

AP Association Executive Committee

Meeting Notes

May 26, 2021

Virtual via Google Meet

Attendance: Anthony Galina, Kelly Brault, Marie VanBuskirk, Maria Ebner-Smith, John Cebelak, Kristen Macha, Susan Hartman, Deb Cash, April Thomas Powell, Adam McChesney, Don Ritenburgh and Stephanie Lee.

Guests: Meaghan Cole, Becky Lewis, Josh Wargo, Kate Wydeven, Zach Zachowicz, Debbie Lengyel, Dale Kolnitys, Kelli Dowd, Melanie Chamberlain, Lisa Hutchins, Mary Konicki, Sarah Konrad and Patrina Carper.

Approval of Minutes – Minutes approved.

Treasurer's Report – No change

President/ UHR Monthly Meeting Report

- Return to Campus (RTC) Update
 - Communication is essential for a successful transition back to campus
 - RTC Committee has established a Communication sub-committee that is meeting weekly.
 - Website and FAQ list is currently in the creation process.
 - Department/Divisional updates should be occurring
 - The Mental Health aspect of RTC that is also a priority
 - As part of the RTC committee, there is a subcommittee looking at three pillars of training/resources:
 - UHR policies
 - Safety Protocols
 - Mental Health concerns/resources
 - AP Feedback form submissions continue to come in, with all submissions reviewed and considered when representing AP's in group.
- All AP Meeting June 23, 2021. 11:30a-1p via Zoom seminar
 - President's update (accomplishments, recognition of AP awards, etc.)
 - Changes in AP Manual
 - Compensation training for AP managers
 - Cornerstone (performance management/competencies, Landing page, etc.)
 - Flexible work arrangement update
 - Return to campus (as of 6/23)
 - Q & A (30 minutes or more)

Assembly Updates

- Next meeting: June 10, 2021 at 9 a.m. via Zoom
 - Meeting will highlight all AP 2020-2021 award recipients

Work Team Updates

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| <ol style="list-style-type: none">1. Work-life balance (Goal 1)<ol style="list-style-type: none">1) 1. Maria Ebner-Smith2. Don Ritenburgh3. Deb Cash4. Marie VanBuskirk2. Education (Goal 2)<ol style="list-style-type: none">1. Marie VanBuskirk2. Stephanie J. Lee3. Nancy Osmialowski | <ol style="list-style-type: none">3. Communication & outreach (Goal 3)<ol style="list-style-type: none">1. Nancy Osmialowski2. Kelly Brault3. Susan Hartman4. April Thomas-Powell4. Community service (Goal 4)<ol style="list-style-type: none">1. John Cebelak2. Adam McChesney3. Anthony Gallina |
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Work Life Balance

- The Work Team is reviewing the current Flexible Work Arrangement (FWA), including remote work options.
- Feedback is welcome and is super helpful to the committee/work team :)

Education

- The Work Team is currently on pause, as would like to hold the next session related to best practices for returning to campus.

Communication/Outreach

- The Work Team recently met to discuss the update to the compensation guidelines.
 - This will also be a topic of discussion at the All AP Meeting.
- The Work Team noticed the Managers Tool Kit on the UHR website is outdated
 - Will notify UHR.
- Will create a snippet of information regarding the AP Managers Salary Guidelines training that occurred in May 2021.
 - With approval from the Association President, would like to include in AP newsletter.

Community Service

- No updates

Upcoming OU on-campus events-

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

Final FY21 Meeting: Wednesday, June 13th 11:30a-1p (virtual)

2020-21 AP Association Goals

- FWA: Continue to educate and advocate for flexible work arrangements
- Education: Provide education sessions to APs to learn more about benefits and resources
- Compensation: Continue working with UHR on transparency, position review, processes and reporting
- Community Service: Create one meaningful service project that assists a community in need