

## **AP Association Executive Committee Meeting Notes**

**October 30, 2019**

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

**Approval of Minutes:** September 25, 2019 minutes approved.

### **Treasurer's Report:**

- No change.
- OU account: \$3,256 and OU Credit Union account: \$3,183

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

- Ron Watson presented information regarding Flexible Work Arrangement to the Board of Trustees on October 14, 2019
  - Response from BOT was positive.
- Compensation Guidelines Update
  - Back from legal with significant changes and is currently being reviewed by UHR.
  - Will likely be brought back to Compensation Committee for review.
- AP Manual
  - Still in legal and review has not yet started.
  - Not likely to be completed before the December BOT meeting.
- Performance Management
  - Presented proposal to purchase Cornerstone to cabinet who asked for more information.
    - UHR staff is working to provide more references.
    - Association Presidents will be invited to a presentation to cabinet in the near future
  - PeopleSoft software system contract was renewed for three years and if Cornerstone is purchased, UHR believes having both systems will allow for a more seamless transition.
- Youth Policy is effective.
  - The policy and information on the process is on the OU website.
- Mentorship program was successful and will be returning in the 2020 year!

## Old Business

- AP Association wrote a formal memo regarding the proposed changes to the manual addressing the changes AP Association supports and those not supported.
- AP Sponsored Student Emergency Fund
  - Members of the AP Assembly, AP Association and APs campus-wide are joining forces to help OU students during the All University Fund Drive (AUFDF). A special fund is being created, the AP Sponsored Student Emergency Award, which will help students who encounter an unforeseen financial emergency or events which would otherwise prevent them from continuing their education at Oakland. Our goal is to have as many APs on campus as possible participating to create the maximum impact for students in need. To support this fund, choose AP Sponsored Emergency Fund Award (DAPSSE) or [make a gift online here](#). The AUFDF runs through Friday, December 6, 2019.
  - As of 10/30/2019, more than \$1,700 has been raised!
  - Currently, the AP Sponsored Student is within the Top 5 funds. If the fund remains in the Top 5, an additional money amount from the President's office would be awarded to the fund. Please promote!

## Work Team Updates

- Community Service
  - Work team includes Marie Ebner-Smith, Andrea Mill, John Cebelak
  - Benchmarking other businesses to review Community Service Time Off policies/processes.
  - Proposal: 8 hours to all employees to complete Community Service Time Off.
  - 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".
- Work Life Balance
  - Work team includes Don Ritenburgh, Marie VanBuskirk, Marie Ebner-Smith
  - 802 number of requests submitted (not 802 individual people), 283 approved with a large number of technical issues (saved, submitted, ect)
  - Comment from the AP Reps that the Help Desk is feeling the brunt of the Remote Work technology issues employees are experiencing.
- Performance Management
  - Work Team includes Anthony Gallina, Kristin Rohrbeck, Deb Cash
  - Will set up meeting asap.
  - Determine how this ties into competencies.
- Education
  - Work Team includes Nancy Osmialowski/Everyone

- First co-sponsored AP Association and AP event of the 2019-2020 academic year “Leading From Where You Are” to be held on Monday, November 25 at 1:30 p.m. - 3 p.m.
  - Description: Many people associate leadership with title or position, yet leadership can be enacted in any role. There are many ways to increase your own influence to create meaningful change across important areas of your life. In this session, we will discuss practical ideas, grounded in leadership research, for expanding how you think of yourself as a leader, how to seek out opportunities for creating positive change, and best practices for being heard.
  - Sign up: UHR website
- Second co-sponsored AP Association and AP event of the 2019-2020 academic year will take place in late January 2020.
  - Title and Date/time TBD but will consist of an all-campus panel of those individuals who have transitioned between employee groups (AP, CT, Faculty, ect) as well as those who have moved between divisions.
  - UHR will be represented on the panel.

### **New Business**

- Benefit Banner system is currently down (October 30, 2019) and UHR is working on fixing the issue. Issues was fixed on 10.30.19
- AP dependant educational benefit discussion
  - UHR current process is to give a list of names of qualified students to Student Financial Services (SFS) and SFS dispenses the reimbursement.
  - UHR is not involved in how tuition waiver and or scholarships are processes.

### **AP Assembly Report: NA**

### **Upcoming PD**

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- Sign up: UHR website

## **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