

## **AP Association Executive Committee Minutes December 18, 2019**

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

**Guests:** Hnou Vue, Kelsey Zuchowicz, Ann Voorheis and Joel Morrah.

**Approval of Minutes** - October 30 and November 20, 2019 minutes approved.

### **Treasurer's Report - No change.**

- OU account: \$3,183 and OU Credit Union account: \$3,256

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

- Compensation Guidelines Update
  - Guidelines are finalized and will be reviewed by Legal for the final time.
- AP Manual
  - Still with the Legal department
  - Review not started, is next to be reviewed.
- Performance Management
  - Cornerstone software system has not yet been approved.
- Youth Policy is effective.
  - A Town Hall meeting will be held on January 28, 2020.
  - For questions on policy/event, contact Todd Walker at the OUPD.
- Total Compensation packet should be coming out in January 2020.
  - The packet was sponsored by an outside company.
- The \$5 Community Service Award is going to be University Wide to all Benefits eligible employees beginning this January, 2020.
  - Information to roll out soon.
  - Nominations will still be through the Carrot app.
- Discussed exit interviews and the sharing of results.
  - UHR reviews the exit interviews internally.
  - Data shared with the President's Cabinet and the Vice Presidents but not always the manager of an employee.

### **Old Business**

- APs Unite for the AUFD
  - The AP Sponsored Student Emergency Award ended up with 52 donors and a grand total \$4,147 was raised!
  - The impact that this can make for students is really amazing and shows the power of people coming together!

## AP Assembly Updates

- Great Upcoming PD sessions
  - AP Assembly and Diversity, Equity and Inclusion co-sponsored event “AP Assembly Diversity, Equity and Inclusion Recognition Luncheon” will be held on January 17.
    - Description: AP Assembly, with support from the Diversity, Equity, and Inclusion Council's funding, would like to recognize the efforts of the OU community in promoting a diverse, equitable, and inclusive campus. We invite ALL OU employees, including APs, CTs, Campus Maintenance & Trades, and OUPD. Join us, along with the Employee Resource Groups as we celebrate the progress we've already made, and take the opportunity to learn more about the various employee groups on campus.
    - All employee groups are invited!
  - OUWB, Student Affairs and Diversity, Equity and Inclusion co-sponsored event “Rising Above Expectations” with Christopher Coleman will be held on January 16.
    - Description: That we as a people would 'Rise Above Expectations' was truly Martin Luther King's dream. To do this, we cannot let circumstances dictate our actions or reflect our character; instead, let the situation sharpen our character enough to live our lives above reproach. This approach is the only way everyone can join hands and say, “free at last.”
  - OUWB sponsored event “Me Too Comes to Medicine: Transforming the Culture” with Reshma Jagsi will be held on January 28,
    - Description: Gender inequity and sexual harassment in medicine have gained increasing attention recently, in the context of broader cultural movements like #metoo and #TIMESUP and a landmark report from the National Academies of Sciences, Engineering, and Medicine. Not only are inequity and harassment problematic for their own sake, they can compromise the quality of care and research that professionals contribute. This necessitates formal training and education on this subject.
- Next AP Assembly Meeting: January 9, 2020 9 a.m. - 10 a.m. in Ambassador Room AB, Oakland Center.

## Work Team Updates

- **Community Service**
  - Work team includes Maria Ebner-Smith, Andrea Mill, John Cebelak
  - Proposal: 8 hours to all employees to complete Community Service Time Off.
  - Planning to write White Paper explaining and researching this topic.
  - Ties into OU's third strategic goal, “Become a leader in serving the needs and aspirations of our communities and region through expanded community relationships, institutional reputation and visibility and engagement”.
  - Benchmarking other businesses to review Community Service Time Off policies/processes.

- As of 11/20/2019, have received feedback from 15 businesses and all have some type of Community Service Time Off for employees.
- **Work Life Balance**
  - Work team includes Don Ritenburgh, Marie VanBuskirk, Maria Ebner-Smith.
  - FWA committee asked for data breakdown/review and planning to meet again after that data is collected.
- **Performance Management**
  - Work Team includes Anthony Gallina, Kristin Rohrbeck, Deb Cash
  - UHR possible purchase of Cornerstone software will be of assistance.
  - Determine how this ties into competencies.
- **Education**
  - Work Team includes Nancy Osmialowski/Everyone
  - Second co-sponsored AP Association and AP event of the 2019-2020 academic year will take place on January 29 1:30 p.m. - 3:30 p.m.
    - Reimaging your Career:Navigating Your Career Progression at OU: Join us for an AP Association/AP Assembly co-sponsored conversation with fellow OU employees who have transitioned between employee groups, divisions or positions. Our panelists, Carrie Buch, John Cebelak, Ben Fielder, Julie Hamilton, Jill Lawson, Christina Moore, Christina Riley ,Monique Smith and Tracey Zang, will share their experiences, career path and professional development mantras.
    - Register on UHR website.
  - Nancy, Maria, Kristin, Marie met in December 2019 to discuss possible event on “Managing Up”.
    - Considering panel event.
    - Will research more and will again in January 2020.
  - Possible topics: Educational Benefit info event, FMLA and Hiring Practices.
    - Nancy will connect with Kelsey.Zuchowicz
- All AP Meeting
  - End of May, 2020 is the goal.
  - Topics may include: AP Manual, Comp Guidelines.
- AP Association and Assembly elections
  - Anthony Gallina will connect with AP Assembly to move forward with upcoming election cycle in 2020.

### **New Business**

- Reminder: Executive Policy 714, if you are someone you know feels they are in a hostile work environment they can report it to UHR or anonymously.  
<https://www.oakland.edu/policies/human-resources/714/>
- Anonymous hotline [oakland.edu/audit/fraud-anonymous-tip-hotline/](https://www.oakland.edu/audit/fraud-anonymous-tip-hotline/).

## **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
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### **Upcoming PD**

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Register on UHR website