

AII AP Meeting



June 23, 2021

All AP Meeting Agenda



- **Introduction of AP Association & AP Assembly incoming/outgoing Executive Board-** Anthony Gallina (AP Association)
- **President's report-** Anthony Gallina (AP Association)
- **Changes in AP Manual-** Kay Armstrong (UHR)
- **Compensation training for AP managers-** Anthony Gallina
- **Cornerstone-** Willie Tuggle (UHR)
- **Flexible work arrangements update-** Marie VanBuskirk (AP Association)
- **Return to campus update-** Ron Watson (UHR)
- **Q & A**

*Please share questions in the Q &A tab, questions on any topic will be asked during the final portion of today's meeting.

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AP Association Executive Board



Name	Office	Telephone	E-mail	Title	Term
Anthony Gallina	425A Pawley Hall	4931	gallina@oakland.edu	President	2020-2021
Marie VanBuskirk	157 RAC	2663	taylor4@oakland.edu	President-elect	2020-2021
April Thomas-Powell	3027 HHB	8711	thomaspo@oakland.edu	Past President	2020-2021
Nancy Osmialowski	3070 HHB	8835	nrkrause@oakland.edu	Secretary	2020-2022
Kelly Brault	302 AH	4921	brault@oakland.edu	Treasurer	2019-2021
Deb Cash	121 NFH	2975	djcash@oakland.edu	Representative Bands J-R	2019-2021
Susan Hartman	250 KL	3151	hartman@oakland.edu	Representative Bands J-R	2019-2021
Don Ritenburgh	129 OC	2533	ritenbur@oakland.edu	Representative Bands J-R	2020-2022
Adam McChesney	232 EH	3285	admcches@oakland.edu	Representative Bands J-R	2020-2022
Maria Ebner-Smith	3113 HHB	8671	ebnersmi@oakland.edu	Representative Bands S-X	2019-2021
Stephanie Lee	205 WH	2190	lincoln@oakland.edu	Representative Bands S-X	2020-2022
John Cebelak	160 NFH	4254	cebela@oakland.edu	Member at Large	2019-2021
Kristen Macha	John Dodge House	6132	kmacha@oakland.edu	Member at Large	2020-2022

Changes on board for 2021-22

Incoming:

Becky Lewis- President-Elect

Denica Holzworth- Rep. Bands J-R

Stephanie Willis- Rep. Bands J-R

Jessie Hurse- Member-at-Large

Outgoing:

April Thomas-Powell-Past President

Deb Cash- Rep. Bands J-R

Susan Hartman- Rep. Bands J-R

John Cebelak- Member-at-Large

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AP Assembly Executive Board



Name	Term	Title	Office	Phone	Email
Meaghan Cole	2019 - 22	President	232 EH	x3285	mcwalter@oakland.edu
Zach Zuchowicz	2020 - 23	President Elect	121 ODH	x4072	zuchowicz@oakland.edu
Dan Arnold	2018 - 21	Past President	430N KL	x3669	arnold23@oakland.edu
Ashley Cerku	2020 - 22	Secretary	212 KL	x3120	ajcerku@oakland.edu
Sarah Konrad	2019 - 21	Treasurer	225 EC	x4237	shelden@oakland.edu
Jean Ann Miller	2020 - 22	Senator	49 OC	x4332	jam@oakland.edu
Michelle Southward	2020 - 22	Senator	3070 HHB	x2369	mdguy@oakland.edu
Kacie Cadotte	2020 - 22	Member at Large	255 EC	x2201	kecadott@oakland.edu
Emily Cutlip	2020 - 22	Member at Large	238G EH	x3216	emcutlip@oakland.edu
Jackie Keith	2020 - 22	Member at Large	232 EH	x3128	jaclynkeith@oakland.edu
Brittany Thomas	2019 - 21	Member at Large	101 NFH	x4472	brittanythomas@oakland.edu
Josh Wargo	2019 - 21	Member at Large	229 DH	x4498	wargo@oakland.edu

Changes on board for 2021-22

Incoming:

Brittany Thomas- President-Elect

Ann Voorheis-Sargent- Treasurer

Kelli Dowd- Member-at-Large

Cortney Heileman- Member-at-Large

Outgoing:

Dan Arnold-Past President

Sarah Konrad- Treasurer

Josh Wargo- Member-at-Large

Brittany Thomas- Member-at-Large

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AP Association President Update



