

AP Association Executive Committee
September 25, 2019

Attendance: April Thomas-Powell, Maria Ebner-Smith, Marie VanBuskirk, Deb Cash, Don Ritenburgh, Jean Szura, Susan Hartman, Kelly Brault, Anthony Gallina and Nancy Osmialowski.

Approval of Minutes - August 21, 2019 minutes approved.

Treasurer's Report

- Kelly Brault has re-joined AP Association as Treasure - welcome, Kelly!
- OU account: \$3,256 and OU Credit Union account: \$3,183
- Signature responsibilities for AP Association account were changed at OU Credit Union.
 - Kelly Brault and Anthony Gallina now have signature authority.
 - Discussion regarding signers
 - Should the treasure and president-elect positions always have signature authority?
 - Undecided but further discussion at other meetings to follow.

Presidents / UHR Monthly Meeting Report

- Dr. Pescovitz, will present information regarding Flexible Work Arrangement to the Board of Trustees on October 14, 2019
 - AP Association and UHR may be able to co-host best practices panel in order to further assist departments in successfully implementing FWA.
- Compensation Guidelines Update- Still with legal.
 - Comp Guideline presentation on October 2 will be cancelled because UHR is expecting changes to be recommended/ made.
- AP Manual presentation on October 23 Update
 - Will need to be rescheduled, as the Wellness Fair is now scheduled for the same date.

Old Business

- **AP Manual feedback**
 - AP Manual is with Legal for review
 - UHR intends to have it approved at the December Board of Trustees meeting.
 - AP Association formally wrote a memo regarding the proposed changes to the manual addressing the changes AP Association supports and those not supported.
 - Includes support for removing a letter grade requirement for dependant tuition benefit.
 - Flexible Spending match may be changing. AP Association proposed our own changes.

- Waiting to hear feedback form UHR

- **AP Reward Results for 2018**

<ul style="list-style-type: none"> ○ Band Count ○ K 1 ○ L 1 ○ M 10 ○ N 1 ○ P 11 ○ Q 9 ○ R 2 ○ S 7 ○ T 2 ○ V 1 	<p>nominated by 28 colleague 16 Supervisor 1 self</p>
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Work Team Updates

- **Community Service**

- Work team includes Marie Ebner-Smith, Andrea Mill, John Cebelak
- Propose 8 hours of paid leave for community service.
- Will set a meeting asap and report back.

- **Work Life Balance**

- Work team includes Don Ritenburgh, Marie VanBuskirk, Marie Ebner-Smith
- Lack of culture change University wide due to inconsistent by-in from leadership. Due to this we are asking AP Association Leaderships to address the following with UHR:

- What is the status of the faculty survey and what is the process and timeline for completing this?
 - Last Work Team heard it was still with IRB.
 - How will statistics be used from this survey to improve the process or address roadblocks?
- How will UHR continue to train managers and new hires on FWA process and options? Is it a part of the on-boarding process?
 - Annual/regular trainings are needed.
- How are we tracking statistics of FWA applications, approval and use? How are we using these statistics to improve the process, address issues and guide communication to employees?
- Who's owning FWA? Dr. Pescovitz? UHR? The committee?
 - This initiative needs a face.

- Have we reported out to the campus who is on the committee?
- How are reporting out the data, and will it trickle down from leadership?
- Who is responsible for the data and processes - for making sure old requests are closed out and requests that are not responded to are dealt with?
- Ignoring should time out to not approved. Need an open ended form option etc (summer, ongoing, fall).
- **Performance Management**
 - Work Team includes Anthony Gallina, Kristin Rohrbeck, Deb Cash
 - Will set up meeting asap.
 - Determine how this ties into competencies.
- **Education**
 - Work Team includes Nancy Osmialowski/Everyone
 - First co-sponsored AP Association and AP event of the 2019-202 academic year “ Leading From Where You Are” to be held on Monday, November 25 at 1:30 p.m. - 3 p.m.
 - **Description:** Many people associate leadership with title or position, yet leadership can be enacted in any role. There are many ways to increase your own influence to create meaningful change across important areas of your life. In this session, we will discuss practical ideas, grounded in leadership research, for expanding how you think of yourself as a leader, how to seek out opportunities for creating positive change, and best practices for being heard.
 - Sign up: UHR website

New Business

- Table at Benefits fair on October 23 to promote AP Association
 - Highlight that those who qualify for flexible spending should sign up this year because it will be \$175 added to their base pay.
 - Anthony Gallina will add some “flair” to the table.
 - Donated prizes can be given to Anthony.
- AP Sponsored Student Emergency Fund

APs Unite for the AUFD

Members of the AP Assembly, AP Association and APs campus-wide are joining forces to help OU students during the All University Fund Drive (AUFD). A special fund is being created, the AP Sponsored Student Emergency Award, which will help students who encounter an unforeseen financial emergency or events which would otherwise prevent them from continuing their education at Oakland. Our goal is to have as many APs on campus as possible participating to create the maximum impact for

students in need. To support this fund, choose AP Sponsored Emergency Fund Award (DAPSSE) or [make a gift online here](#). The AUFD runs through Friday, December 6, 2019.

GOALS

- **2018-2019 Goals**
 - Education - Host sessions focused on benefits, compensation, and other policies.
 - Community Service - Provide recommendations on how to encourage APs to participate in service to the community on campus and in the broader community.
 - Compensation - Continue to recommend changes to compensation guidelines.
 - Well-Being/Work Life Blend - continue to advise UHR and president on how to make OU the University of Choice

Upcoming PD

- **Update on the New Compensation Guidelines.** Eric Herppich, OU Director of Compensation and Benefits will go through recent changes and updates to the Compensation Guidelines and how they apply to new and current OU APs on **Wednesday, October 2, 11:30 am – 12:30 pm**. This session will be immediately followed by AP Association Meeting – from 12:30-1 p.m. in the Oakland Center Gold Rooms B/C -**CANCELED**

- **Understand the AP Manual:** Ron Watson, Assistant Vice President for Human Resources will identify recent updates and changes made to the AP Manual on **Wednesday, October 23, 2019 11:30-12:00**. This session will be immediately followed by an AP Association Meeting – Oakland Center, Room 128-130--**CANCELED**