

**AP Association Executive Committee**  
**Meeting Notes**  
**November 20, 2019**

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

**Guests:** Jacqui Henesie and Kristen Maena.

**Approval of Minutes** - October 30, 2019 minutes will be voted on next meeting.

**Treasurer's Report** No change.

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

**Presidents / UHR Monthly Meeting Report**

- Compensation Guidelines Update-
  - AP Association Presidents received a brief review of changes to Comp Guidelines.
  - The comp committee will review the guidelines again before they are approved and posted.
  - UHR is working on total compensation communication.
- AP Manual
  - Still in legal department for review.
- Performance Management
  - AP presidents will be attending Cornerstone presentation on November 21<sup>st</sup>
  - Performance management will likely be the same for next fiscal year, as it is currently with only needs improvement as the performance indicators.
  - PeopleSoft software system contract was renewed for three years and if Cornerstone is purchased, UHR believes having both systems will allow for a more seamless transition.
- Youth Policy is effective and a new employee was hired to manage it.
  - The employee be housed in OUPD. and starting in December 2019.
  - Training for OU community projected to occur February 2020.
  - Background checks will be required yearly for all employees that interact with minors but clarification is needed.
  - AP Association will follow up with UHR with questions.
- Community Service Carrot App will be opened to OU community soon.
  - Pilot Program: Currently, 18 AP's have been recognized.
  - More information soon to come.
- FWA
  - UHR is working with Faculty to clean up data and better understand why there are duplicate submissions.
    - Information will be broken down by division or schools to determine participation.

- UHR plans to make data public.

## Old Business

- Notes of concern regarding AP Manual changes was posted on Shared Drive for executive board to review.
- AP Sponsored Student Emergency Fund - closes on December 6.
  - Currently #5 in the Top 5 Funds in AUFD - 23 participants as of 11/20/2019
  - Raised over \$2500 as of 11/20/2019.
  - APs Unite for the AUFD  
Members of the AP Assembly, AP Association and APs campus-wide are joining forces to help OU students during the All University Fund Drive (AUFD). A special fund is being created, the AP Sponsored Student Emergency Award, which will help students who encounter an unforeseen financial emergency or events which would otherwise prevent them from continuing their education at Oakland. Our goal is to have as many APs on campus as possible participating to create the maximum impact for students in need. To support this fund, choose AP Sponsored Emergency Fund Award (DAPSSE) or [make a gift online here](#). The AUFD runs through Friday, December 6, 2019.

## Work Team Updates

- **Community Service**
  - Work team includes Marie Ebner-Smith, Andrea Mill, John Cebelak.
  - Benchmarking other businesses to review Community Service Time Off policies/processes.
    - As of 11/20/2019, have received feedback from 15 businesses and all have some type of Community Service Time Off for employees.
  - Proposal: 8 hours to all employees to complete Community Service Time Off.
  - Ties into OU's third strategic goal, "Become a leader in serving the needs and aspirations of our communities and region through expanded community relationships, institutional reputation and visibility and engagement".
- **Work Life Balance**
  - Work team includes Don Ritenburgh, Marie VanBuskirk, Marie Ebner-Smith.
  - Updates listed above.
- **Performance Management**
  - Work Team includes Anthony Gallina, Kristin Rohrbeck, Deb Cash.
  - Determine how this ties into competencies.
- **Education**
  - Work Team includes Nancy Osmialowski/Everyone
  - First co-sponsored AP Association and AP event of the 2019-2020 academic year "Leading From Where You Are" to be held on Monday, November 25 at 1:30 p.m. - 3 p.m.
    - Description: Many people associate leadership with title or position, yet leadership can be enacted in any role. There are many ways to increase your own influence to create meaningful change across important areas of

your life. In this session, we will discuss practical ideas, grounded in leadership research, for expanding how you think of yourself as a leader, how to seek out opportunities for creating positive change, and best practices for being heard.

- Sign up: UHR website
- o Second co-sponsored AP Association and AP event of the 2019-2020 academic year will take place on January 29 1:30 p.m. - 3:30 p.m.
  - Reimagining your Career: Navigating Your Career Progression at OU: Join us for an AP Association/AP Assembly co-sponsored conversation with fellow OU employees who have transitioned between employee groups, divisions or positions. Our panelists, Carrie Buch, John Cebelak, Ben Fielder, Julie Hamilton, Jill Lawson, Christina Moore, Christina Riley, Monique Smith and Tracey Zang, will share their experiences, career path and professional development mantras.
- o Potential Ideas: Carrot App, Managing Up, Youth Policy, Hiring for Best Practices, Making the Most of Your Benefits, FMLA (understanding your total comp package)
  - Nancy, Maria, Kristin, Marie will connect and try to brainstorm.
- All AP Meeting
  - o End of May, 2020 is goal
  - o Topics may include: AP Manual, Comp Guidelines,

## GOALS

- **2018-2019 Goals**
  - o Education - Host sessions focused on benefits, compensation, and other policies.
  - o Community Service - Provide recommendations on how to encourage APs to participate in service to the community on campus and in the broader community.
  - o Compensation - Continue to recommend changes to compensation guidelines.
  - o Well-Being/Work Life Blend - continue to advise UHR and president on how to make OU the University of Choice

## Upcoming PD

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