A look back to FY21

- **Resilience through COVID-19**
 - Grizzlies Protect Grizzlies, Grizzlies Together Again
- **Recognition of AP Award Recipients**
 - Outstanding AP Award: Michelle Southward
 - Rising AP Award: Melanie Chamberlain
 - New AP Award: Kelli Dowd
 - Outstanding Academic Adviser of the Year: Kate Golder
 - New Advising Professional Award: Jari Pathos
 - FY21 AP Employees of the month: Addie Benedict (Sept. 2020), Christa Koerner (Dec. 2020), Chris Goeth (Feb. 2021), Sarah Griffith (May 2021)
 - Team Award: The Digital Transformation of Disability Support Services: Jon Davidson, Leo Debiaggi, Christie Gough, Sarah Guadalupe, Denis Nogog, Noah Pollock, Lori Szarama, Mike Wadsworth, Tricia Westergaard



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AP Manual Update



Summary of Significant Changes to the Administrative Professional Personnel Policy Manual

Retirement Program	University contributions shall not begin until the month following one year of continuous employment. (Effective July 1, 2020.)
Health and Welfare benefits	University medical employees' contribution will increase by 5%. (Effective January 1, 2021.)
Position Vacancies	Departments will not be obligated to just interview the top two internal candidates. All qualified candidates will be given consideration.
Vacation Time / Personal Days	Eliminate three personal days and increase vacation accruals to offset this elimination. (Effective July 1, 2021 to coincide with the regular disbursement of personal days.)
Sick Leave	Employees will be terminated after 6-month continuous leave of absence and if eligible will transition to long term disability. (Currently, employees remain on an unpaid status for up to two years.)
Probationary Employees	During probationary period employees may not apply for internal positions.
Tuition Assistance	A dependent may receive 100% coverage (with appropriate charges) if both parents are employees of Oakland and are eligible for tuition assistance.

oakland.edu/uhr

Compensation Training for AP Managers



UHR Salary Guideline training meeting summary. (Eric Herppich lead contact)

- Conduct a review of the position description and the minimum and desired qualifications with UHR **prior** to posting an open position.
- It is important for an employee with the supervisor to review the Position Description during the annual performance review process.
- Effective July 1st Personal time will cease and will be made up in Vacation time. Full time employees will accrue 16.67 hours per month. Vacation hour accrual is capped at 300 but the payout at resignation/retirement remains at 264 hours.
- Understand definitions in the Salary Guidelines

<https://www.oakland.edu/Assets/Oakland/uhr/files-and-documents/2020%20SALARY%20GUIDELINES.pdf>

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Cornerstone Update



cornerstone
Talent Management Suite

cornerstone
RECRUITING

cornerstone
PERFORMANCE
LEARN & GROW



cornerstone
LEARNING

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COLLABORATE

Cornerstone Update



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Cornerstone Update



Unlock your workforce and organizational talent with world-class performance management

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Cornerstone Update



A competency is a set of behaviors gained through knowledge, skills and experiences that contribute to successful work accomplishment.

