

**AP Association Executive Committee**  
**July 24, 2019 Meeting Notes**

**Attendance:** John Cebelak, Andrea Mill, April Thomas-Powell, Maria Ebner-Smith, Anthony Gallina, Marie VanBuskirk, Kristin Rohrbeck, Deb Cash, Don Ritenburgh, Jean Szura, Patrycja Comello, Susan Hartman and Nancy Osmialowski.

**Guests:** NA

**Approval of Minutes** - June 19, 2019 minutes approved.

**Treasurer's Report** - No change

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

**AP Presidents meeting with Dr. Pescovitz**

- Dr. Pescovitz is disappointed that the Community Service Award has not been more successful.
  - Only 12 people have been nominated as of June 19, 2019.
- Dr. Pescovitz has a positive outlook on the FWA - expected bumps along the way but believes as the culture shifts more people/departments will participate in FWA.
  - AP Association can help by continuing to educate people about how FWA can work.

**Presidents / UHR Monthly Meeting Report**

- AP Salary ranges adjusted 1.9%.
- Across the board increases for those not rated "Needs Improvement" during the Performance Management process is 2.15%.
  - Adjustments were made to those below the 2nd quartile and .95 comp ratio based on similar years of service from the Sibson study.
    - 64 employees (with 2-7 years of services) were brought to the 2nd quartile, 14 employees (with 7 or more years of service) were adjusted to the midpoint.
      - Overall 78 employees were impacted. Employees impacted are expected to be notified via a letter from UHR by July 24.
- Flexible Work Arrangements
  - The form had some issues and once fixed, it was released with edits.
  - Prior to the issue with the form, we had over 180 requests (78 approved, 2 denied with the rest was remaining pending).
- Youth Policy may be ready for implementation
  - Training will be upcoming.

- April will follow up with UHR regarding status, implementation and process.

### **Flexible Work Arrangement Task Force update**

- The FWA committee is continuously updating the FAQ section on the website
- Feedback for current practices on FWA, please contact Marie VanBuskirk or Maria Ebner-Smith.

### **Compensation Committee update**

- Guidelines have been presented to the President's cabinet for approval.
- Cabinet provided feedback and the Compensation Committee reviewed those questions.
  - Compensation Guidelines are currently with Legal for review.
- Compensation Committee will continue to meet to discuss additional initiatives.

### **UHR Updates**

- Per Willie-Performance Evaluation process for 2019-2020 will open on August 5th.
- Don't forget to submit your tuition assistance application for Fall semester! In order to ensure timely processing and to ensure a student is not canceled from their classes, an application must be **submitted to UHR by Thursday, August 1, 2019**. Staff should visit the Tuition Assistance application or program rules via the [University Human Resources website](#). If you will have an account balance after your fall tuition assistance has been applied to your student account, please pay your balance or enroll in a payment plan by Thursday, August 15, 2019 to avoid having your classes dropped and housing canceled.
- **AP Re-Reward**
  - Thank you to AP Association for reviewing this process earlier this year and congratulations to those that received the AP Reward!
  - AP Association has asked UHR for a breakdown to show the salary of those who received it as well as how many were self nomination vs. peer etc.

### **AP Manual feedback**

- **UHR has reviewed manual.**
  - The review process is as follows: AP Presidents will review and then it will be sent to Legal for review. Next, the AP Association E-board will review and then the manual will go to the Board.
- **AP Association presented a proposal to revise the tuition assistance program.**
  - Waiting for feedback from UHR on the proposal.

### **Work Team Updates**

- Education - AP Association will co-sponsor two events with AP Assembly during the upcoming academic year.
  - November - session on Leadership.
  - January - session on Career Progression.
- Establish work teams for 2019-2020
  - AP Association will continue to have representation on Compensation Committee and FWA taskforce.
- Possible work team topics: Competencies, Performance Management, Education, Community Service
  - April is open to all ideas.
    - E-board will send all suggestions to April.
  - April will send out an email to E-board regarding Work Teams and topics.

#### **New Business-**

- Anthony Gallina has worked with Annual Giving to create an AP-funded scholarship opportunity to give to a student.
  - Goal is to be a part of the All University Fund Drive in the Fall semester.

#### **GOALS**

##### **2018-2019 Goals - Open for discussion.**

- Education - Host sessions focused on benefits, compensation, and other policies.
- Community Service - Provide recommendations on how to encourage APs to participate in service to the community on campus and in the broader community.
- Compensation - Continue to recommend changes to compensation guidelines.
- Well-Being/Work Life Blend - continue to advise UHR and president on how to make OU the University of Choice
- Update Website - Increase effectiveness of website.

#### **Upcoming events:**

**Update on the New Compensation Guidelines.** Eric Herppich, OU Director of Compensation and Benefits will go through recent changes and updates to the Compensation Guidelines and how they apply to new and current OU APs on **Wednesday, October 2, 11:30 am – 12:30 pm. This session will be immediately followed by AP Association Meeting – from 12:30-1 p.m. in the Lake Michigan Room.**

**Understand the AP Manual:** Ron Watson, Assistant Vice President for Human Resources will identify recent updates and changes made to the AP Manual on **Wednesday, August 21 11:30-12:00.** This session will be immediately followed by an AP Association Meeting – Oakland Center, Room 128-130.