

AP Association Executive Committee

Meeting Notes

September 22, 2021

OC Ambassador Rooms

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

Guests: Zach Zachowicz, Melanie Chamberlain, Lisa Hutchins and Ann Voorheis.

Approval of Minutes – August 2021 minutes approved.

Treasurer's Report –

OUCU account:

\$3,182.94 (no change)

OU Account:

\$3,255.78 (no change)

President/ UHR Monthly Meeting Report

- Increases
 - AP Association is currently working with Josh Merchant, President's Chief of Staff, on the possible increase for AP's.
 - This would be occurring after the October BoT meeting.
- Return to Campus (RTC)
 - AP Association sent out an email communication to all AP's regarding the return to campus, including various resources.
 - Email was met with positive feedback.
- Flexible Work Arrangements (FWA).
 - University wide committee was met twice.
 - Marie VanBuskirk and Marie Ebner-Smith are AP Association representatives on the committee.
 - Please continue to submit feedback on Google Form - feedback is always welcome!
 - Please continue to submit FWA request forms - housed at oakland.edu/fwa.
- Vaccinations
 - Employees, including AP's, continue to upload vaccination status to online portal.
 - For vaccines that require a second shot, the deadline to receive and upload proof of vaccination is October 8, 2021.
- 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.

Old Business-

Work Teams - Purpose: *To connect to larger campus committees or meetings with UHR to move goals forward*

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

Work Teams:

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

Education & Outreach 1. Nancy Osmilowski 2. Stephanie Willis

Compensation 1. Adam McChesney 2. Becky Lewis

Community service 1. Anthony Gallina 2.

Diversity/Inclusion 1. Marie VanBuskirk

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.

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.

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.

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.

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.

AP Association meeting format

- Discussion was held regarding the current in-person format of the AP Association meetings.
- All AP's are always welcome to attend e-board meetings.
- Association Presidents will discuss recommendations and determine any possible changes.

AP Assembly Updates

- Next meeting is Thursday, October 14 via Zoom and in Gold Rooms, B/C in the OC.
 - AP Assembly emailed a survey to all AP's on campus in September
 - 79 total responses
 - Good feedback received from AP's on a variety of topics.
 - President Pescovitz will speak at the October AP Assembly meeting
 - A request for questions was sent out
 - A large majority of questions were regarding compensation and working

conditions.

- AP Assembly is working with AP Association to ensure those questions are answered.

Next Association Eboard Meeting

• *Wednesday, October 13, 2021 from 11:30am-1pm in the OC Ambassador Rooms*

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.

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