

OAKLAND UNIVERSITY™



WELCOME



All AP Meeting
Hosted by AP Association
May 30, 2019

AP Association Charge

The AP Association advocates on behalf of administrative professionals in discussions with the University administration related to wages, benefits and working conditions.

AP Association Executive Committee



Marie VanBuskirk	President
April Thomas-Powell	President Elect
Tricia Westergaard	Past President
Nancy Osmialowski	Secretary
Patrycja Comello	Treasurer
Kelly Gianetto	Representative Bands J-R
Stephanie Lee	Representative Bands J-R
Don Ritenburgh	Representative Bands J-R
Kristin Rohrbeck	Representative Bands J-R
Maria Ebner-Smith	Representative Bands S-X
Jean Szura	Representative Bands S-X
Anthony Gallina	Member at Large
Andrea Mill	Member at Large

Incoming AP Leaders

AP Association

- President Elect: Anthony Gallina
- Treasurer: Patrycja Comello
- Representative Bands J-R: John Cebelak
- Representative Bands S-X: Maria Ebner-Smith
- Member at Large: Bani Bordoloi

AP Assembly

- President Elect: Meaghan Cole
- Treasurer: Sarah Konrad
- Members at Large: Mike Crum, Josh Wargo, Brittany Thomas

AP Association Goals



- Education - Host sessions focused on benefits, compensation, and hiring practices.
- Outreach/Communication - Send out quarterly communication to all APs.
- Compensation - Review and recommend changes to compensation guidelines.
- Well-Being/Work Life Blend - Review and recommend best practices for flexible work arrangement guidelines.
- AP Manual Knowledge - Review AP manual and suggest edits and updates.

Education

- Co-hosted education sessions
- Presented a review of the AP Manual
- Hosted a Best practices in Hiring Panel
- Assigned a representative to collaborate with AP Assembly in order to better coordinate educational session offerings and topics

Communication

- Partnered with AP Assembly to provide updates in newsletters
- Reported information at AP Assembly meetings
- Published annual AP Association Newsletter
- Sent out a seperate All AP meeting email
- Polled APs regarding the AP Reward

Well-Being

- Benchmarked flexible work arrangement policies, guidelines and best practices from other institutions
- Sent out Survey about FWA best practices
- Represent APs on task force creating guidelines for Flexible Work Arrangements

AP Manual Review

- AP work team reviewed the manual
- Hosted educational session on AP Manual
- Met with UHR to recommend changes and edits
- Currently reviewing UHR suggestions

- AP Manual edits and review
- Collaboration with AP Assembly:
 - Joint welcome email to new APs from both organizations
 - Co-hosted “education sessions”
 - AP Association updates in AP Assembly newsletter
- Assisted APs with questions and concerns

- Representation on behalf of APs:
 - Monthly meetings with Scott Kunselman, COO and Ron Watson, AVP Human Resources
 - Increased communication through an AP Association Newsletter
 - Representatives on 2 University wide committees:
 - Compensation Committee
 - Flexible Work Arrangement Taskforce

Treasurer's Annual Report



- The AP Association holds funds in two accounts.
 - University Account: \$3, 25578
 - OU Credit Union Account: \$3,182.94
- The AP Association does not currently have a revenue stream, as we no longer collect dues.

Scott Kunselman

Chief Operating Officer

Community Service Award



Mike Westfall

Vice President, University Advancement

Ron Watson

Associate Vice President, University Human Resources

Community Service Award: Overview



- President's charge was to develop a university peer-based recognition program that spotlights community service via micro-rewards
- Advancement and Human Resources partnered with app developers to create a scalable solution
- Now launching pilot over the summer with all-campus launch in fall



