

**AP Association
Executive Committee Agenda
August 17, 2022
Virtual via Zoom & In-Person**

Attendance: Becky Lewis, Carrie Gilchrist, Anthony Tomczyk, Jenny Lee, Melanie Chamberlain, Kelly Dorner, Nic Bongers, Denica Holzworth, Marie VanBuskirk

Guests: Christina Riley, Sarah Barron, Katy Torma, Dawn Gorris, Zahira Flores Olivo, Karla Brown, Alec Dunkel, Doug McCartney, Steve Farver, Danielle Nicholson, Larry, Mariana, Lauren Leve, Zach Zuchowicz, Chad Bousley, Krisen Macha, Jessie Hurse, Dan Arnold, Paul Battle, Kelly Brault, Ian Caullay, Nidhi Khattree, Nancy Potton, Matthew Holz, Virginia McMunn, Julie Urbano, Lisa

Welcome

Approval of Minutes: Jessie Hurse, Kelly Dorner

Treasurer's Report: \$3,183; \$3,256

President/HR Monthly Meeting Report- (Becky Lewis)

Monthly HR meeting with Joi

Becky and Marie (Kelly couldn't attend this month) met with Joi on August 8. We confirmed the change in benefit information for NEW part time employees hired on or after January 2, 2023 (this is still an anticipated date). Joi will be confirming this date and preparing a communication once it is official. Any AP who changes from full time to part time would be grandfathered. The benefit change only applies to new part time hires.

New part-time employees hired on or after the 2nd will need to contribute 35% towards medical-related expenses and no benefits.

Joi doesn't have a specific number of positions this change will affect or what the cost savings will be. When she has a communication to share, Becky will help distribute it (if notified) to AP supervisors.

Supervisor Trainings

We asked Joi for quarterly AP supervisor trainings to help with communication. She agreed that she and/or George would host these trainings with topics to be determined based on what is going on in the weeks leading up to the scheduled date. The first training is scheduled for October 6 from 1-2 p.m. and will be virtual. This will be shared in multiple formats with supervisors beginning in mid September (once we get school started). The Presidents group will have topics for the agenda but will also put out a call for topics from supervisors.

Review of AP Positions

Becky received a request for clarification on the plan for HR to review AP positions regarding banding and salary. Eric confirmed that $\frac{1}{3}$ of all AP positions are scheduled to be reviewed each year. HR is behind in getting through the position reviews for 2022 due to the recent personnel changes in HR but Eric said they are committed to getting them done. Academic Affairs is slated for 2022. Student Affairs and Diversity, Finance and Administration and University Advancement are slated for 2023.

****Future meetings with Joi have been scheduled for each month in the fall semester. We will schedule winter semester closer to December.**

Positions will be reviewed by salary band. If not appropriate, positions will be reviewed individually.

(Marie) If you feel your current responsibilities do not fit your original job description, then start the conversation with your supervisor so that they are aware of the differences before the start of the review process. You can also contact Corey in HR to review your position and ask where to start with the process.

(Anthony) It appears that newly hired employees receive the same salary or more as someone who has been in the same role for years. It sometimes seems more beneficial to be hired from outside of OU than from within.

(Marie) There was a reluctance for the Compensation Committee to be resurrected because of budget issues. It is difficult for employees to move through the bands and there is no indication anywhere that shows how to do that. The bands are not realistic.

(Melanie) Has OU looked at other intuitions for reference?

(Marie) Risk versus reward: sometimes it can be more rewarding to leave another institution and come to a new one because there are more risks.

(Marie) We get further with solutions, but right now the problem in higher education is money.

Additional meetings are scheduled with Joi once a month, and the Winter semester meetings are to be scheduled.

Ultimate Fringe Update

We confirmed we are still going to pursue the Ultimate Fringe event but will move it to the fall of 2023 to give us more time to market the event, and get people back on campus with hopes of a better turnout than what we might have had this fall. We will begin the planning for this in the coming weeks. Becky will be looking for volunteers to help. We already have a jump start on a sponsor, venue and some other logistics.

We have a base and need to start working on it now.

Old Business

All AP Meeting Survey and Data (Marie)

More information will be shared at the next meeting- figuring out the best way to present it, possibly main themes. There are common things that have already been discussed. It will be important to think of solutions.

Employee Recognition Committee (Marie)

- Ice Cream Social
- Other Recognition

The ice cream social went well!

Improved communication is needed for employee recognition events, such as the Exemplary Employee Awards Celebration event next Thursday.

New Business

Marketing of AP Association/Assembly

Becky, Kelly and Marie met to discuss this coming year and what we hope to accomplish and how we continue to move things forward. In response to Denica's suggestion at the August meeting about being more intentional about inviting people to attend these meetings, we decided what we really need to focus on is more marketing of what the Association is, and the difference between the Association and the Assembly. AND, reaching out campus-wide with a broader approach to letting people know that we exist and how they should/can get involved.

There have been discussions on improving the marketing for AP Association, such as the who, what, and why, but especially the WHY part.

We need to start with the administration because there have been so many changes and not all of the administration even knows or understands the differences and what we do or why we exist.

In addition, HR is no longer doing new employee orientations like they used to so there is no good opportunity to introduce the Association (or Assembly) to new employees. (Nic and I discussed last week). Becky plans to work with Dave Groves from UCM on ways to incorporate AP Association into some communications and she will be personally reaching out to all new AP hires (already getting lists).

New employees have a conversation about benefits, but there is no longer an orientation to discuss other important topics, such as involvement. There might be a discussion happening in HR to possibly bring back the orientation.

(Nic) It could be beneficial to build something in Cornerstone and have a piece in there that is pre-recorded about AP Association and AP Assembly.

Zoom Meeting Chat: suggestions for a possible name change that aligns more with the purpose of AP Association (*examples: AP Worker's Rights Association, AP Employee Advocates, AP Bargaining, AP Community, Administrative Professionals Advocates*)

(Marie) Canned presentations have been made on different topics for leaders around campus.

(Kelly) It might be helpful to have a table of content with direct links to videos or items.

(Marie) Discussion with Zach on the idea to have a campus tour video that includes little things people would like to know around campus.

Other

Work Team Updates

Will continue to revisit these for the current year. These are the participants from the past year. Take a look if you're new as to where you might fit and want to contribute.

- **Work-Life balance** 1. Maria Ebner-Smith 2. Kristen Macha 3. Kelly Brault 4. Denica Holzworth
- **Education & Outreach** 1. Nancy Osmilowski 2. 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

The current committee members will be contacted soon.

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.

AP Assembly Updates- Nic Bongers, AP Assembly President

- News and Updates

AP Assembly was invited to have a table at the OU Benefits and Wellness Fair on October 19.

(Becky) AP Association will table next to AP Assembly.

(Marie) The comparison sheet made for Ora could be revised and shared at the event.

There are still vacancies for the Secretary and President-Elect roles. Interested candidates should contact AP Assembly via email.

Upcoming Notable Dates:

- All AP Meeting September 21, 2022 from 11:30am-1pm in the Lake Erie Room, Oakland Center