

## **AP Association Executive Committee**

### **August 21, 2019 Meeting Notes**

**Attendance:** John Cebelak, April Thomas-Powell, Maria Ebner-Smith, Marie VanBuskirk, Deb Cash, Don Ritenburgh, Jean Szura, Susan Hartman and Nancy Osmialowski.

**Guests:** Dan Arnold.

**Approval of Minutes** - July 24, 2019 minutes approved.

**Treasurer's Report** - OU account: \$3,256 and OU Credit Union account: \$3,183

- Patrycja Comello, Treasurer, has transitioned into a new role outside of OU. April Thomas-Powell was temporarily approved to as signature.
- April Thomas-Powell, as current President, proposes the Treasurer and President-Elect (currently Athony Gallina) positions be added as signatures to the account.
  - Vote was held during meeting and was approved. Kelly Brault and Anthony Gallina will now be added to the account.
- New Treasurer needed
  - 22 month assignment
  - Kelly Brault, AP, has expressed interested.
    - Vote was held during meeting and Kelly Brault was approved.

### **Presidents / UHR Monthly Meeting Report**

- Mentor/ Mentee appreciation lunch to held on August 23.
- FWA forms - 255 submitted and 172 approved.
  - Unclear on if any/some of the 83 were duplicate submissions.
- UHR is drafting reports to track form submission and approvals and denials by department/ Division. This information may be shared along with other feedback in State of University address in the fall.
- Youth Policy will be submitted to the Cabinet for approval and may end up at Senate soon.
- Compensation Guidelines are in Legal for review and when approved, the guidelines will be posted.

### **AP Manual feedback**

- AP Association Presidents have reviewed the manual changes from UHR and are in the process of providing feedback.
  - Target date for approval is October Board Meeting.
  - Rationale for changes from UHR is to streamline processes and benefits.
- Proposed changes include
  - Added inclusive language. Removing he/she pronouns and using their.
  - Eliminating personal days and rolling them into vacation accrual.

- Great discussion held regarding this topic. AP Association will follow up with UHR with questions.
- Limiting vacation pay out at time of departure to one year. (currently 1 ½ year).
  - Great discussion held regarding this topic. AP Association will follow up with UHR with questions.
  - AP Association would like to advocate for this change to occur in two to three years to accommodate long-term planning.
- APs would not record time off if less than 4 hours away from office.
  - Great discussion held regarding this topic. AP Association will follow up with UHR with questions.
- Not limiting internal hires to “Top 2 qualified AP candidates” to “all qualified” AP’s
  - Policy wording has not officially been written.
  - Great discussion held regarding this topic. AP Association will follow up with UHR with questions.
- APs who are eligible for the Medical Spending Account Match
  - All eligible APs would get \$175 rolled into payroll rather than the current method.
  - AP Association waiting on data for total of AP’s affected.
- Long Term Leave Info
  - Discussion to be had on when these changes will become effective - could be a year or two in the future.
  - Intent is to maintain what we do have when budgets get tight.

### **Work Team Updates**

- Community Service - Propose 8 hours of paid leave for community service.
  - Work team includes Maria Ebner-Smith, Andrea Mill, John Cebelak
- Work Life Balance-
  - Don Ritenburgh, Marie VanBuskirk, Maria Ebner-Smith
- Performance Management -
  - Anthony Gallina, Kristin Rohrbeck, Deb Cash
- Education -
  - Nancy: AP Association rep on AP Assembly met
  - Jean: Will assist in coordinating All AP meeting
  - All E-board will assist as needed.
- Continue to have representation on Compensation Committee and FWA taskforce.
  - April on Compensation Committee
  - Marie VanBuskirk and Maria Ebner-Smith on FWA

### **AP Assembly Updates**

- 2019-2020 AP Assembly
  - AP Assembly working with President's office regarding budget cuts to AP Assembly budget.
  - Diversity initiatives are on track to continue
  - AP Assembly to reach out to Employee Resource Groups (ERG) on campus
    - Would like to introduce a Men's group and an unofficial "Emerging Leaders" employee group.
  - The "Defamation Experience" event co-sponsored by, OUWB, CMI and the Diversity, Equity and Inclusion office, to be held on October 15 1 p.m. - 3 p.m.
    - All are welcome!

AP Assembly TakeAways: Continued discussion and process AP Manual updates

## GOALS

- **2018-2019 Goals - Open for discussion.**
  - 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
- **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