Community Service Award: Overview



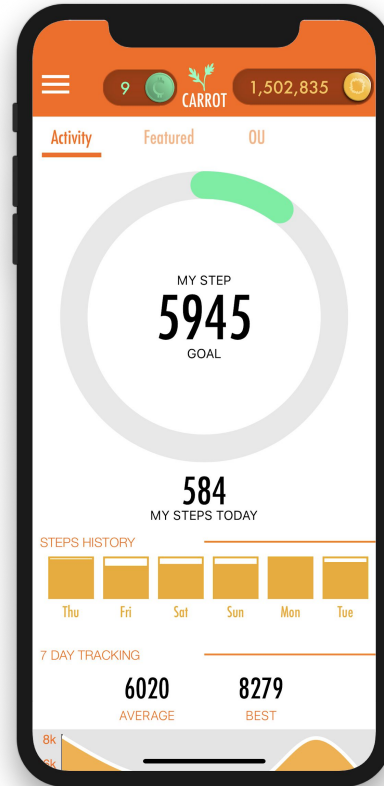
- In process of finalizing sponsorship underwriting to cover majority of program
- Sample screen shots and process
- Live demonstration
- FAQ's

Community Service Award FAQs

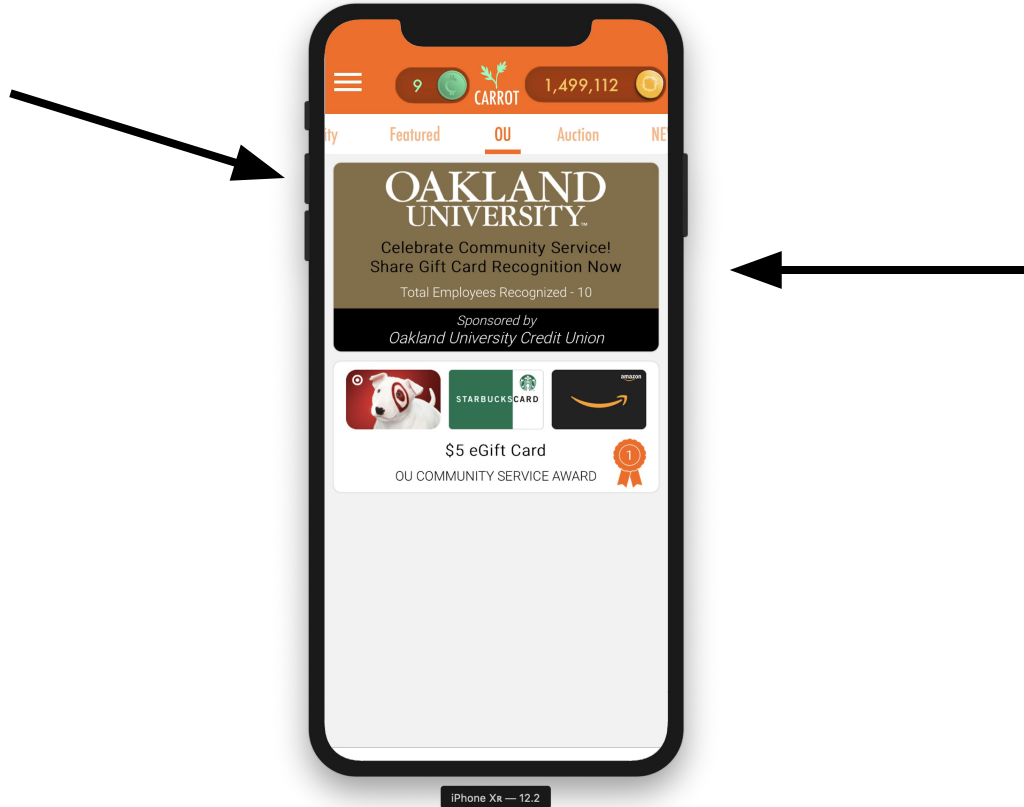


- What is the OU Community Service Award? How can I receive it?
- What is “CARROT Wellness”?
- How do I nominate a co-worker for this award?
- What else do I need to know about recognizing someone?
- How do I create a CARROT account and join OU’s CARROT program?
- I still have questions that aren't addressed here - how can get answers?
- Do I need to download the CARROT app?
- Can I recognize more than one person, and/or be recognized more than once?

