

AP Association Executive Committee
Meeting Notes
November 10, 2021
OC Ambassador Rooms
Or Via Zoom

Meeting Attendance: Marie VanBuskirk, Becky Lewis, Jessie Hurse, Kelly Brault, Stephanie Lee, Kristen Macha, Stephanie Willis, Don Ritenburgh, Anthony Gallina, Maria Ebner-Smith, Nancy Osmialowski.

Meeting Guests: Debbie Lengyel, Mimi Konicki, Lisa Hutchins, Barb Campbell and Anthony Tomczyk.

Approval of Minutes – October 13, 2021 minutes approved.

Treasurer's Report – – No change.

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

President/ UHR Monthly Meeting Report- (Marie VanBuskirk)

- First meeting with Joi Cunningham as the new VP of UHR
 - AP Association will now meet with Joi.
 - Productive first meeting
 - AP Association looks forward to a great partnership
- Flexible Work Arrangements (FWA)
 - Campus wide committee continues to meet.
 - The expansion of FWA to include all benefit eligible employees became effective on November 1, 2021.
- Vaccinations
 - More than 92% of employees have been vaccinated and uploaded proof of vaccination to the website.
 - For those who have not, communication has been sent to those employees regarding next steps.
- 403B Committee
 - OU recently 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.
 - Fidelity and TIAA-Cref each presented to the committee followed by a Q & A session.
 - Next meeting will be soon.

Old Business-

Work Teams were asked to do the following.

- Action Items -
 - Meet to determine goals if they have not already
 - Complete a goal sheet
 - Work with AP Pres/Contacts towards the completion of goals by June 2022

Work Team Updates:

Diversity/Inclusion 1. Marie VanBuskirk 2. Stephanie Lee 3. Jesse Hurse

1. Work with HR on rolling out the staff diversity Advocacy program.
 - a. Request the exit interviews for review
 - i. Work with HR on a task force for Women of Color to use as an advocacy group
 - ii. Mentoring program for new employees
 - iii. Create speakers bureau of staff with talents to showcase staff
2. Retention-Review with HR the exit interviews for Minority Staff to see why they are leaving
 - a. Request the exit interviews for review
 - b. Work with HR on a task force for Women of Color to use as an advocacy group
 - c. Mentoring program for new employees
 - d. Create speakers bureau of staff with talents to showcase staff
3. Cultural Competencies awareness
 - a. Students needs
 - b. Trainings
 - c. CMI involvement
 - d. ISSO involvement
4. Diversity Report
 - a. Panel discussion on current issues for DEI among staff

Work-life balance 1. Maria Ebner-Smith 2. Kristen Macha 3. Kelly Brault 4. Denica Holzworth

1. Training for managers, assessing employee work in a remote environment
 - a. Training for managers, assessing employee work in a remote environment
 - i. Working with HR to offer flexible work training on our procedures here at OU and the development of a training on assessing employees in a remote work environment
2. FMLA awareness
 - a. sharing FMLA information, newsletter or HR, encouraging more information on this, information on paternity leave versus maternity leave, work with the education committee. Ins and outs on FMLA (Nancy)
3. Help employees manage work life balance
 - a. ideas for supervisors, items in newsletter, work with WERG on training

Education & Outreach 1. Nancy Osmilowski 2. Stephanie Willis 3. Kristen Macha

1. To plan two to three educational events for all AP's on various topics.
 - a. We brainstormed educational session topics and divided the sessions between the Work Team members. We will follow up with each other.
2. To inform all AP's of any important information or communication
 - a. Work closely with Work Team Members and Association Presidents to ensure any necessary communication is sent to AP's on important information.
3. Write a proposal for The Ultimate Fringe Benefit Event to take place September 2022

Community service 1.. Anthony Gallina 2.Jesse Hurse

1. Promote OU Day of Service 11/17/2021

- a. E-Blast, word of mouth
2. Support OU Food Pantry through a AP Association sponsored event
 - a. Introduce idea to board, begin to ask the key stakeholders from across the campus who would need to be involved to put on an in-person event (likely a drive through drive)

Compensation 1. Adam McChesney 2. Becky Lewis 3. Don Ritenburgh

1. Work with UHR regarding annual review of AP bands.

New Business

How can we improve morale at OU?

What should we stop doing?

1. No gestures - lunch shirts
2. No squiggling - state a direction and go there
3. Stop announcing things too quickly
4. Communication within Divisions are different
5. Not Livestreaming important meetings -
6. Thinking too short term (infrastructure, support, resources)
7. Stop pretending like the pandemic is over
8. Stop charging different rates for health care premium contribution

What should we start doing?

1. Provide a clear direction - knowing where we stand and where we are going and feeling appreciated
2. Recognize administration is trying
3. Value, appreciation, communication
4. Best practices for communication within Divisions
5. Live Stream BOT and State of the University - Lack of Transparency
6. Think longer term - culture takes time
7. You can show me better than you can tell me
8. Transparency - strategy council (who is part of it)
9. Succession planning

REimagine OU committee

AP Assembly Updates

- Next meeting is Thursday, October 14 via Zoom and in Gold Rooms, B/C in the OC.

Next Association Eboard Meeting-

- *Wednesday, December 8, 2021 from 11:30am-1pm in the OC Ambassador A-B (157-158)*

Good to Know:

Nominations due for OU Community Engagement Award Due Nov. 19:

Community Engaged Faculty Award

Staff Excellence Award in Community Engagement

OU Community Partner Award

For more information, contact Baldwin at baldwin3@oakland.edu.

Mindful Moments

Join every Friday during the fall semester for a ten minute weekly refresh from 7:50 a.m.- 8:00 a.m. Sessions will be led by various campus experts in well-being. Have questions? Email Caitlyn at chennings@oakland.edu

November 12th, 19th

Registration Required for each session.

Rock Your Mental Health

Virtual webinar series with Registered Dietitian, Debbie Cavendar, geared towards enhancing mental well-being.

December 2nd

"Old Dogs Can Learn New Tricks"

12-12:30 p.m.

Registration Required for each session

Download the OU Rec Well App

The new Rec Well app has officially launched, and provides convenient features making engaging with Rec Well easier than ever. Log into the app with your Net ID or community member username and password for information regarding facility occupancy, modified building hours, program registration, and more! The app also provides a barcode that allows you to scan into the building with ease



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. ***Better define who we are and what we do.***
3. **Compensation** - Continue working with UHR on improvements to transparency, processes, position review reporting and moving through the bands.
4. **Community Service** – Assist with the proposal of and creation of 1-2 campus community service days.
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.

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