



## Meeting Agenda

Call to Order – Thursday, January 11, 2024

- Time: 9:00AM
- [Land Acknowledgement](#)
- Approval of [December Minutes](#)
  - Approved by Amy Ring Cebelok
  - Seconded by Nic Bongers

### President's Report (Cortney Heileman)

- Happy New Year!
- Welcome new hires & acknowledge APs:

| Transaction      | FirstName | LastName           | Department                                 | Title                                 |
|------------------|-----------|--------------------|--------------------------------------------|---------------------------------------|
| New Hire         | Yejie     | Lee                | Career Services                            | Career & Life Design Coach            |
| New Hire         | Ellen     | Peck               | School of Music,<br>Theatre &<br>Dance     | Production Manager                    |
| New Hire         | Jennifer  | Stark              | Annual Giving                              | Assistant Director of Annual Giving   |
| New Hire         | Bianca    | Stepanyan          | Center for<br>Multicultural<br>Initiatives | Retention Coordinator                 |
| New Hire         | Charity   | Yen                | School of<br>Medicine                      | Assessment & Evaluation Coordinator   |
| Promotion        | Josh      | Krajenka-Vartanian | Graduate<br>School                         | Graduate Student Services Coordinator |
| Reclassification | Douglas   | LaLone             | Facilities<br>Business<br>Management       | Director of Facility Services         |
| Reclassification | Shannon   | O'Berski           | Meadow Brook<br>Estate                     | Senior Director of External Relations |
| Reclassification | Wendy     | Santo              | Meadow Brook<br>Estate                     | Business Office Manager               |
| Title Change     | Jennifer  | Myers              | Plant<br>Engineering                       | University Architect                  |
| Title Change     | Madelyn   | Rzadkowolski       | Meadow Brook                               | Curator                               |

|              |     |        |                          |                                              |
|--------------|-----|--------|--------------------------|----------------------------------------------|
|              |     |        | Estate                   |                                              |
| Title Change | Ann | Selva  | Arts & Sciences Advising | Senior Academic Adviser for Pre-Professional |
| Transfer     | Dan | Theeck | Accounting Office        | Tax / Accounting Manager                     |

- Anti-Racism Discussion Group Update
  - All group meeting information will be shared through the AP Newsletter
- AP Awards & Elections
  - AP Assembly Presidents (past, present, elect) will soon be discussing the details & logistics of AP Awards and the AP Election Process – will report back once plans are solidified and ready to be shared with AP's

## President-elect Report (Mathew Holtz)

- February 2, 2023, 10:00 p.m. - Board Formal Session / Location: Oakland Center, Banquet Room A
- AP welcome email and lunch program is continuing from last semester
- AP Connections. If you would like to be involved please email Matt at [mholtz@oakland.edu](mailto:mholtz@oakland.edu). This is not a mentor/mentee relationship. This is less formal and designed to just foster relationships with other APs from around campus. Also if you have reached out to me about this before and I have not gotten back to you, please get back to me.

## Past President's Report (Nic Bongers)

- AP Assembly Elections
  - Think about elections for next year and getting involved
  - Getting nominations for next year's election starting in January
- **2024 Lunchtime OU Faculty & Staff Talent Show Series**

**2024 Faculty & Staff Talent Show**  
**MONTHLY LUNCHTIME SERIES**  
**JANUARY 31**  
**Noon-1pm**  
This month features: Kevin Beers, Host  
Nic Bongers, Sr. Instructional Designer - e-LIS  
Bill Solomonson, Chair, Dept. of Org. Leadership, SEHS  
Gregory Ashe, OUWB Associate Director of Financial Services



JANUARY  
LIVE MUSIC  
PERFORMANCES

**OAKLAND CENTER HABITAT**  
Future performers TBA: Feb.28, Mar.27, Apr.24  
Attend in-person (preferred)- Zoom link will also be available.

- Noon-1pm on the last Wednesdays of winter semester months: Jan, Feb, April in the OC's Habitat.
  - Attendees: Events on AP calendar

- Performers: Google form [signup sheet](#) is ready
    - Please sign up ASAP
  - January and February sessions are filled and ready to go
- Ways to recognize APs
  - [AP Shout Out](#)
  - GrEAT Recognition (offered through CARROT)
    - More information is available here: [Community Service Recognition](#)

## Treasurer's Report (AnneMarie Nguyen)

- No updates at this time

## Secretary's Report (Cissie Patterson)

- Be sure to submit info for the Newsletter [via our Google form](#). We prefer info a month in advance, if possible.
- [Submit an update](#) via this link on other committee or organization news that may be relevant to APs.
- Interested in joining an AP Assembly subcommittee? [Fill out this form](#) and a board member will contact you with more details.
- If you don't receive calendar invites about AP events, be sure to request access to the calendar by [filling out this form](#).
- If you have any comments or questions, please email us at [apassembly@oakland.edu](mailto:apassembly@oakland.edu).

## AP Association Report (Kelly Dorner)

Important updates from [AP Association](#) President:

- First meeting of the year is next Thursday, 11:30-1 pm.
- Watch for future events to network with other APs!

