

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

**Attendance:** Andrea Mill, April Thomas Powell, Kristin Rohrbeck, Don Ritenburgh, Maria Ebner-Smith, Anthony Gallina, Tricia Westergaard, Stephanie Lee, Marie VanBuskirk, Patrycja Comello and Nancy Osmialowski.

**Guests:** Bani Bordoloi, Mike Crum, Ann Voorheis, Deb Cash, Susan Hartman, Dan Arnold and Doug McCartney.

**Approval of Minutes** - Minutes approved.

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

**Presidents / UHR Monthly Meeting Report**

- **Flexible Work Arrangement Task Force update**
  - Academic UHR has a few additional to add to the landing page - should be the last additions,
  - Dr. Pescovitz 's message has been completed.
  - FWA Tas Force is finalizing and testing the request form.
  - Planning to hold two dates to train supervisors.
    - Plan to roll out in an employee town Hall after supervisor training.
  
- **Compensation Committee update**
  - The Compensation Committee has . . .
    - Completed the first run through of the Guidelines and will review them one more time before they are posted online.
      - Goal - To be posted by the Summer 2019.
    - Performance Management language will be removed until new performance management system is created/implemented.
  
- **UHR Updates**
  - We are reviewing data regarding AP compensation and determining where salaries stand in relation to the 2nd quartile.
    - Additional information soon.
    - AP Association also asked if UHR has data on how much money they would need to get all employees who have worked at OU more than a year to the second quartile.
      - Additional information soon.

- Announcement letter regarding training for the mentorship program coming soon!
- The professional development interest survey was emailed by UHR on February 11 - results listed below:
  - 397 (258 were APs) OU employees responded and the results provided UHR with great feedback
    - 252 people wanted leadership training
    - 50% wanted more training for growth and new opportunities
    - 46% wanted to sharpen their skills for the current jobs
- AP Re-Reward
  - Nomination form is currently in editing phase
    - Nomination cycle: April 1 - May 10
  - APs can self-nominate and nominate other APs.
- UHR will be running Leadership Academy (LA) internally after the completion of the current class in March 2019.
  - The new LA proposal has been completed and the reviews are positive.
  - Waiting on funding approval.
  - AP Association asked for a description of Leadership Academy as well as the application process to be listed on the UHR
- The Core competency plan was presented to Cabinet.
  - Next steps involve meeting with more groups on campus to establish competencies for their employees.
  - UHR is currently researching other universities where competencies are being used to determine impact.
  - AP Association asked to determine how people will know if a competency has met.
    - Information to come.
- AP Manual feedback should be coming in April meeting with UHR.
- Youth Policy Committee meeting to present a policy about minors on campus to Administrative Council.
  - Date of meeting to be announced soon.
- Educational Benefit: Last AP Association meeting, E-Board discussed that Faculty have no grade requirements in order to qualify for OU's free tuition benefit, but that AP's do
  - Options being discussed: Appeal process, removing grade requirement, ect.
  - More information to come.

## **Work Team Updates**

- Quarterly communications/education session planning
  - Event was held last week - over forty people attended.

## **AP Assembly Updates**

- Grand Idea: a number of nominations were submitted and will be given to Dr. Pescovitz soon.
- AP Award Nominations are due March 20, 2019.
- AP Assembly and Association Elections: Meet and Greet will be held on March 28.
  - **April 1 - 14** - Elections Open

## **New Business**

- Professional Development Fund
  - Anthony Gallina discussed possible opportunity to create fund for AP's to use for professional development funds.
    - Will create sub-committee to determine options.

## **Old Business**

- All AP Meeting - dates in May have been presented to Dr. Pescovitz.
  - Looking for Dr. Pescovitz to speak for 20-30 minutes and then move to an UHR initiative.

## **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: April 17, 2019 from 11:30 a.m. - 1p.m. in the Lake Erie Room, OC