

**Agendum  
Oakland University  
Board of Trustees Formal Session  
June 4, 2018**

**APPROVAL OF AMENDMENTS TO THE  
ADMINISTRATIVE PROFESSIONAL PERSONNEL POLICY MANUAL**

**A Recommendation**

1. **Division and Department:** Operations & Finance, Office of the Chief Operating Officer.
2. **Introduction:** The terms of employment for the Administrative Professionals (AP) employee group, which performs Oakland University (University) administrative, professional and managerial functions, are established by the *Administrative Professional Personnel Policy Manual* (AP Manual). From time to time, these terms are updated to best meet the needs of the University and AP employees.  
  
Predominately, employee and dependent credit hour limits for Career Development Tuition Assistance are being eliminated to be consistent with other employee groups. The substantive proposed changes are described in Attachment A.
3. **Previous Board Action:** The Board last approved the current AP Manual on July 1, 2014.
4. **Budget Implications:** None
5. **Educational Implications:** Seasoned and knowledgeable staff enhance the opportunities to excel in current positions and prepare for possible future career growth. Recognition of a staff member's development and opportunity for their family to benefit from Oakland's tuition assistance reinforces a culture that is devoted to their employees, creative endeavors and service.
6. **Personnel Implications:** The personnel implications are as outlined in the recommendation below.
7. **University Reviews/Approvals:** This recommendation was formulated by University Human Resources, in consultation with the Executive Board of the Administrative Professional Association, and reviewed by the Chief Operating Officer.
8. **Recommendation:**

RESOLVED, that the Board of Trustees approve the amendments to the *Administrative Professional Personnel Policy Manual*, as described in Attachment A.

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**9. Attachments:** A. Summary of Significant Changes to the *Administrative Professional Personnel Policy Manual*.

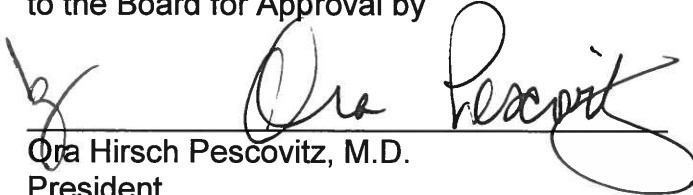
Submitted to the President  
on MAY 23, 2018 by



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Scott G. Kunselman  
Chief Operating Officer

Recommended on 5/23, 2018  
to the Board for Approval by



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Ora Hirsch Pescovitz, M.D.  
President

**Summary of Significant Changes to the  
Administrative Professional Personnel Policy Manual**

**Effective June 4, 2018**

Career Development:

Refer to as Tuition Assistance.

Applications are to be submitted during the established application period.

In addition to the exclusion of School of Medicine (SOM), add the Executive Masters Business Administration (EMBA) & Certified Registered Nurse Anesthetists (CRNA) to exclusions.

Eliminate employee semester limits to take no more than eight (8) credit hours and not to exceed the cost of sixteen (16) credit hours.

Dependent Tuition Waiver:

Refer to as Dependent Tuition Assistance.

Applications are to be submitted during the established application period.

In addition to the exclusion of School of Medicine (SOM), add the Executive Masters Business Administration (EMBA) & Certified Registered Nurse Anesthetists (CRNA) to exclusions.

Eliminate dependent semester limits to take no more than sixteen (16) credit hours and not to exceed the cost of sixteen thirty-two (32) credit hours.