## AP Assembly Subcommittee Reports

**Community Engagement Subcommittee** (Amy Ring Cebelak) (This group organizes and hosts various AP events)

- Upcoming Events
  - Fall - Faculty and Staff Talent show committee
    - Location: OU Habitat
    - Time: Rolling Series during Lunch, 12-1
    - Kevin Beers and Nic Bongers for sub-committee
    - Details and sign up are [here](#)
  - Cuppa, Coffee, Cookies & Conversations
    - Today! Thursday, January 11, 2024 | 11:30am-1pm
    - Oakland Center - Gold Room C

- Coffee, hot chocolate, hot cider + desserts!
- RecWell Tours – all tours are from 12:10pm -1pm unless otherwise requested
  - Wednesday, January 17th
  - Thursday, February 22nd
  - Thursday, March 21st
- Meadow Brook Hall Tour!
  - AP Assembly is paying for 20 lucky APs to tour Meadow Brook
  - February 14th, 11am-Noon
  - Interest for is [here](#)
    - Please only submit if you have reviewed your calendar and are available to go
    - This is first come, first serve with folks at this meeting getting first priority
- We are brainstorming a Bring your Kids to Work Day
  - More to come!
- Book Drive
  - A [wish list](#) has been provided and APs can donate to Lowry
  - Kevin is working on an on-campus drop off location
  - Here is a mailing address to send the books to:
 

Oakland University  
Lowry Center  
440 Pioneer Dr.  
Rochester, MI 48309
- If you are interested in joining this committee, please reach out to Amy Ring Cebelak at [arring@oakland.edu](mailto:arring@oakland.edu)

**Professional Development Subcommittee** (Beth Feiten, Cortney Heileman) (This group organizes and hosts various PD events for AP's to benefit from)

- Upcoming AP Assembly PD Events:
  - *January 24, 2024 | 12-1pm* | Zoom: "DEI in the Workplace" with Aura Cazares
    - Will be put on the AP Calendar soon
  - *February 2024* | "Building Your Own Network for Success" – more details to come
  - *March 2024* | "Understanding Your Tuition Benefit" – more details to come
- If you are interested in joining our Professional Development Committee, please reach out to Beth Feiten at [bafeiten@oakland.edu](mailto:bafeiten@oakland.edu).
- Continuing:
  - Anti-Racism Discussion Group
    - All upcoming groups will be shared through the AP Assembly Newsletter
    - If interested in joining the planning group, please reach out to [antiracism@oakland.edu](mailto:antiracism@oakland.edu)

## Senate Committee Updates from AP Representatives

APs serve on a variety of committees of senate committees across campus. Voice of the AP collects updates from all of them to report back to AP Assembly:

- Academic Student Success Committee - Caitlin Thayer
- ASH - Academic Standards and Honors Committee - Jackie Keith
- Budget Review Committee - Dan Arnold
- CDEC - Campus Development & Environment Committee - Nic Bongers, Christopher Gregory, Laura Culbert, Maria Ebner-Smith, Matthew Holtz
- DEI Counsel - Matthew Holtz- This month's meeting was canceled.
  - They have developed a Course for Use of Pronouns for inclusion
- Faculty DEI Committee - **Open Seat**
  - If interested in being the AP Representative for this committee, please contact [apassembly@oakland.edu](mailto:apassembly@oakland.edu)
- General Education Committee - Zach Barclay
- Intercollegiate Athletics Committee - Dan Arnold & Matt Prentice
- Planning Review Committee - Tricia Westergaard
- Student Academic Support Committee - Dan Arnold
- Teaching and Learning Committee - Julie Dermidoff & Kate Huttenlocher

## Employee Resource Group (ERG)

- All updates can be found in the AP Assembly Monthly Newsletter.

## AP Recognition Committee (Cortney Heileman, President)

- Thursday, January 25, 2024 / Employee Appreciation Night (sponsored by OU Athletics & the Office of the President)
  - 5-6:30pm Chili Dinner – OC Founders Ballroom
  - 7pm Women's Basketball Game – O'Rena
    - 2 tickets to the basketball game per person
  - Must RSVP to attend – UCM sent an email with the RSVP link

## OU [Senate](#) Report (Mari Tilashalski and Dan Arnold, AP Senators)

- Mental Health Committee Updates:
  - Two new grad students hired to work the front desk
  - One position bumped from PT to FT for the year (until May 2024)
  - Approved contract with a live after-hours crisis line (not teletherapy, but emergency services)

## Share Other Events

(Open discussion) Share your upcoming Event! Share your events that other APs can attend or help spread the word!

- Employee Recreation Tours every month for employees! Register through RecWell portal at [myrecwell.oakland.edu](http://myrecwell.oakland.edu)
- [Gratitude Grams](#) through OU Rec Well – show your appreciation for your colleagues between now and February 9th
- There will be another e-LIS online workshop (via Zoom) on Gmail tips on Wednesday, January 31st, 1-2pm. [Sign up here! https://webapps.oakland.edu/workshops/enroll/index.php?sid=3307](https://webapps.oakland.edu/workshops/enroll/index.php?sid=3307)
- Library Faculty Open House, Tuesday, January 23, 11:30-1:30 in Kresge Library
- [SECS K12 Summer camp Registration](#) Opens in February! 50% off for OU

## Good & Welfare

(Open discussion) For the good of the order.

- None at this time

## ADJOURNMENT

- Next Meeting is **February 8th at 9am via ZOOM only.**
- Adjourned:9:28AM

**>> THANK YOU APs FOR YOUR TIME AND DEDICATION <<**