - Managers need to approve goals in Cornerstone by August 9, 2021.
- AP Reward
 - The 2021 recipients were sent out via UHR newsletter and are also listed on the UHR website.

AP Assembly Updates

- Next meeting is Thursday, August 12th at 9 a.m. via Zoom
 - Assembly meetings will be held virtually until at least the beginning of the Fall semester
 - Meetings will also be recorded.
 - A Survey will be sent to all AP's to gain feedback on what AP's want to see from the

Assembly.

New Business

- All AP Meeting Feedback
 - Great attendance - over 200 AP's attended!
 - Zoom was a great platform to allow all AP's across campus to join the meeting.
 - Recording the meeting was also a great addition to the meeting.
- Feedback was given regarding the flexibility of virtual meetings for Association.
 - The Association meetings will be held virtually until the beginning of the Fall semester but may try to be held as a hybrid format for e-board members.
 - If the e-board is unable to attend in-person, a zoom link may be able to be provided.

Upcoming OU on-campus events

- Rec Well events, SMTD, OU Carillon Concerts (calendar.oakland.edu)

Next Board Meeting: Wednesday, August 11, 2021 from 11:30am-1pm via Zoom.

2021-22 AP Association Goals

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

- 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.
- 3. Compensation** - Continue working with UHR on improvements to transparency, processes, position review reporting and moving through the bands.
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