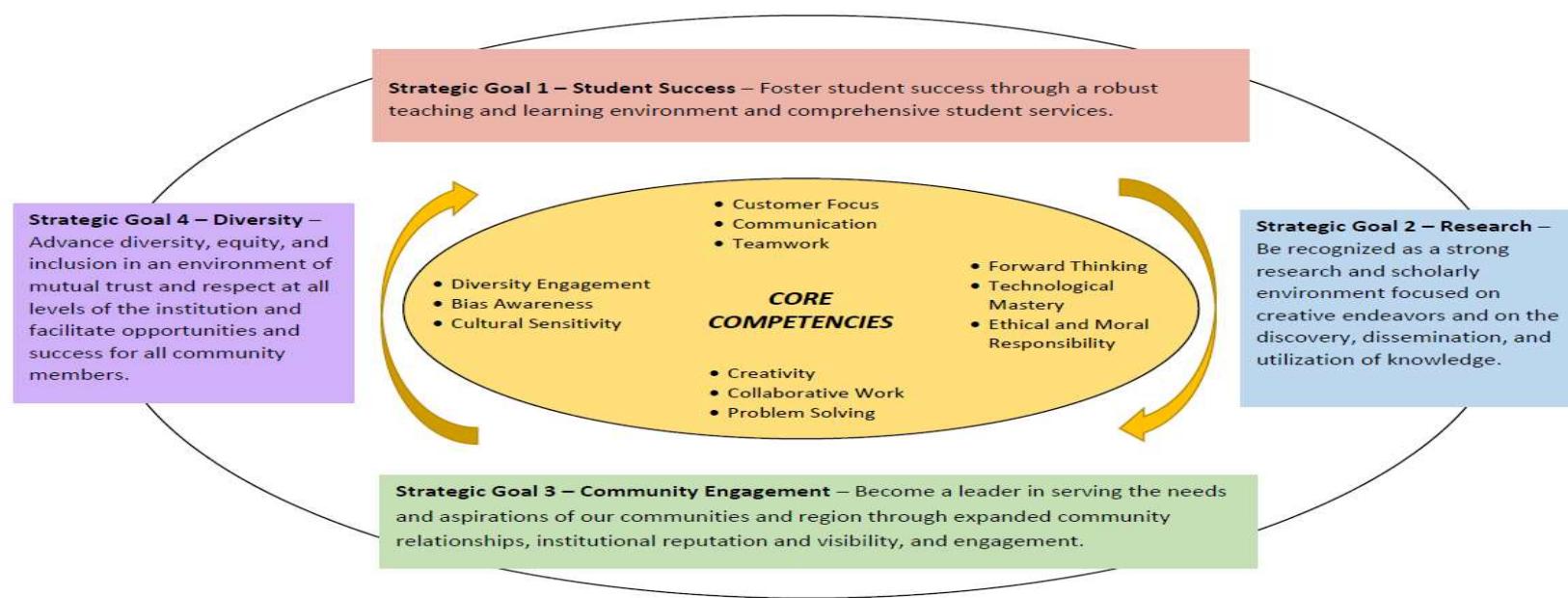
- Competencies reinforce the Mission, Vision, Strategic Goals and Strategic Priorities

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Cornerstone Update



Mission Statement: Oakland University cultivates the full potential of a diverse and inclusive community. As a public doctoral institution, we impact Michigan and the world through education, research, scholarship and creative activity.



Vision Statement: Oakland University will unlock the potential of individuals and leave a lasting impact on the world through the transformative power of education and research.

DRAFT 01/2019

Cornerstone Update



Build	Apply	Leverage	Master
Build is defined as learning and completing basic and routine tasks or contributing with supervision	Apply means contributing independently, increasing in expertise and ability.	Leverage means performing more complex work spanning a wide variety of situations, including novel and unique situations, contributing to the development of standards, using Subject Matter Experts and those in the “Master” stage.	Master means serving as a functional/ technical mentor, performing the most complex work, developing standards and developing capability throughout the organization in the competency area.

Flexible Work Arrangements Update



Flexible Work Arrangements Committee Mission Statement

"The expansion of workplace flexibility helps balance the demands of work and personal life and promotes employee well-being, retention, and achievement of Oakland University's Strategic Plan initiatives."

The University's Flexible Work Arrangements Committee completed the initial stages of its charge from President Pescovitz to research, develop, formalize and implement a system of flexible work arrangement oversight here on campus in June of 2019.

FLEXIBLE WORK ARRANGEMENTS

A Letter from President Pescovitz:

Welcome to the Flexible Work arrangements web page. Oakland University is committed to promoting a culture of flexibility with arrangements as one of many ways to better serve our faculty and staff, and to move Oakland University one of the most desirable places to work in Michigan.

This work arrangement option you will learn about here are the outcome of internal and external research that focuses on addressing employee needs and performance requirements in ways that intend to enhance morale, job satisfaction and overall productivity.

The University continues to explore opportunities to enrich workplace flexibility while honoring collective bargaining agreements and employment guidelines. If you are a current University employee, I hope you look forward to learning more about our efforts. If you are a prospective employee, I am confident you will find that flexible work arrangements are among many ways we strive to be supportive and empowering work environment for our faculty and staff.

