



**Meeting Agenda**  
**Thursday, Jan 12th, 2023**

1. Call to Order: 9:02 a.m.
2. [Land Acknowledgement](#)
3. Approval of Dec Minutes
  - a. Approved by Kelli Dowd
  - b. Seconded by Ann Voorheis-Sargeant
4. President's Report (Nic Bongers)
  - a. **Send a Gratitude Gram:** In an effort to contribute to a healthy culture and overall employee well-being, Rec Well will again be promoting [Gratitude Grams](#). Can you help spread the word? I also think it would be great to encourage Deans and Administrators to participate in this - to have leadership embrace this from the top down. Any thoughts? The Rec collects these and sends them out annually on February 13.
    - **Gratitude and well-being** *Experiencing gratitude, thankfulness, and appreciation tends to foster positive feelings, which in turn, contribute to one's overall sense of well being. Therefore, gratitude appears to be one component, among many components, that contributes to an individual's well being.*
  - b. Last month's presentation & East Campus update
  - c. NEW - Welcome to the new APs hired, and congrats to all APs who were promoted, reclassified, or transferred in November:

| Transaction | FirstNa<br>me | LastName | Department                      | Title                           |
|-------------|---------------|----------|---------------------------------|---------------------------------|
| New Hire    | Kyle          | Berner   | Classroom Support/Tech Services | Mgr Classroom Support Svcs      |
| New Hire    | Adam          | Komeshak | Communications & Marketing      | Web Developer                   |
| New Hire    | Emme          | Plichta  | Athletics Administration        | Coord Game Day Exp/Fan Engagmt  |
| New Hire    | Anthony       | Smucler  | Student Affairs & Diversity IT  | Information Technology Analyst  |
| New Hire    | Glen          | Wasik    | UTS Enterprise Applications     | Lead Data Integrations and Rep  |
| Promotion   | Andrew        | Huff     | Admissions                      | Senior Recruitment Adviser      |
| Promotion   | Andrew        | Huff     | Admissions                      | Asst Director of Campus Visits  |
| Promotion   | William       | Johnson  | First Year Advising Center      | Senior Systems & Data Analyst   |
| Promotion   | William       | Johnson  | Institutional Research          | Sr Business Analyst & Data Int  |
| Promotion   | Siraj         | Khan     | Facilities Business Management  | Interim Assoc VP Fac Management |
| Promotion   | Siraj         | Khan     | Facilities Business Management  | Assoc VP Facilities Management  |
| Promotion   | Christin<br>a | Riley    | School of Medicine              | Asst Dir Records & Registration |



|                  |           |       |                                |                                         |
|------------------|-----------|-------|--------------------------------|-----------------------------------------|
| Promotion        | Christina | Riley | School of Medicine             | Interim Director, SOM Records & Regist  |
| Reclassification | Song      | Yan   | Institutional Research         | Assoc VP Inst Rrsch/Asmt&Data Analytics |
| Title Change     | Arina     | Bokas | Engineering & Computer Science | Dir, Communications and Marketing       |

7. Past President's Report (Zach Zuchowicz)

- a. AP Awards - Info coming soon; watch for it for nominations. Three awards: AP of the Year, Rising AP, and New AP.
- b. AP Elections - Info coming soon; encourage all to get involved
- c. Ways to recognize APs
  - AP Shout Out: [https://oakland.az1.qualtrics.com/jfe/form/SV\\_9vlyhJD8lphqJsp](https://oakland.az1.qualtrics.com/jfe/form/SV_9vlyhJD8lphqJsp)
  - GrEAT Recognition (offered through CARROT)
    1. More information available here: [Community Service Recognition](#)

8. Treasurer's Report (Ann Voorheis-Sargent)

- Account 98204: \$4582.80

9. Secretary's Report (Cissie Patterson)

- Submit info for the Newsletter (we prefer info a month in advance)
  - [Submit an update](#) on other committee or organization news that may be relevant to APs
  - Interested in joining a committee? [Fill out this form](#) and a board member will contact you with more details.
  - Did you or a fellow AP win an award? We want to know! Fill out this [AP Award Spotlight form](#) to be featured in our newsletter.
- If you have any comments or questions, please email us at [apassembly@oakland.edu](mailto:apassembly@oakland.edu)

10. AP Association Report (Becky Lewis)

- Priority Health users: read the info about the qualification requirements because they have changed for this year!
  - This year to qualify, participants need to earn 10K points by doing a variety of healthy behaviors. Both the employee AND the spouse/significant other have to get 10k points (not 40k- this was posted in error and HR has requested that Priority Health make the correction) before March 31 to stay in the Choice plan. A doctor's visit is preferred but not required and it is VERY doable to get the points without going to the doctor this year!!! If someone has questions they should ask HR for assistance!!!
  - Priority Health Goal Setting - February 1st - 12-1 pm - [Virtual](#)
    - Want to gain 200 points towards your Priority Health qualification? Tune into this 30-minute session with Rec Well to set a wellbeing goal and log it! This is one of the many new ways you can qualify with Priority Health! Have questions? Email [chennings@oakland.edu](mailto:chennings@oakland.edu).



