

**AP Association  
Executive Committee Agenda  
May 11, 2022  
In-person meeting and Virtual option via Zoom**

**Attendance:** Marie VanBuskirk, Don Ritenburgh, Kelly Brault, Adam McChesney, Kristen Macha, Becky Lewis, Stephanie Lee and Nancy Osmialowski.

**Guests:** Kelly Donor, Julie Chapie, Jenny Lee, Ann Voorheis, Debbie Lengyel, Melanie Chamberlain, Jackie Keith, Zach Zuchowicz, Sarah Mullin, Lisa Hutchins, Kelli Dowd and Ian Caullay.

**Approval of Minutes** –April 13, 2022 minutes approved.

**Treasurer’s Report** – No change - OU Credit Union account: \$3,183 and OU account: \$3,256.

**Welcome New Eboard Members** – President Elect/Kelly Dorner, Secretary/Jenny Lee, Band Rep J-R/Melanie Chamberlain, Kristen Rohrbeck/Anthony Tomczyk, Band Reb S-X/Stephanie Lee, Member-At-Large/Carrie GilChrist.

**President/ UHR Monthly Meeting Report-** (Marie VanBuskirk)

- Hiring Committee
  - No update on the proposed 45 day wait before hiring (seek approval before posting positions and 45 Day Wait)
- AP Supervisor Meeting Session 2
  - Session has been moved twice and is currently on hold.
  - Will update as soon as further information is available.
- Campus Culture
  - AP Association has been invited to participate in OU Focus
  - Anthony and Marie are the Association representatives.
  - The Priority Agenda,an initiative that engages our community in a conversation about how Oakland can: 1.) Have greater impact as a steward of place, 2.) Build a more inspiring campus culture, and 3.) Define the strategic institutional initiatives that will help us respond to the challenges ahead in a fast-changing higher education landscape.
  - This is a directive from Dr. Pescovitz and included all employee groups, including faculty.
- Flexible Work Arrangements (FWA)
  - Revisions have been completed.
  - The committee discussed the importance of training needed for supervisors.
  - An introductory paragraph is being created to explain why the committee made the recommendations we made, and why these guidelines will be ineffective without top down buy-in.
  - UTS is reviewing all necessary technology needed for FWA, specially for those when working from home.

- Employee Recognition Committee
  - Still meeting bi-weekly.
  - In addition to larger scale recognition efforts, the committee also wants to provide smaller acts of appreciation this summer, including food trucks for the OU community.
- Hiring search process for High level staff
  - AP representative on each hiring committee.
    - Associate VP of Facilities
      - No update as of yet.
    - Director of Financial Aid
      - Search is starting again this week
    - CFO search
      - Finalists on campus this week
- 403B Committee Updates
  - No updates just yet.

## **Old Business**

### *Discussion regarding the Ultimate Fringe Benefit Event*

- Thursday, October 6, 2022.
  - October date may be better timing regarding pay period.
- Time
  - 4-6:30pm
- Location - Red Ox based on price as well as location.
- **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

## **New Business**

### *Discussion regarding the All AP Meeting on Wednesday June 22 from 11:30am - 1pm*

- Format - Hybrid, Virtual or In Person
- Town Hall discussion with rotation through topics
  - SWOT - participants can contribute at each topic (Strengths/Weaknesses/Opportunities/What if we don't change - threats)
- Topics -
  - Benefits, Compensation, Training/Development, Communication, Diversity and Inclusion, Wellness/Health

### **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 at this time.

#### *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.

- No update at this time.

#### *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.

- The Work Team is working with the University wide DEI committee to determine pathways for promotion.

#### *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.

- No update at this time.

#### *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 at this time.

#### **AP Assembly Updates-**

- Next meeting is TH May 12, 2022 via Zoom.
- Save the date: June 2, 2022 AP Assembly meeting and recognition
- President-Elect and Secretary positions still needed
- All AP Survey
  - AP Assembly is interested in hearing directly from all APs on how we can best serve you in the 2022-2023 academic year and beyond! Please complete the anonymous survey below to share your feedback.
  - [Complete the survey here.](#)

#### **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, June 15, 2022 from 11:30am-1pm in the OC*