Sincerely,

Debra Hatch-Pescovitz, M.B.A.
President

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Flexible Work Arrangements Committee Members:

- Jo M. Zimmerman, Co-Chair; Assistant Vice President, Academic Human Resources;
- Robert Wilson, Co-Chair; Associate Vice President for Human Resources;
- Barbara Ainslie, Assistant Professor, OUNW;
- Cecilia Gómez Muñoz-Carr, Office Assistant, Graduate Study;
- Michael Goggin, Co-Chair, SEDS;
- Heidi Lyons, Associate Professor, CAS;
- Michelle Palusz, Associate Provost;
- Michael Rose, Chief Information Officer;
- Mark Crotty, Director, SIS;
- Marie Verdunek, Assistant Director, UHS;
- Joanne Wilkerson, Associate Professor, CAS;

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Flexible Work Arrangements Update



Flexible Work Arrangements are different than pandemic remote work.

Pandemic remote work requires that managers look at the ability to social distance and safely meet, potentially rotating employees remotely as we return to campus or flexing shift start and end times.

Pandemic remote means that employees may not be able to have the most professional home set up, and employees may have to deal with kids or family members quarantining. Pandemic remote work may have led to frequent work interruptions, less than private office set up situations, and most employees quite often doing the best with the technology they could take home with them. During the stay at home order, most everyone was allowed to perform their job in a remote manner, as physical offices were closed or minimally staffed and most classes were virtual or hybrid.

FLEXIBLE WORK ARRANGEMENTS

A Letter from President Pascoff:

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- Lakshmi Gopal Munis-Carr, Office Assistant, Graduate Study
- Michaela Pekarik, Co-Chair, SEDCS
- Hale Lyons, Associate Professor, CAS
- Michelle Palusz, Associate Professor
- Michaela Pekarik, Chair, International Office
- Marla Crotty, Director, Office of Inclusion & Diversity, SWS
- Marie Verdunek, Assistant Director, University Recreation and Well-Being
- Joanne Wilkerson, Associate Professor, CAS

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Flexible Work Arrangements Update



Term	Definition
Adjustable Meal Period	Using up to two hours of a meal period to take care of personal business while still working a full work day
Compressed Work Week	40-hour work week compressed into fewer than five work days 80-hour work week compressed into fewer than ten days
Flex Time	Fixed starting/ending in which the employee works a 40-hour work week on a schedule other than 8am - 5pm over a five-day week. Day-to-day start and end times may vary.
Shift Swaps	Employees can exchange shifts with each other and exercise some control over when they work. In some cases they may also be empowered to take extra shifts and/or give shifts away.
Remote Work	All positions have a primary campus work location designation of an Oakland University owned or leased facility. Alternative locations may be supported for short periods and do not change the primary work location for a position. Employees may work from alternative locations, such as their home, for part of their regular work week.

Flexible Work Arrangements Update



- All employees are eligible to apply for Flexible Work Arrangements. Collective Bargaining Unit employees (i.e., represented) must comply with rules outlined in their respective Collective Bargaining Agreements. An employee should discuss options with their supervisor and must complete the Flexible Work Arrangement Request Form at least two weeks prior to beginning the proposed arrangement.
- Employee supervisors are responsible for approving all FWA requests.

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Flexible Work Arrangements Update



- Flexible Work Arrangements should be based on a thoughtful conversation about job duties, ability to work from home or flex hours some or part of the work week in a more permanent professional manner.
- Expectations for availability, office set up, communication as well the ability of the office to cover walk-in traffic should be discussed before the request is approved.
- All employees are encouraged to use the FWA toolkit [worksheet](#) to begin to think about how job duties can best be carried out with the flexible work arrangement they wish to incorporate into their work week.

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Flexible Work Arrangements Update



Next Steps for Flexible Work Arrangements

- The University-wide Flexible Work Arrangement Committee will reconvene to review the current FWA guidelines and consider revising and expanding practices.
- The AP Association Work Life Balance Work Team has reviewed the current FWA Guidelines and has prepared recommendations for the University-wide FWA Committee.
- AP Association encourages APs to review the FWA website, tools, and resources at oakland.edu/fwa
- AP feedback can be submitted at <https://forms.gle/q4fNmr5truqk5dZx7>

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Return To Campus Update



GRIZZLIES TOGETHER AGAIN

- Vaccinations strongly encouraged
- Make vaccinations easily accessible
- Maintain responsive vigilance and protection policies
- Return to campus communications updates including status of FWA will be forthcoming

oakland.edu/return-to-campus



Q & A

**Remember to utilize the Q & A
function on zoom to submit a
question**