- ^^If Caitlyn H from my team is on the call she would be a good resource to field some basic questions here.
- HR is hosting a supervisor training on January 24 at 1:30 that will feature both topics from HR (salary guideline updates and Cornerstone info) as well as information on how to support your staff and their well-being as we navigate continued changes in the workplace. An email communication was sent out from HR/OU with a link for the session.
  - Cissie or Jenny Farrell would have the specific details for anyone wanting more info. This is the beginning of a series of sessions that will be featured throughout the year and hosted by HR and are a direct result of requests for more information that have come from AP employees. They are geared for supervisors and managers but anyone can attend!

## 11. AP Assembly Committee Reports

### a. Community Engagement (Charles Guzowski)

- January 20, 12-1pm [Virtual](#) and In-Person: Tour of the Rec with Cortney and Team
- Monthly Board Game Night (Matt- mholtz@oakland.edu) - We are looking to do at least one Board Game event per month going forward. Time is from 5pm -8pm. Show up anytime as multiple games should be going on. It will be at the OC behind where Plum market was. For anyone interested and you can bring board games you'd like to play as well.
  - January 18<sup>th</sup>
  - February 1<sup>st</sup>
  - March 15<sup>th</sup>.
  - April 12<sup>th</sup>.
  - May 10<sup>th</sup>.

### b. Professional Development (Cortney Heileman [not present] & Beth Feiten)

- Past Events:
  - *December 13th from 1-2pm: [Zoom](#): "Big-Picture Productivity for Humans" with Christina Moore*
  -
- Upcoming Events:
  - a. *Mid-January: virtual: "Discovering The Leader in You" with Michelle Hammond from the OU Department of Management and Marketing (more details to come)*
  - b. *January 18th from 10-11am: [Zoom](#): "Reinvigorate yOU" Part 1 of 2 with Caitlyn Hennings*
    - Hosted by OUWB Faculty Development
  - c. *January 26, 2023 from 12-1pm / [Zoom](#): "Leadership Myths and Limiting Beliefs" with Michelle Hammond*
    - February / Zoom: "Understanding Tuition Benefits" with Cissie Patterson (date and time are still being finalized...Zoom link to follow)



- March / Aiming to collaborate with the Community Engagement Committee for their "Community Service for National Reading Month" project (more details to come)
- April / Zoom: "Step By Step Process of Performance Reviews" with Cissie Patterson (date and time are still being finalized...Zoom link to follow)
- Continuing:
  - a. [Anti-Racism Discussion Group](#) - Tuesday, January 31st @ 1:00 pm
- c. Voice of the AP (Kelli Dowd)
  - University-wide [DEI Council](#) -
    - Split into committees focused on students, staff, and faculty DEI initiatives
    - Last meeting, recognized need for more diversity advocates on hiring committees
      - Goal of Provost to have each person serving on a hiring committee complete the diversity advocate training to be on the committee
    - Microaggression training and Unconscious Bias training - check it out online in Cornerstone to complete DEI training. 30 minutes each.
  - [Senate Committee Updates from our AP Representatives](#) -
    - Academic Student Success Committee - Caitlin Thayer
      - Currently still in the brainstorming stages
      - Considering work on an Academic Forgiveness / Excused Absence Policy, doing research on what policies exist and how they may or may not apply at OU
      - Considering a campaign called "BUG me" - an effort to encourage students to reach out and ask for help and not feel like they're "bugging" the office/faculty/staff member they need to connect with.
      - Last meeting Dec. 1st, next meeting Jan. 12th
    - ASH - Academic Standards and Honors Committee - Jackie Keith
      - No updates at this time
    - Budget Review Committee - Nic Bongers
    - CDEC - Campus Development & Environment Committee - Nic Bongers, Christopher Gregory, Laura Culbert, Maria Ebner-Smith
      - South Foundation Hall construction is on-time and is scheduled to open Fall of 2024
      - Varner construction - on-time August 2023 fully open
      - O'Dowd - SOM new classrooms where registrar moving out of - slated for early next spring - 10 classrooms going in. Will go out for bids in 3 months
      - Kresge Library - SOM space on 1st floor - will be getting their space updated, will sync timeline with O'Dowd



