

**AP Association Executive Committee
February 20, 2019 Meeting Notes**

Attendance: Marie VanBuskirk, April Thomas-Powell, Andrea Mill, Kelly Gianetto, Tricia Westergaard, Jean Szura, Nancy Osmialowski, Don Ritenburgh, Maria Ebner-Smith, Patrycja Comello and Stephanie Lee.

Guests: Doug McCartney, Ann Voorheis-Sargent, Lauren Leve, Leanne Devreugd, Bani Bordoloi and Laura Christensen Saims.

Call to Order / Introductions

- Board members
- Introduction of Guests

Approval of Minutes - Minutes approved.

Treasurer's Report - No change.

Presidents / UHR Monthly Meeting Report

- **Flexible Work Arrangement Task Force update**
 - The FWA Task Force met last week and will meet again on February 21.
 - Recap = Options being looked at are:

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 workweek 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	Employees work from an alternative work location, such as their home, for part of their regular workweek.
-------------	---

- A second draft of a landing page created to educate the campus community was reviewed - final edits to come.
- Final edits are also being made to guidelines, FWA Request Form, and reviewing a Toolkit resource for approval at the next meeting.
- A roll event targeting employees and supervisors as well as a best practice panel are in the beginning planning stages.
- The FWA Task Force is also recommending regular (monthly) reports to Directors and VP's of Flexible Work Arrangement Request approvals and denials.

- **Compensation Committee update**

- The Compensation Committee has completed a first run through all guidelines.
 - Planning to re-review specific points regarding performance management and similar topics.
- Met on February 20 and reviewed the HR competency and ROI presentations.
 - The presentation on competency structure has been and will continue to be given multiple times to various campus partners in order to receive feedback.
 - The competencies are related to the OU strategic goals and are thought to be a long-term plan.
 - “Job Families” are to be created that places similar job characteristics together to assist in lateral moves and succession planning.
 - Retaining employees at higher rate is a desired goal for creating both competencies and job families.

- **UHR Updates**

- We are reviewing data regarding AP compensation and looking at where salaries stand in relation to the 2nd quartile.
 - More to come on this soon.
 - We asked UHR if it was calculated how much money they would need to get all employees who have been here more than a year to the second quartile.
- Market Pay and Midpoint definitions were sent to UHR so all AP's are on the same page.
- A second survey regarding the mentorship program will be sent to gain information on those who are firmly interested in participating.
 - Pilot program will be held in Summer, though most faculty will not be on campus.

- An OU Faculty member will be conducting a research study on the benefits of mentorship.
- The professional development interest survey was emailed by UHR on February 11.
 - Please inform Willie if it was not received by an AP.
 - This survey will allow UHR to gain information on interests of professional development topics and training for those across campus.
- AP Re-Reward
 - Previously known as a the AP Bonus Award.
 - Nominations will be sent out separately from all other AP awards.
 - Nomination cycle: April 1 - May 10
 - Online nomination form will be updated prior to cycle.
 - AP's can self-nominate and nominate other AP's.
- UHR will be running Leadership Academy (LA) internally after the completion of the current class in March.
 - A template for the new “in house” LA has been completed by faculty.
 - Current and past Leadership Academy participants met to discuss experiences.
 - A survey was also completed regarding new ideas for “in house” program.
- UHR running the program in house will save over \$10,000 after the first year and allow for to sustaining the program each year.
- Cabinet attended a presentation on this

Work Team Updates

- Quarterly communications/education session planning
 - Newsletters was emailed on February 14 to inform all AP's on AP Association topics.
 - Next event, *Best Practices for Hiring at OU*, will be held on March 12:30-1:30pm in Ambassador B of the Oakland Center.
- FWA Work team
 - Next meeting will occur soon to review updates from FWA Task Force.

AP Assembly Updates

- Dr. Pescovitz spoke at AP Assembly meeting on February 14
 - Successful event with a large number of AP's attending.
 - Dr. Pescovitz would like to speak at all AP Meeting in May.
- Dr. Lentini will speak at AP Assembly meeting on March 14.

- Elections for AP Assembly and Association will begin shortly - timeline listed below:

February 21 - Call for nominations open

March 15 - Call for nominations closed

March 28 - AP Elections Meet and Greet

April 1 - 14 - Elections Open

- Grand Idea - OU Grand Idea submissions are due by March 1
 - Website to submit proposal: oakland.edu/president/idea

New Business

- Tuition Assistance Benefit
 - Due to grade scale change, 2.0 requirement for undergraduate classes will be updated to “C” final grade requirement.
 - Due to grade scale change, 3.0 requirement for graduate classes will be updated to “B” final grade requirement.
 - Discussion: If an AP were to earn a final grade below the requirement but the grade satisfied the degree requirements for the program, should the AP have to retake it?
 - AP Association will research best practices at other institutions.
- All AP Meeting - considering May 2019.
 - Last year the meeting was held in the Human Health Building. Considering that location as well as other buildings on campus.
 - More details to come.

Old Business

- At last meeting, discussion was held regarding the process of reporting unethical behavior
 - If employees' want to report anonymously they should use the whistleblower hotline. <https://www.oakland.edu/audit/fraud-anonymous-tip-hotline> or search fraud and anonymous tips hotline on OU's website. When you go to this page you will see it says *Concerns can be submitted anonymously. This form is e-mailed directly to the Internal Audit Department via our Web server and your e-mail address is not visible anywhere unless you choose to include it. The form does not record any personal information (such as an e-mail or IP address) unless you provide it.*
 - This page also has a link to the state's Whistleblowers' Protection Act:
 - If it a complaint of harassment of any kind would like be handled through the Diversity & Inclusion office.
 - In any event if someone comes to UHR or Diversity & Inclusion and it is determined that it should be handled by the other office they will be told who to report to.

GOALS

- **2018-2019 Goals**

- Education

- Education - Host sessions focused on benefits, compensation, and other policies.
- Outreach/Communication - Send out quarterly communication to all APs.
- Compensation - Review and recommend changes to compensation guidelines.
- Well-Being/Work Life Blend - Review and recommend best practices for flexible work arrangement guidelines.
- AP Manual Knowledge - Review AP manual and suggest edits and updates.

Adjournment Announcements

- Next Meeting: March 20, 2019 from 11:30 a.m. - 1p.m. in the Lake Erie Rm of the OC
- Save the date to learn about *Best Practices for Hiring at OU* on March 11, 2019 from 12:30-1:30pm in Ambassador B of the Oakland Center.