

## **AP Association Executive Committee Minutes**

### **November 14, 2018**

**Attendance:** Jean Szura, Anthony Gallina, Marie VanBuskirk, April Thomas-Powell, Andrea Mill, Kelly Gianetto, Patrycja Comello, Kristin Rohrbeck and Nancy Osmialowski.

**Guests:** Ann Voorheis, Bani Bordoloi, Leanne Devreugd, Michael Crum, Debbie Lengyel and Domenico Luongo.

Approval of Minutes - October 17, 2018

Treasurer's Report - No change.

#### **Presidents / UHR Monthly Meeting Report**

- **Flexible Work Arrangement Task Force**

- Have met twice since last AP Association meeting.
  - Discussed reasons to move forward with a FWA as well as the obstacles and barriers that would get in the way of implementation - barriers listed below:
    - Different schedules makes it difficult to schedule meetings, fewer meeting time options to physically meet face-to-face.
    - Many supervisors feel that they have the directive that staff must be available to provide 8 to 5 service to patrons during OU operating/office hours.
    - Limited staff in their office to maintain coverage and inadequate staffing does not allow flexibility.
    - Concern regarding supervision of staff (by an AP) when not working same time or same location.
- We moved forward with the recommendation of a Flexible work schedule with 2 phases: Phase 1 includes many things we are already doing
  - Flex time (Fixed starting/ending in which the employee works a 40-hour workweek on a schedule other than 8am - 5pm over a five-day week.)
  - Compressed work week (40-hour work week compressed into fewer than five work days or an 80-hour work week compressed into fewer than ten days)
  - Adjustable Meal Period (Using up to two hours of a meal period to take

care of personal business while still working a full work day)

- Shift Swaps (Employees can exchange shifts with each other and exercise some control over when they work. In some cases they may also be empowered to take extra shifts and/or give shifts away)

#### Phase 2

- Telecommuting/Flexplace (Employees work from an alternative work location, such as their home, for all or part of their regular workweek).
  - A sample flexible schedule request form was also shared with the President.
  - "Top down" approach regarding this policy, as was evident in the State of the University address that this was a University-wide initiative supported by the President.
  - If a Flexible Work schedule request is denied by a supervisor, The FWA task would like this to go to a higher up for review to ensure each request is given proper consideration. However, each director/supervisor would consider how this best works with each position and job responsibility.
  - A website will be created as well as FAQ's, and how to implement this initiative.
  - The FWA task force meets November 20
- **AP Manual Review**
    - A huge thank you to the manual review work team for a great list of items to review with HR.
    - Tricia, April and Marie met to review and refine the AP Manual list.
    - Marie presented to Kay Armstrong and we plan to meet again by December.
    - More information to come next meeting.
- **Compensation Committee**
    - The work team was able to meet last week to go through part of the compensation guidelines.
      - Will meet again next week to continue to make recommendations to the committee.
    - Recommendations include more inclusive language, notifying employees when a job description has been changed or modified and more clarification how an employee moves through salary bands.
    - The recommendations were well received.
    - Next work team meeting 11/19/18.
    - Next compensation meeting is 11/26/18.
- **Training and Development**
    - An official survey was sent to faculty and staff through UCM regarding an official mentorship program at OU.
    - UHR will send a survey soon regarding professional development sessions.

- Diane Kasunic is Willie's temporary replacement in UHR.
- Marie, Tricia, and April met with Diane in UHR and gave feedback on projects she is working on while Willie is out on leave.
  - Working with Eric to look at common job classifications and more appropriately defining these classifications and competencies. This would lead to defining skills needed for these classifications and how people can move through these job families and possibly their salary bands. This is really just in the investigative phase now.
  - Diane is completing a survey that will go out soon about employee development and training needs. This survey should give HR more direction on developmental needs and training course offerings to better support job and career development.
  - Diane and HR is working on developing an "In House" version of Leadership Academy as a cost savings measure.
    - Gave feedback regarding current Leadership Academy.
    - Please contact AP Association or UHR with any questions.
- Other
  - UHR met with BERG and is looking at the Employee Resource Groups (ERGS) as a whole to streamline their web pages and make them more accessible.
  - If an AP missed the deadline for benefits, contact UHR as soon as possible.

#### Work Team Updates

##### Committees/Work Team Assignments -

- Quarterly Communications/Education Session Planning
  - First education session on employee benefits in October was well attended.
  - More sessions on various topics will occur throughout Winter 2019 semester.
    - Will also partner with AP Assembly to sponsor sessions.

#### AP Assembly Updates

- Small token of appreciation was given to all AP's on campus.
- December meeting - Meadow Brook Hall will speak.
- February meeting - Dr. Pescovitz will speak

#### REVIEW GOALS:

- 2018-2019 Goals
  - Education - Plan and hold at least four education sessions centered on benefits and compensation by July 2019.

- Outreach/Communication - Send out quarterly communications to assure that all AP's are up-to-date and can give feedback in a timely manner outside of All AP Meeting.
  - Compensation - Work with AP Compensation Committee representatives and UHR to review and recommend changes or edits to the compensation guidelines.
  - AP Manual - review AP manual annually, and suggest edits and changes.
- Next Meeting: Wednesday, December 19, 2018 from 11:30am - 1pm in the Lake Erie Rm of the OC