- West Campus - still Baker classes going on, done in Dec. Auburn Hills millage passed on city transportation, OU is on the bus route. Will go from campus to west campus and back. SmartFlex with displaced students will have an uber-like option with app etc.
  - Anton Frankel Center will go on the market in February. Money will go to Nursing Renovations at WestCampus
- Faculty DEI Committee - Kelli Dowd
  - Working on developing a workshop/training that all faculty will do as part of their onboarding process at OU
    - i. Similar to a SAFE training or possibly a module
    - ii. Planning for it to be interactive and reflective
    - iii. Participating in a CMI training to see if we could utilize the expertise on campus in creating the training.
- General Education Committee - Zach Barclay
- Intercollegiate Athletics Committee - Dan Arnold & Matt Prentice
- Planning Review Committee - Trisha Westergard
- Teaching and Learning Committee - Julie Dermidoff & Kate Huttenlocher
  - Currently, applications with all materials are being collected for the following 3 awards and the deadline was January 4, 2023 at 11:59pm.
    - i. Three different teaching awards are available:
      - Teaching Excellence for tenure-track faculty
      - Excellence in Teaching for non-tenure track faculty
      - Excellence in Online Teaching for fully-online courses
- [Employee Resource Group](#) (ERG) Updates -
  - ERG's are interested in doing the All Employee BBQ April/May? AP interest?
  - AAPI ERG - Asian and Pacific Islander Resource Group
    - Tomoko Wakabayashi (President/Communication) [twakabayashi@oakland.edu](mailto:twakabayashi@oakland.edu)
  - BERG - Black Employee Resource Group
    - Jesse Hurse (President) - [jhurse@oakland.edu](mailto:jhurse@oakland.edu)
  - IERG - International Employee Resource Group
    - Tamas Horvath (President) - [thorvath@oakland.edu](mailto:thorvath@oakland.edu)
  - Latinx ERG - Latinx Employee Resource Group
    - Rebecca Mercado Jones (Chair) [rebeccajones@oakland.edu](mailto:rebeccajones@oakland.edu)



- LGBTQIA ERG - Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual/Allies - Employee Resource Group
  - Kelli Dowd (Chair) - [lgbtqia\\_erg@oakland.edu](mailto:lgbtqia_erg@oakland.edu)
  - Lots of exciting stuff will be happening next semester! Be on the lookout for our Monthly Newsletter and if you want to get on our listserv, please reach out to the email above.
- WERG - Women's Employee Resource Group
  - Andreea Bordeianu (President) - [bordeian@oakland.edu](mailto:bordeian@oakland.edu)

d. AP Recognition (Zach Zuchowicz):

- Same as above!
- Show your colleagues some recognition, [here](#) (through our AP Shout-Out Form)
- Consider nominating a colleague for the GrEAT Recognition through the CARROT app!
  - More information available here: [Community Service Recognition](#)

12. OU Senate Report (Mari and Dan)

- Dan is not present, Mari will give updates
- East campus dev suspended

13. Share your upcoming Event!

- New section for AP Assembly meetings
- Share your events that other APs can attend or help spread the word!
- OUWB CEME is offering an Emotional Intelligence workshop in zoom today at 1. We are also offering ReInvigorate yOU with Caitlyn H. Feel free to [register for these programs](#) or any other program.
- Check out RecWell portal [here](#) for many upcoming employee wellness events.

14. Good & Welfare:

- Athletics Tickets (Mari) - discounted group tickets (kids, groups, etc.) - contact Mari if you've never been to a game (free tix!)
- Priority Health Goal Setting
  - February 1st, 12-1 pm, [Virtual](#)
  - Want to gain 200 points towards your Priority Health qualification? Tune into this 30-minute session with Rec Well to set a wellbeing goal and log it! This is one of the many new ways you can qualify with Priority Health! Have questions? Email [chennings@oakland.edu](mailto:chennings@oakland.edu).
- Are you looking for a fitness class at the Rec? Angie Freeman leads a Soul Clap class on Tuesdays at 5:30pm. Ann VS leads a 321 Shred class on Mondays at 12:10pm.



ADJOURNED

7. Next Meeting is **Feb. 9th at 9am via ZOOM** only
8. Adjourn: 9:39 am

**THANK YOU FOR YOUR TIME AND DEDICATION**