

**AP Association
Executive Committee Notes
February 16, 2022
Virtual Meeting via Zoom**

Meeting Attendance: Marie VanBuskirk, Jessie Hurse, Kelly Brault, Stephanie Lee, Anthony Gallina, Maria Ebner-Smith, Adam McChesney, Denica Holzworth, Becky Lewis and Nancy Osmialowski.

Meeting Guests: Debbie Lengyel, Michelle Mich, Ian Caullay, Ann Voorheis, Michelle Southward, Charlene Waldorf, Zach Zuchowicz, Todd Nucci, Mariuz Nowak Melanie Chamberlain, Michelle Jankowski, April Thomas-Powell, Jenny Lee and Sarah Butash

Approval of Minutes – January 12, 2022 minutes approved.

Treasurer's Report – No change.

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

President/ UHR Monthly Meeting Report- (Marie VanBuskirk)

- Article about employee groups in the Oakland Post
 - AP Association President, Marie VanBuskirk was interviewed by the Oakland Post.
 - Discussed a broad range of topics and some of that discussion was included in the article.
- AP Supervisor Meeting Session 1 on January 13, 2022
 - Great attendance and received positive feedback.
 - Please share any ideas regarding cost savings should sent to knox2@oakland.edu
- Working with UHR on increasing communication and connecting existing the silos on campus
 - Filling positions moving forward
 - Supervisor Meeting - Session 2 scheduled for Monday, February 28, 2022
- Campus Culture
 - AP Association have discussed concerns with HR
 - Hope to see change moving forward.
 - Flexible Work Arrangements (FWA)
 - AP Association has been vocal in our support regarding FWA.
 - Continue to participate in the campus wide committee.
 - Employee Recognition Committee
 - Campus wide committee reviewing how to continue to recognize APs and show appreciation for all the hard work accomplished across campus.
- We have APs involved in the search for the Associate VP of Facilities, Director of Financial Aid, and CFO search committees.
- 403B Committee Updates
 - OU formed a university wide committee centered on

exploring providing one single provider instead of two companies for the 403B retirement benefit.

- Maria Ebner-Smith is the AP Association representative on the committee.
- Committee voted and voiced any concerns at the last meeting.
 - Waiting to hear those results.

Old Business

Discussion regarding the Ultimate Fringe Benefit Event

- Considering Thursday, September 29, 2022 as possible date.
- Time
 - Considering brunch - 11am-1pm or heavy apps 4-6pm?
- Location
 - Considering on campus (Rec 919) - no alcohol or off campus?
- **Program**
 - Open auction online the day before the event
 - Doors open ½ hour before program
- **Event Details**
 - Sponsor introduction and thank you
 - Greeting/Fall Kick off/value of APs, Exec Board Introductions, Purpose of AP Association, and overview of resources, how APs can be involved
 - Food and Silent Auction
 - Close auction 20 minutes before the event ends and announce winners
 - Door prizes from sponsor
- **Promotion**
 - Video - what is ultimate Fringe
 - Invitation
 - Register in advance
 - Pay at the door

Work Team Updates:

Direction - Joi approved Compensation Committee, Diversity, and FWA supports

- **Work-life balance** 1. Maria Ebner-Smith 2. Kristen Macha 3. Kelly Brault 4. Denica Holzworth
- **Education & Outreach** 1. Nancy Osmilowski 2. Stephanie Willis 3. Kristen Macha
- **Compensation** 1. Adam McChesney 2. Becky Lewis 3. Don Ritenburgh
- **Community service** 1.. Anthony Gallina 2.Jessie Hurse
- **Diversity/Inclusion** 1. Stephanie Lee 2. Jessie Hurse 3. Marie VanBuskirk

COMMUNITY SERVICE TEAM

Work alongside the university to assist with the proposal of and creation of 1-2 campus community service days. Collaborate with the education and outreach to communicate out opportunities and the work/life balance team to be sure APs are given the opportunity and leave time to participate.

- No update just yet.

COMPENSATION TEAM

Continue working with UHR on improvements to transparency, processes, position review reporting and moving through the bands. Designate a team member to serve on the university-wide compensation committee.

- HR is planning to re-form the university wide committee.

DIVERSITY & INCLUSION

Work with UHR to investigate what data can be reviewed and shared regularly to assess gaps and recommend best practices that might further diversify APs at OU. Review the OU website, application and recruitment, retention processes to make recommendations concerning the recruitment and retention of underrepresented groups/minority employees at OU.

- Moving forward with Diversity Advocate goal

EDUCATION AND OUTREACH TEAM

Be a trusted source of communication and education for APs to learn more about benefits, compensation, UHR policies, and employee resources to improve campus culture and working conditions. Tasks may include advising and coordinating education sessions, introduce speakers, and work with UHR to advertise sessions in Cornerstone, suggest topics for communications to members, compile surveys, schedule outreach tables (Benefits and Wellness Fair), assist with outreach regarding elections, and assist with the planning and advertising of the ALL AP meeting.

- Co-sponsored with AP Assembly and HR an educational virtual event, “Understanding Your Tuition Benefit” on February 15, 2022.
 - Well attended and received good feedback.
- All Work Team members are on the Ultimate Fringe Benefit Subcommittee and will be working on moving this event forward.

WORK LIFE BALANCE TEAM

Review best practices for flexible work arrangements and work with the communication work team to obtain feedback from APs. May be asked to work on committees with University initiatives relating to Flexible Work Arrangements or Healthy Campus. Make recommendations/proposals for UHR that focus on making OU a University of Choice for employees.

- Work Team will meet again soon.

- Work Team plans to include tips/tricks for work/life balance in the AP Assembly newsletter.

AP Assembly Updates-

- Next meeting is March 10, 2022 via Zoom.
- AP Award nominations are open through March 14, 2022.
 - Nominations can be submitted electronically via the [website](#).
- Elections for AP Assembly and AP Association will take place within the next few months.
 - All AP's should receive Information via email soon.

Announcements

Next AP Supervisor Meeting

- *Monday, February 28, 2022 from noon-1pm virtual*

Next Association Eboard Meeting

- *Wednesday, March 16, 2022 from 11:30am-1pm in the OC*

Download the OU Rec Well App

The new Rec Well app has officially launched, and provides convenient features making engaging with Rec Well easier than ever. Log into the app with your Net ID or community member username and password for information regarding facility occupancy, modified building hours, program registration, and more! The app also provides a barcode that allows you to scan into the building with ease



2021-22 AP Association Goals

1. **FWA** - Assist with the revision and reporting out of FWA guidelines ensure they are visible, can be better utilized and departments can be recognized for being FWA champions.
2. **Education** – Be a trusted source of communication and education for APs to learn more about benefits, compensation, UHR policies, employee resources to improve campus culture and working conditions.
Better define who we are and what we do.
3. **Compensation** - Continue working with UHR on improvements to transparency, processes, position review reporting and moving through the bands.
4. **Community Service** – Assist with the proposal of and creation of 1-2 campus community service days.
5. **Diversity** - Call for regular reports and review results to assess gaps and recommend best practices that might further diversify APs at OU and assist with the recruitment/retention of qualified underrepresented groups/minority employees at OU.

**Please remember that much of the discussion during these meetings are confidential and formal announcements will be made by the AP Association or UHR*