

**AP Association
Executive Committee Agenda
March 16, 2022**

In-person meeting and Virtual option via Zoom

Attendance: Stephanie Lee, Maria Ebner-Smith, Marie VanBuskirk, Don Rittenburg, Kelly Brault, Jessie Hurse, Adam McChesney and Nancy Osmialowski.

Guests: Ann Voorheis-Sargent, Mariusz Nowak, Zach Zuchowicz, Jenny Lee, Sarah Butash, Jackie Keith, Debbie Lengyel, Michelle Jankowski, Michael Cox, Lisa Hutchins, Rachel Stagman, Charlene Waldorf, Ian Caullay, Karen Person and Melanie Chamberlain.

Approval of Minutes – February 16, 2022 minutes approved.

Treasurer’s Report – OU Credit Union account: \$3,183 and OU account: \$3,256.

President/ UHR Monthly Meeting Report- (Marie VanBuskirk)

- Hiring Committee/45 Day Wait
 - Information regarding upcoming policy changes should be sent to the OU community soon.
- AP Supervisor Meeting Session 2
 - Session has been moved twice and is currently on hold.
 - HR is supportive of the session but currently does not have answers to a lot of questions.
- Campus Culture
 - AP Association met with Josh Merchant to discuss Campus Culture
 - Shared concerns and followed with this [article](#)
- Flexible Work Arrangements (FWA)
 - FWA Meeting for final revisions is next week.
- Employee Recognition Committee
 - This campus-wide committee is now meeting bi-weekly.
 - Currently reviewing how to continue to recognize APs and other employee groups to show appreciation for all the hard work accomplished across campus.
- Hiring search process for the Associate VP of Facilities, Director of Financial Aid, and CFO search committees
 - AP representative on each hiring committee.
- 403B Committee Updates
 - OU formed a university wide committee centered on exploring providing one single provider instead of two companies for the 403B retirement benefit.
 - Maria Ebner-Smith is the AP Association representative on the committee.
 - No updates at this time.

Old Business

Discussion regarding the Ultimate Fringe Benefit Event

- Thursday, September 29, 2022 VS Thursday, October 6, 2022.
 - October date may be better timing regarding pay period.
- Time
 - 4-6:30pm
- Location
 - Pricing out Red Ox, The HUB, and The Meeting House, and The Crowne Plaza
- **Program**
 - Live Auction - tickets in a bucket
 - Doors open ½ hour before program
- **Event Details**
 - Sponsor introduction and thank you
 - Greeting/Fall Kick off/value of APs
 - Introduction and Recognition of past Presidents
 - Introduction of Exec Board
 - Purpose of AP Association, and overview of resources, how APs can be involved
 - Food and Silent Auction
 - Close auction 20 minutes before the event ends and announce winners
 - Door prizes from sponsors
- **Promotion**
 - Video - what is ultimate Fringe
 - Electronic Invitation/Print
 - Register in advance
 - Pay at the door?

Work Team Updates:

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

- HR is reforming the campus-wide compensation committee.
 - First meeting on March 29, 2022.
 - Two main goals of the meeting: 1) review current salary guidelines that were posted in March 2022 and 2) Determine long term compensation plan.
 - AP Association Compensation Work Team will be members of the committee.

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.

- This work team has re-focused on diversity and inclusion within exit interviews at OU and in regards to gender, race and ethnicity within promotions.
 - Working with HR to retrieve data from exit interviews

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.

- Co-sponsored with AP Assembly and HR an educational virtual event, “Understanding Your Tuition Benefit” on February 15, 2022.
 - Well attended and received good feedback.
- 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.

- This work team has re-focused on other ways to achieve work/life balance outside of FWA
 - Will re-examine other avenues that can be helpful to all APs.

- Work Team plans to include tips/tricks for work/life balance in the AP Assembly newsletter.

AP Association and AP Assembly Elections:

- Nominations close on March 18, 2022.
- Submit nominations via [online form](#)

New Business

- Open discussion:
 - If you could make one change to impact campus culture in a positive way, what would it be?

AP Assembly Updates-

- Next meeting is April 7, 2022 via Zoom.
- AP award nominations closed on March 14, 2022
 - 50 individual nominations
- Save the date: April 21, 2022 AP Recognition Celebration
 - Location TBD

Upcoming Notable Dates:

- Poker Walk, May 18, 2022 from 11:30am-1pm.
- All AP Meeting June 22, 2022 from 11:30am-1pm Ballroom C

Next Association Eboard Meeting

- *Wednesday, April 14, 2022 from 11:30am-1pm in the OC*