

AP ASSOCIATION
EXECUTIVE COMMITTEE
AGENDA

Friday, December 14, 2012
12:00 p.m.
Room 126 – Oakland Center

1. Approval of Minutes
2. Treasurer's Report
3. Monthly Meeting with HR
4. Meeting with Dr. Russi
5. Open Forum January 24th Noon Banquet A
 - a. Terry Stollsteimer, Associate VP for Facilities Management
 - b. Other topics?
6. Old Business:
 - a. Dues
 - b. Ultimate Fringe Benefit
 - c. Website Update
7. Roundtable

AP Assembly Questions for the President—2012

1. We have prioritized First Year students in a very important and meaningful way. Are there plans to improve/enhance services for Transfer Students during their first semester/year?
2. What are the future priorities for buildings/structures/facilities?
3. What do you attribute to our increase in enrollment this fall? What are the University's overall plans for continued growth?
4. Can you provide an update on the OU "branding" initiative?
5. The Student Retention Conference will be hosted by OU in March. What are your hopes for the outcome of this conference?
6. As you know, the university is incredibly lean, especially when considering the administrative side. Many AP's devote a small portion of their time towards trying to find ways to improve efficiency within their own units. However, because we operate in a super-lean environment, it can be incredibly difficult to find time to investigate new and innovative approaches or technologies, even though they may have great potential to improve overall efficiency. What is the university's plan to give units the resources they need in order to investigate new approaches and technologies? If it takes an initial resource investment to improve efficiency over the long term, what would be your recommendation to units that want to improve efficiency, but feel they don't have enough resources to invest in such activities?
7. AP's play a valuable role at Oakland University. Can you provide information on how AP raises are determined and prioritized among the employment groups?
8. Can you share with us how the Provost Search Committee was determined? We believe that an important role of a Provost is academic administration and an AP representative should have been included on the committee.
9. The AP Assembly is a BOT-recognized administrative-professional organization. We believe it is important that one member of the AP Assembly attend all Board of Trustee meetings to report back to the assembly and all AP's the important agenda items discussed and approved. We would appreciate your approval of our request of one member of AP Assembly to attend all Board meetings.
10. Existing space is always an issue. Is there a strategic plan for administrative office space in order to provide convenience and service to our students?

OAKLAND UNIVERSITY ALTERNATIVE WORK SCHEDULE

DEFINITION

An alternative work schedule is one in which an employee's work schedule varies from the customary work week of Monday through Friday, 8:00 AM – 5:00 PM and is mutually agreeable to the employee and his/her supervisor.

OBJECTIVE

Oakland University, in its aim to provide a model of socially responsible decision-making and ethical institutional behavior, seeks to provide efficient and effective customer service and an employee friendly environment by offering an alternative work schedule for its employees.

BENEFITS TO UNIVERSITY

Potential University benefits of an alternative work schedule:

- Improve work area coverage and extend the hours of service to internal and external customers.
- Increase employee productivity, retention, and morale.
- Reduce employee stress, tardiness and absenteeism.
- Be advantageous for recruiting talented and trained professionals.
- Make better use of equipment and facilities by reducing idle time.
- Adapt to the global changing work environment as OU continues to set the standard as an employer of choice.

BENEFITS TO EMPLOYEE

Potential employee benefits of an alternative work schedule:

- Less time commuting during a given week thus reducing fuel consumption.
- Reduce employee costs for childcare and other daily work-related expenses.
- Allow for more convenient time outside of work to take care of personal responsibilities; as a result the employee can be more focused on the tasks at hand during their scheduled work time.
- Offer greater employee satisfaction which improves morale and productivity.

SCHEDULE

- Departmental coverage must include staffing to provide efficient and effective services. To the extent possible, staff must coordinate a backup plan and those schedules must avoid overlap of days off.
- Maintain core operating hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

ALTERNATIVE WORK SCHEDULE

September 2008

- Alternate work schedule hours: Any work schedule, Monday through Friday, between 7:00 a.m. – 6:00 p.m. or as determined by agreement between the employee and supervisor. Any change in an employee's work schedule must not negatively impact the provision of public services and the service hours of the unit.
- Breaks and/or lunches may not be used to adjust the work schedule.
- Each unit will be responsible for developing a work schedule designed to provide coverage of core operating hours based on the specific business/academic need of the unit.
- Alternate work schedules must be presented in writing and approved by the administrative head of each unit.
- Employees are expected to notify supervisors as soon as possible if they are unable to adhere to their schedules.
- It is the responsibility of the supervisor to verify and ensure extended hours are maintained and adhered to.
- Holiday pay remains at the standard 8 hours. This may require an adjusted work schedule for the holiday week by either supplementing recorded work hours with accrued vacation or personal time or by reverting back to the standard 8-hour work day for the holiday week.
- Vacation/sick time used for a day will be equivalent to the scheduled work time for the affected day(s).
- The total hours worked in one week shall not exceed 40 hours unless overtime (not applicable to exempt staff) is authorized.
- The alternative work schedule is a privilege and may be discontinued at any time and for any reason at the sole discretion of the administrative head.
- Implementation of an alternative work schedule must be consistent with applicable collective bargaining agreements.