Community Service Award: CARROT



Community Service Award: Nominate

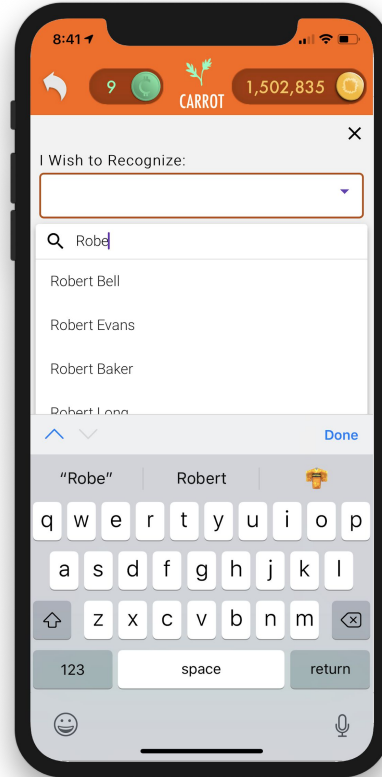


Community Service Award: Nominate



A smartphone mockup displaying a nomination form. The form has an orange header with a share icon, a green circle with the number '9', a green leaf icon, the word 'CARROT', and a gold coin icon with the number '1,502,835'. The form fields are: 'I Wish to Recognize:' with a dropdown menu, 'Community Service Category:' with a dropdown menu, and 'My Comments:' with a text area. A green 'SUBMIT' button is at the bottom. A black arrow points to the right side of the smartphone.

Community Service Award: Nominate



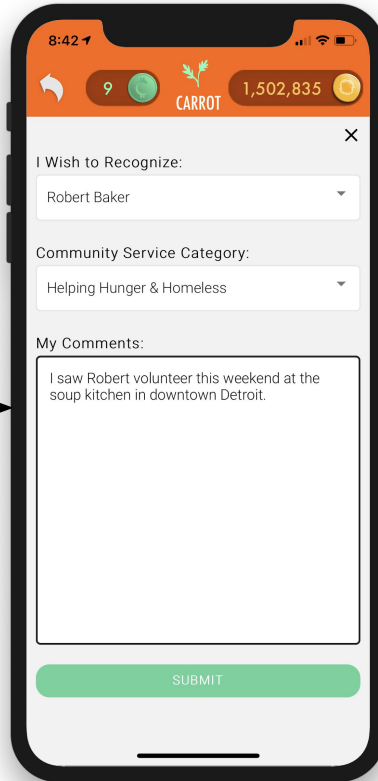
Community Service Award: Nominate



A smartphone mockup displaying a nomination form. The status bar at the top shows the time 8:41, signal strength, Wi-Fi, and battery. The app header is orange with a share icon, a green circle with the number 9, the word 'CARROT' with a plant icon, and a gold coin icon with the number 1,502,835. The form has a close button (X) in the top right. It contains two dropdown menus: 'I Wish to Recognize:' with 'Robert Baker' selected, and 'Community Service Category:' with 'Helping Hunger & Homeless' selected. Below the second dropdown is a list of categories: 'Helping Sr. Citizens', 'Helping Animals & Environment', 'Helping Hunger & Homeless' (highlighted in purple), 'Helping Community Enhancement', and 'Reducing Crime & Promoting Safety'. At the bottom is a green 'SUBMIT' button.



Community Service Award: Nominate



A smartphone mockup displaying the nomination form. The status bar at the top shows the time 8:42, signal strength, Wi-Fi, and battery. The app header is orange with a share icon, a green circle with a white '9', a green leaf icon, the word 'CARROT', and a gold coin icon with the number '1,502,835'. The form has a close button (X) in the top right corner. It contains three sections: 'I Wish to Recognize:' with a dropdown menu showing 'Robert Baker'; 'Community Service Category:' with a dropdown menu showing 'Helping Hunger & Homeless'; and 'My Comments:' with a text area containing the text 'I saw Robert volunteer this weekend at the soup kitchen in downtown Detroit.' Below the text area is a green 'SUBMIT' button. A black arrow points from the left towards the 'My Comments:' text area.

