

**AP Association
Executive Committee Agenda
September 21, 2022
Virtual via Zoom & In-Person**

Attendance: Becky Lewis, Kelly Dorner, Marie VanBusKirk, Anthony Tomczyk, Jenny Lee, Jessie Hurse, Denica Holzworth, Stephanie Lewis

Guests: Kristin Rohrbeck, Kelly Brault, Carrie Gilchrist, Maria Ebner-Smith, Nancy Osmialowski, Chad Bousley, Nic Bongers, Danielle Nicholson, Melanie Chamberlain, Roberta Rea, Kristen Macha, Debra Lengyel, Aura Cazares

Welcome

Approval of Minutes: Stephanie, Carrie

Treasurer's Report: \$3235.87; \$3182.94

President/HR Monthly Meeting Report

Monthly HR meeting with Joi

BECKY:

Meeting with different employee groups

October 27 scheduled meeting- 2 parts: benefits AND budget

No other budget details at this time

Good changes to Priority Health plan for 2023- easier to qualify, different options to qualify

Supervisor Trainings

BECKY:

Training scheduled for October 6th has been tabled with one to be scheduled for November HR (Eric and team) is going to roll out a menu/calendar of monthly training for supervisors and all APs beginning in Jan. 2023. He is considering multiple things including potentially requiring supervisors to participate in training, every other month for supervisors and APs. All to be determined.

Training will be led by experts from the OU community.

Feedback for Eric:

- Communication between staff and supervisor (Stephanie)
- New supervisor training (Stephanie)
- How to supervise new employees because many are not making it past probation period (Stephanie)
- How supervisors work with employees on their goals when the dynamic in the office has changed (Stephanie)

- What are the expectations for goal settings to meetings and how merit impacts things and how feedback changes and how things got tabled → all performance management → performance program (Marie)
- 45% of students are 100% in person- setting goals based on productivity and checking in on projects and holding staff accountable for being productive instead of busy (Marie)
- How to effectively and efficiently run meetings (Kristin)
- How to work with faculty and setting expectations (Kristin)
- Expectations for CTs vs APs- how to hold each group accountable (Kristin)
- Effective use of technology in meetings, especially hybrid meetings (Marie)
- How to make work fun- lessening stress, changing culture/moral, enhancing engagement, intentional planning (Stephanie)
- Being mindful of what is required- no “check the box” stuff but drive behavior change (Kelly D.)
- Asynchronous and synchronous meetings similar to Diversity Challenge (Nic)
- Learning outcomes for each session (Marie)
- Exchange of ideas (Carrie)
- FMLA (Marie)

Employee Engagement

BECKY:

Programming happening on campus to support employee engagement:

- Mental health first aid- 7 sessions, 30 people per session, and already full
- Certified healthy department program- practicing healthy behaviors, checklists, meeting goals to qualify for Priority Health, different levels- bronze, silver, gold; recognize departments for being healthy and working together
- Ergonomic help based on data- provide assessments to help understand what to do to their office to adjust their work environment to feel better

CARRIE:

Brainstorming ideas

TBA about event at the end of the year

Provost wants to put forth some health-related ideas

Old Business

All AP Meeting Survey and Data (Marie)

MARIE:

Themes will be emailed and the info will be presented to Joi and upward.

Ultimate Fringe Update (Marie, Kelly B., Anthony G.)

BECKY:

Planning to get started soon. Let Becky, Marie, or Kelly D. know if you would like to help with

event- front end, throughout the whole process, day of

- Kristin Rohrbeck

KELLY B.:

Start figuring out a vision for the event. Please send ideas of things APs would like to see forward to Kelly.

MARIE:

Create groups to focus on PR/communication, event management, fundraising/sponsorship, etc.

Marketing of AP Association/Assembly

BECKY:

Meeting with Nic from the AP Assembly next week- more information to follow.

New Business

Other

Work Team Updates

- **Work-Life balance**
- **Education & Outreach** 1. Kristen Macha 2. Kelly Dorner
- **Compensation** 1. Adam McChesney 2. Becky Lewis 3. Kristin Rohrbeck
- **Community Service** Jessie Hurse
- **Diversity/Inclusion** 1. Stephanie Lee 2. Jessie Hurse 3. Marie VanBuskirk

For Discussion:

Themes from OU Leadership Day

- Accountability/Follow Through
- Proactivity
- Trust
- Effective Complaining
- Use of technology
- Silos
- Mental health/well-being
- Training & Succession Planning
- External Focus
- Communication
- Connection & Support

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.

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.

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.

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.

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.

BECKY:

Reached out to Work Team groups- removed names of those not participating this academic year
Is Work-Life balance still in need? It has its own identity- not sure what the purpose of the group is at this point and should be revisited.

Compensation meeting scheduled for October.

Do some of the themes from OU Leadership Day fit into the work groups? Are there themes to create a new work group instead of Work-Life Balance?

MARIE:

Needing connection to accomplish some of these things- have a plan ready to present to and partner with HR to have them move forward on it. We should attach the topic to something that is already in place/something already going on.

KELLY B.:

Overlap: training and succession planning with Education & Outreach
Ultimate Fringe to be its own committee/work group

MARIE:

Discussion points could be training topics

DENICA:

Are we for sure eliminating the Work-Life Balance?

May be work to be done with this committee and have a person to voice concerns to about WFH

- Becky: work-life vs. flexible work arrangements; may be possible to keep committee but there needs to be topics to continue working on
- Maria: not much else to do with the work group for HR
- Denica: if all Community Service is done by the AP Assembly, then do we need a committee dedicated to community service? Maybe instead, put efforts towards Ultimate Fringe?
- Marie: sometimes it is about implementing little things
- Aura: maximize each other events, not duplicating but creating synergy by participating in each other's events
- Marie: having manageable goals is key

AP Assembly Updates- Nic Bongers, AP Assembly President

NIC:

Waiting for budgets to be approved- no finances to do anything at this point

Openings for President-Elect and Secretary

Secretary is responsible for newsletter via EMMA

Upcoming Notable Dates:

- Benefits and Wellness Fair Wednesday, October 19, 9 a.m.-1 p.m. Rec Center
- All AP Meeting Thursday, October 20, 2022 from 11:30am-1pm in the Lake Erie Room, Oakland Center (NOTE DIFFERENT DAY due to Benefits and Wellness Fair)