

**AP Association
Executive Committee Minutes
February 15, 2023
Virtual via Zoom & In-Person**

Attendance: Becky Lewis, Kelly Dorner, Kristin Rohrbeck, Maria Ebner-Smith, Kelly Brault, Adam McChesney, Melanie Chamberlain, Susan Hartman, Carrie Gilchrist, Jessie Hurse

Guests: Michelle Jankowski, Tara (didn't catch last name from the Zoom call)

Welcome

Welcome to our new AP Reps in bands J-R: Susan and Adam

Approval of Minutes: Kristin Rohrbeck, Kelly Brault

Treasurer's Report: OU: \$3,235.78; CU: \$3,182.94

President Report

Ultimate Fringe Event

- Name: Cheers to Our Careers
- Date: September 28, 2023 / exact time TBA
- Location: Red Ox
- First Look Plans include a raffle or silent auction, prizes, pre-event attendance tickets which will include food, beverages on your own, and more TBD
- Committee Needs
 - Would like everyone on the e-board to participate. Others can help if interested/available.
 - We will need help with prize and auction/raffle prizes, event set up and tear down, ticket sales, day of event logistics, etc., decorations and more!
 - K.B.: looked into raffle rules and Association cannot do a drop-in ticket raffle without a raffle license

President's Meeting with Joi

- Some topics to discuss include:
 - Priority Health
 - Newsletter contained information on how to earn points
 - 10,000 points needed by both employee and spouse
 - No additional prizes or incentives this year if exceeding the minimum point amount- points were reduced from 40,000 because there were no incentives in place
 - Compensation and salary band reviews (Academics is next)
 - Academic APs are next on the agenda to be reviewed
 - Trying to cycle through every group every 3 years

- Engagement plans
 - Biggest topic discussed during meeting

Other topics to discuss with Joi:

- M.C.: benchmarking maternity and paternity leave to discuss with Joi
- A.M.: transparency report lacks details, such as names; if there is only one person in that role, it is given who that person is; potential for more equity
- M.C.: including years of service on the transparent report

Flexible Work Committee

- Met on Friday 2/10/23
- Joi is clarifying two things and then discuss assessment and training
 - Method to assess FWA
 - M.E-S.: many questions left unanswered during meeting; should look more into measuring productivity; planning meetings in advance and consistently; who is supposed to be developing the assessment and training plans
 - M.C.: provost's office gave a week's notice via email on February 7th with a recommendation that academic affairs should work in person on Wednesdays and Thursdays (starts today)
- No timeframe established yet

Baldrige

- Kelly Dorner- update
 - Mentioned at the State of the University address
 - Started last Fall as a passion project for Ora
 - Key driver is Josh Merchant
 - Was a subject-matter expert from outside on the topic of Baldrige
 - Categories: leadership, strategies, customers, measurement, workforce operations
 - Take a deeper dive into how we do things- practices, consistency, etc.
 - How the university is rated- the goal is to be Baldrige certified
 - Consistent practices across the university
 - Reached out for category leads, such as workforce
 - Each category had questions to answer about processes and so forth
 - Multiple people needed to be interviewed to ensure accuracy- talked to current and past AP Presidents, UHR, someone from the Provost's Office, Glenn, people from the DEI perspective, etc.
 - Each category lead did an extensive job to research on their categories
 - Grading needed to be attached and findings to support the rating
 - Determining a plan to close gaps
 - Talks to ensure everyone at the university is aware of this, but how? Want to make sure to do it in a meaningful way so that people understand what the purpose is
 - Next steps are to gather category leads again to determine how to articulate findings to employees and Ora

Certified Healthy Departments

- Gold, silver, and bronze gold medals
- Lunch in September to recognize the departments who achieved some level into the summer

Successful flower distribution for Valentine's Day

- Flowers from Trader Joe's
- Interns tagged the flowers and distributed them around campus going into buildings
- Good reception

Old Business

Priority Health Benefits

- HR put info in the Feb. newsletter
- Priority Health and Virgin Pulse are still making corrections
- 10,000 points are needed to qualify for this year (not 40,000)
- Log into Priority Health first on the computer, and then download Virgin Pulse app
- Questions should be directed to the Benefits team (Corey, Monica and Kara) or to Joi

Training session with HR:

- Topic was Cornerstone, compensation updates and well-being Certified Healthy Department info.
- 100+ participants
- Next training is being planned

Nominations and Elections

Date TBD

- 6 openings
 - President-Elect
 - Treasurer
 - 2 Band J-R
 - 1 Band S-X
 - 1 Member-at-Large
- May date for elections being discussed as the by-laws state that elections are in April
- AP Assembly President Nic Bongers requested that it be moved to May because April is coming up soon
- There is time to since changeover does not happen until July
- Proposals need to be put together and vote on the change of date for this one time, so an amendment is not needed- a message will need to be sent to the members to notify them about the change of date

- By-laws were last revised in 2017, so it would be good to review them and include the changed date for the future

New Business

All AP Meeting: June

- Last year's format worked but looking for suggestions

Discussion Items

Engagement

- Becky is developing the list of new hires and looking to do a meet and greet at the OC on Feb 27 from 12-12:30.

Work Team Updates

- **Ultimate Fringe** 1. Becky Lewis 2. Kelly Dorner 3. Kelly Brault 4. Marie VanBuskirk 5. Anthony Gallina 6. Kristen Rohrbeck 7. Melanie Chamberlain
- **Education & Outreach** *Need people for this work team*
 - K.R.: possibly send out survey about what APs are interested in learning more about
- **Compensation** 1. Adam McChesney 2. Becky Lewis 3. *Need one more person (have two interested people pending reconvening of the committee by HR)*
- **Diversity/Inclusion** 1. Stephanie Lee 2. Jessie Hurse 3. Marie VanBuskirk

AP Assembly Updates- Nic Bongers, AP Assembly President

- More to be determined about election dates
- Looking for new members to participate in AP Assembly

Upcoming Notable Dates:

- Mental Health First Aid: Friday, March 10 in person 8 a.m.-3 p.m. and Friday, April 14 hybrid 9 a.m.-3 p.m.
- Next AP Association Meeting, Thursday, March 16, 11:30 a.m. OC Lake Superior Room