8:42

CARROT 1,502,835

I Wish to Recognize:

Robert Baker

Community Service Category:

Helping Hunger & Homeless

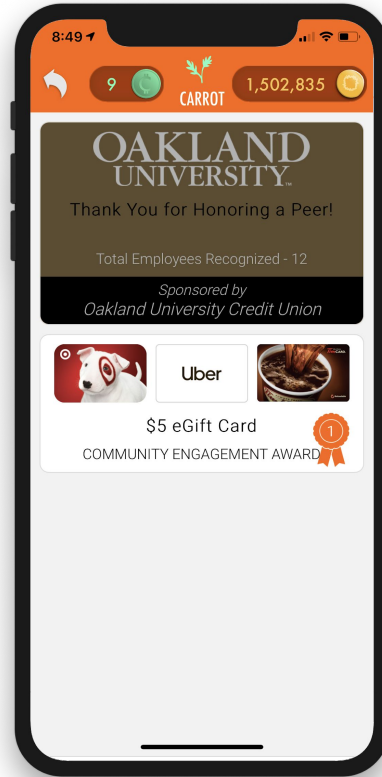
My Comments:

I saw Robert volunteer this weekend at the soup kitchen in downtown Detroit.

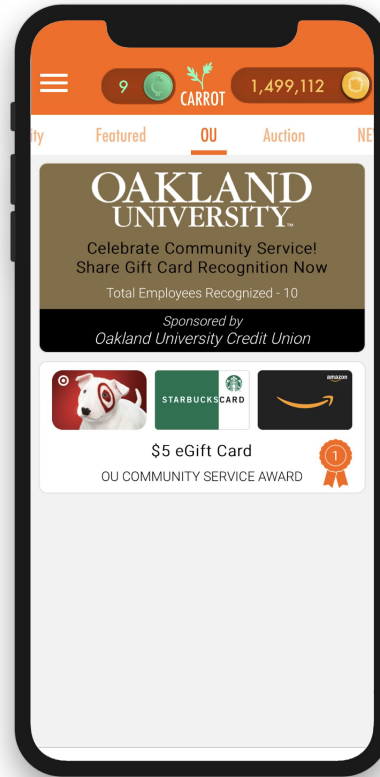
SUBMIT

iPhone XR — 12.2

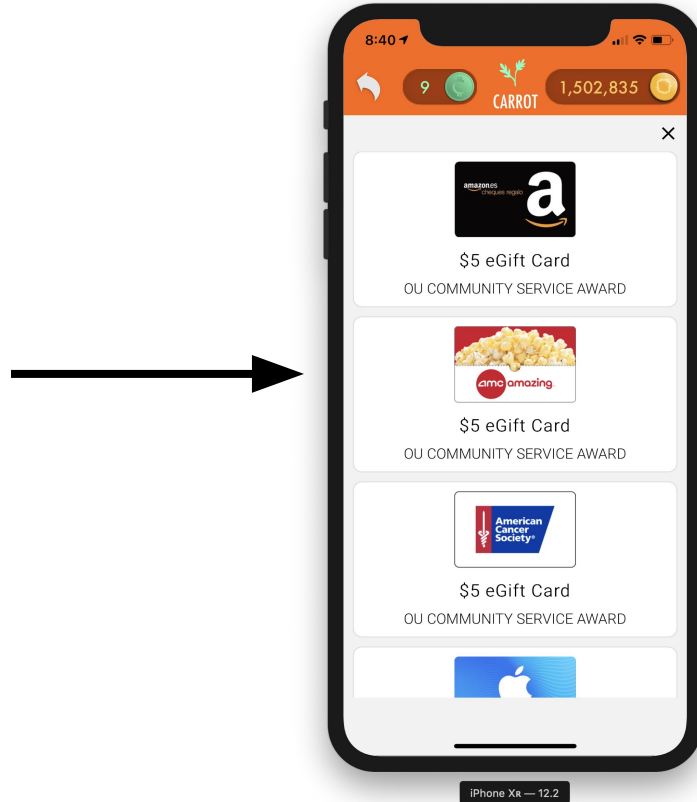
Community Service Award: Nominate



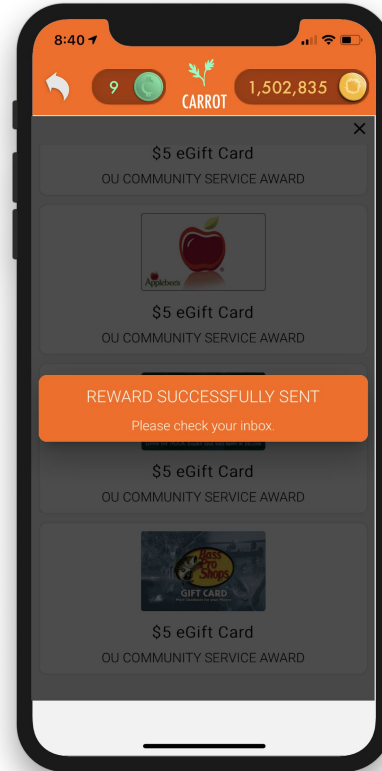
Community Service Award: Redeem



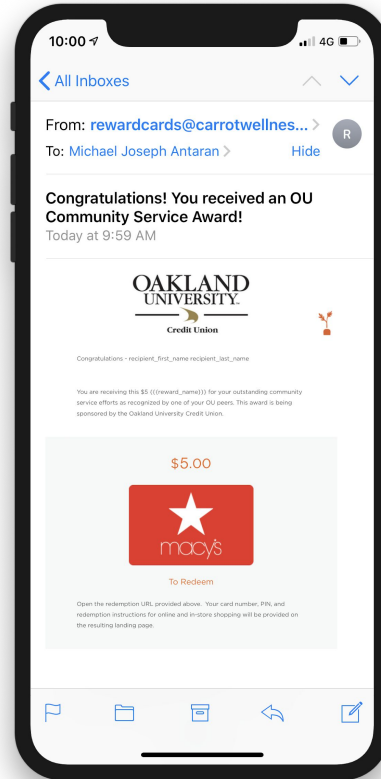
Community Service Award: Redeem



Community Service Award: Redeem



Community Service Award: Redeem



Community Service Award: Live



Carrot App Demo



Ron Watson

Associate Vice President, Human Resources

Human Resources Update



- Intro and UHR Update – *Ron Watson*
- Compensation Guidelines – *Eric Herppich*
- Competencies – *Willie Tuggle*
- Flexible Work Arrangement Initiative – *Ron Watson*
- AP Manual Review – *Ron Watson*

Compensation Guidelines



Priorities:

- Committee was represented with 18 members from around the campus
- Clearly define the roles for the administration of the Guidelines for UHR staff, managers and supervisors, and staff
- Update definitions of the terms used for compensation and salary administration
- Clarify definitions of the methods and process in which positions will be reviewed to ensure accurate position descriptions and band placement
- Improve definitions of guidelines for the hiring of staff, promotion of current staff, temporary and interim assignments, as well as transfers

Compensation Guidelines



Next Steps:

- Publish the Compensation Guidelines on the UHR webpage for consistent administration
- Provide workshops for managers and supervisors regarding administration
- Provide information sessions for staff
- Continue regular meetings with the Compensation Committee to continue to evaluate and manage these Guidelines and related issues in real time manner

Competencies



- A competency is a set of behaviors gained through knowledge, skills and experiences that contribute to successful work accomplishment.
- Competencies reinforce the Mission, Vision, Strategic Goals and Strategic Priorities

