

Association Executive Committee
Meeting Notes
October 13, 2021
OC Ambassador Rooms

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

Meeting Guests: Ann Voorheis-Sargent and Anthony Tomczyk

AP

Q&A Attendance: Michelle Jankowski, Elizabeth Medinsky, Debbie Lengyel, Tracy Wunderlich-Barillas, Carly Uhrig, Michelle Tschirhart

Approval of Minutes – September 22, 202 minutes approved.

Treasurer's Report – – No change.

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

Two separate accounts exist so there is money outside of OU without any conflict of interest.

President/ UHR Monthly Meeting Report

- Increases
 - Communication was sent out 10/12/21 via email from UHR regarding AP salary increases as well as \$500 bonus.
 - This increase will be back dated to July 1, 2021 and this as well as bonus will be included in October 2021 paycheck.
- Return to Campus (RTC)
 - Resources still active and used regularly.
 - Committee is promoting resources to all, including students.
- Flexible Work Arrangements (FWA).
 - Communication was sent out on 10/13/21 regarding the expansion of FWA to include all benefit eligible employees effective November 1, 2021.
 - FWA must be approved by the supervisor and the FWA request form must be completed by the staff member and approved electronically by the supervisor for all those who request weekly flexible work arrangements. Occasional schedule variations do not require a FWA form to be on file.
- Vaccinations
 - For vaccines that require a second shot, the deadline to receive and upload proof of vaccination was October 8, 2021.
 - Those employees who did not upload proof of vaccination

- received communication regarding next steps.
 - Administration is looking at allowing more time between notifications for those not in compliance to comply.
- Complete goals in Cornerstone
 - AP Association has been asked to pass along a gentle reminder to AP's to submit goals in Cornerstone as soon as possible.
- Health Care Premiums/Open Enrollment
 - Communication was sent out on 10/13/21 to all benefits eligible employee groups regarding Open Enrollment for 2022.
 - The Open Enrollment process runs October 18, 2021 through midnight October 29, 2021.
 - OU Health Benefits Changes & Updates Session presentation is on Friday, October 15·12:00 – 1:00pm. Hosted by AP Association and UHR.
 - Benefit Fair is on October 20, 2021 from 9am to 1pm
 - UHR will be at the Fair to answer questions
- New VP HR
 - Communication will be sent out soon regarding the newly hired VP of UHR.
 - AP Association will transition to meeting with the new VP in November 2021.
- 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.
 - Committee has met once so far.
 - Maria Ebner-Smith is the Association representative on the committee.

Old Business

Work Teams were asked to do the following.

- Action Items - 1)Elect a Chair 2) Schedule first meeting (meet by 10/5) and invite Marie

Work Team Updates Report Out

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

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

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

Community service 1.. Anthony Gallina 2.Jessie Hurse

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

COMMUNITY SERVICE TEAM

Work alongside of the university to assist with the proposal of and creation of 1-2 campus community service days. Collaborate with the education and outreach to team communicate out opportunities and the work/life balance team to be sure APs are given the opportunity and leave time to participate.

- Update

- Work Team has not yet met but will soon.
- Would like to see a university-wide day of service.

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.

- Update

- Committee has not yet met but will soon.
- Has scheduled the first meeting with the AP Association President as directed.

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. • Update

- Work Team has not yet met but will soon.

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.

- Update

- Work Team met to begin brainstorming ideas for educational events to host.
- Created goal to host two or three education sessions this year.
- Chair of Work Team: Nancy Osmialowski

WORK LIFE BALANCE TEAM

Review best practices for flexible work arrangements and work with 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.

- Update

- Work Team has met and decided to meet after the campus-wide FWA committee meetings.

- Would like to provide training sessions on FWA for employees/managers.
- Will provide updates as needed in the AP Assembly newsletter.
- Chair of Work Team: Maria Ebner-Smith

New Business

Discussion regarding the Ultimate Fringe Benefit Event/Dues/Outreach

AP Assembly Updates

- Next meeting is Thursday, October 14 via Zoom and in Gold Rooms, B/C in the OC.
- President Pescovitz will speak at this meeting.

Next Association Eboard Meeting-

- *Wednesday, November 10, 2021 from 11:30am-1pm in the OC Ambassador Rooms*

IMPORTANT UPCOMING EVENTS:

OU Benefitis & Wellness Fair at the OU Rec Center

October 20, 2021 from 9am - 1pm

Interested in chatting with an HR rep about open enrollment? [Sign up for a 15-minute virtual session here](#)

Interested in getting a flu shot? [Fill out the consent form ahead of time here.](#)

Clinic ID: 821

Passcode: N7QHsgE

[More Information Here](#)

OU Health Benefits Changes & Updates Session

Friday, October 15·12:00 – 1:00pm

Register for the session through [Cornerstone](#)

- Log in through the link above with your OU NetID
- Navigate to "Learning" and select "Event Calendar " from the drop-down menu
- Select the "Highlights of Changes and Updates to OU Health Benefits for FY 22"

Attend this virtual presentation to be more informed about upcoming changes and updates to Health Care plans for FY 22. There will be a presentation from UHR as well as a time to ask questions. This event is hosted by UHR Benefit and Compensation Director, Eric Herppich and the AP Association

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.

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.

**Please remember that much of the discussion during these meetings are confidential and formal announcements will be made by the AP Association or UHR.*