

**AP Association Executive Committee
June 19, 2019 Minutes**

Attendance: Andrea Mill, April Thomas Powell, Maria Ebner-Smith, Anthony Gallina, Stephanie Lee, Marie VanBuskirk, Kristin Rohrbeck and Nancy Osmialowski.

Guests: Dan Arnold.

Approval of Minutes - May 8, 2019 minutes approved.

Treasurer's Report - No change.

Presidents / UHR Monthly Meeting Report

- Flexible Work Arrangement Task Force update
 - Town Hall sessions were held the week of May 20 and May 27.
 - Notes were taken at the supervisor training and answers to these questions have been placed on the FWA Frequently asked questions page.
 - The FWA website went live June 10 at <https://www.oakland.edu/fwa/>.
- The committee met on June 18, answered all questions from the Town Halls and those will be added to the FAQ.
 - Common questions regarding the lunch hour, working more than 10 hours per day.
 - Lunch hour or 30 minute lunch is encouraged but not mandatory but is subject to the supervisor.
 - All decisions are subject to the supervisor, as each department looks and functions differently.
 - The key is that employees must work 40 hours.
 - Committee will continue to meet on a routine basis.
- As of June 18, 80 applications have been submitted and 24 have been approved.
- Final edits continue to be made on the request form to fix issues as they arise.
- Resulting from a discussion regarding technology needs, the committee is working on a tool listing certain technology staff might need in order to do remote work so supervisors are aware of these needs - work laptop, VPN Access, how and where to store info remotely etc.
- UTS is also working on a voicemail to email system (would allow voicemails to convert to emails).

- If issues arise regarding entire departments/units/schools not being able to participate, please let AP band representatives know. The committee is continuing to meet to discuss implementation and assessment.
- **Compensation Committee update**
 - Next meeting July 1, 2019.
 - Guidelines were presented the President's cabinet for approval.
 - April Thomas-Powell, AP representative on the committee, will follow up regarding when it will be posted online.
 - The Cabinet has determined across the board increase and should have band adjustments, if any, figured out by the end of June 2019.
 - All AP's will be notified of their increase via a letter by mid July.
 - Compensation Committee will continue to meet to discuss additional initiatives.
- **UHR Updates**
 - UHR has reviewed data about AP compensation and where salaries stand in relation to the 2nd quartile.
 - If applicable All AP's will be notified of a possible change via a letter by last July.
 - Performance Evaluation process is to be completed by June 21.
 - As of the week of June 10, 160 APs have not yet entered goals.
- **Mentor Program**
 - Program has launched and consists of 23 mentors and 23 Mentees, including Ron and Willie as well as CTs and Faculty.
 - **Leadership Academy info sessions were held in April.**
 - New format started in May 2019 and feedback is positive.
 - **AP Re-Reward**
 - Thank you to AP Association for reviewing this process earlier this year and congratulations to those that received the AP Reward!
 - During the 2018-2019 year, the Re-Reward was advertised heavily, the form was edited for clarity and self nomination was an option.
 - AP Association has asked for a breakdown to show the salary of those who received it as well as how many were self nomination vs. peer etc.
 - **AP Community Service Award Pilot**
 - Dr. Pescovitz requested that a program be developed using outside funding that would allow employees to recognize their peers performing community service. Each employee is given the opportunity to send one \$5.00 reward to any other benefit eligible employee. The CARROT app will display the "OU Community Service Pilot Program". In CARROT, employees should tap the box where the instructions are available on how

to recognize the employee of your choice. The recipient employee will be notified by email that they have been recognized and to open the CARROT app to receive their gift. The person giving the award is anonymous. Even though employees can give one award, employees can receive multiple awards.

- Only 7 people have been nominated as of June 19, 2019.
- **AP Manual feedback was not provided at the last meeting with UHR.**
 - This should be a topic of the July meeting with UHR.
- **AP Association presented a proposal to revise the tuition assistance program.**
 - AP Association asked the minimum grade requirements for employees and dependents utilizing the Tuition Assistance and Tuition Waiver benefit be changed to a 1.0.
 - This was discussed verbally and was also a written request.
 - UHR may review as final edits to the AP Manual are discussed
 - UHR will begin benchmarking grade requirements at Michigan public institutions to further examine AP Association point that grade requirements, especially for undergraduate classes, are arbitrary.
- **13 Lowry Teachers will become APs as of July 1, 2019.**
 - This change moved these individuals from independent contractors to full AP status.
 - AP Association was recently informed of this and like all new AP's, will be welcomed by a joint letter from AP Association and Assembly.
Welcome new Lowry AP's!

Work Team Updates

- Quarterly communications/education session planning will continue.
 - Two education sessions have been added to the AP Calendar and the UHR training website for registration purposes: 1) Update on the New Compensation Guidelines on July 24 and 2) Understand the AP Manual on August 24.
 - These sessions are follow up items from the All AP Meeting on May 30, 2019.

AP Assembly Updates

- 2019-2020 AP Assembly E-board will begin July 1, 2019 with Dan Arnold serving as President. Welcome Dan!

New Business

- All AP Meeting was held on Thursday, May 30, 2019 12 p.m. -1:30 p.m. in the Gold Rooms, OC.

- Good turn-out and also had AP's use the live-stream capability.
- All AP Meeting Feedback
 - Topics included Community Engagement, AP Manual Review, Compensation Guidelines, Flexible Work Arrangements and Competencies.
- Susan Hartman will replace Bani Bordoloi as J-R Rep, as Bani is transitioning into a new role outside of OU.

GOALS

- **2018-2019 Goals**
 - 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

- **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, July 24·11:30 am – 12:30 pm. This session will be immediately followed by AP Association Meeting – from 12:30-1 p.m. in the Lake Michigan Room.**
- **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, August 21 11:30-12:00.** This session will be immediately followed by an AP Association Meeting – Oakland Center, Lake Michigan Room.