Competencies



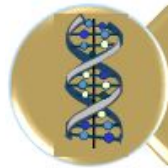
Competencies



COMPETENCIES



SKILLS



JOB FAMILIES

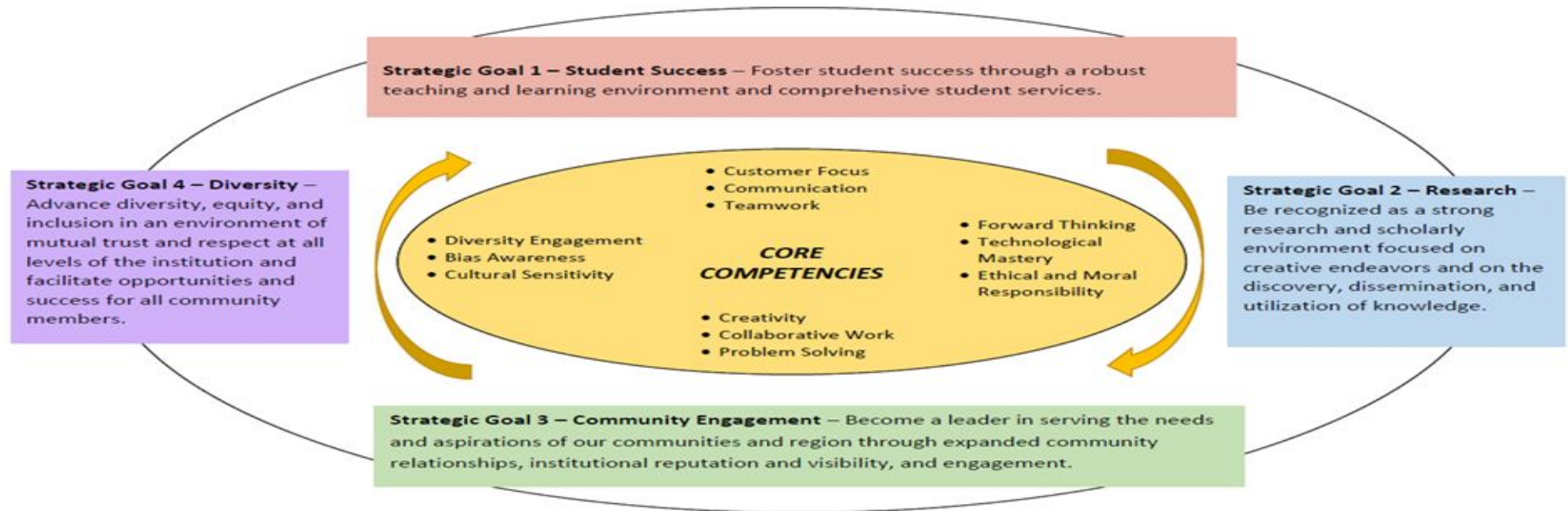


LEARNING SOLUTIONS

Competencies



Mission Statement: Oakland University cultivates the full potential of a diverse and inclusive community. As a public doctoral institution, we impact Michigan and the world through education, research, scholarship and creative activity.



Vision Statement: Oakland University will unlock the potential of individuals and leave a lasting impact on the world through the transformative power of education and research.

Flexible Work Arrangements



Flexible Work Arrangement (FWA) Initiative

- Mission statement: The expansion of workplace flexibility helps employees balance the demands of work and personal life and promotes employee well-being, retention, and achievement of Oakland University's Strategic Plan initiatives.
- Rollout
 - Supervisor/manager training
 - Employee Town Hall meetings
 - Release of comprehensive FWA Website

AP Manual Updates

- Draft finished
- Discuss with Cabinet and AP Executive Leadership team (President, President elect, and President past)
- Key highlights:
 - Update departments, job & titles referenced
 - Improve clarity and easy reference
 - Health Care
 - Tuition Assistance

Save The Dates



Flexible Work Arrangements townhall meetings with UHR — Please sign up on UHR website:

<https://www.oakland.edu/uhr/professional-development-training/current-training-offered/>

- Friday, May 31 • 9:00 am -10:30 am, Oakland Center – Gold Room B/C
- Tuesday, June 4 • 2:00 pm -3:30 pm, Oakland Center – Banquet Room B
- Thursday, June 6 • 10:30 am – 12:00 pm, Oakland Center – Banquet Room B
- Thursday, June 6 • 1:30 am – 3:00 pm, Oakland Center – Banquet Room B

Compensation Guideline Review

- Wednesday, July 24 • 11:30 am – 12:00 pm followed by AP Association Meeting in the Oakland Center – Lake Michigan Room

Revised AP Manual Review

- Wednesday, August 21 • 11:30am – 12:00 pm followed by AP Association Meeting in the Oakland Center – Lake Michigan Room

Thank you for coming!

Visit the AP Association website for
up-to-date information
and a copy of today's presentation.

oakland.edu/APassociation

