

AP COMMITTEE

AP Survey Results

Administrative Professional (AP) staff at GVSU were surveyed in Fall 2022 with 344 respondents, representing 39% of AP staff. This is an increase from the 243 responses to the 2021 survey. For the first time, Adjunct AP staff were invited to take the survey this year; 26 responded. The intent of the survey was to measure job satisfaction as it relates to the following categories: inclusion and equity, recognition, communication, and compensation and benefits.

[View Executive Summary](#)

[View Quantitative Results](#)

Nominations Open for AP Awards

AP Awards are presented to Administrative Professional employees at the annual AP Luncheon each Spring. The Luncheon is hosted by The Office of the President, Human Resources, and the AP Committee. The AP Awards recognize both team and individual accomplishments as selected by a group of peers. AP employees can be nominated by GVSU students, faculty, or staff, and nominations are then reviewed by the [AP Awards Selection Committee](#).

The due date for 2023 AP awards nominations is February 17, at 5:00 p.m.

[Submit a Nomination Now](#)

Proposed Group Representation & Bylaw Updates

Can you name your AP Group number? The AP Committee has listened and realized most AP cannot. We have [a proposal to switch how we establish Groups from buildings to Division](#). We would love to hear your feedback on it and how we can best represent you. We also have some needed Bylaw updates to review. We have both proposals out for your review and would appreciate your feedback at an [open session on Thursday, January 5 at 3pm](#). Thanks to the hard working members of the AP Committee that have gotten us to this point for these recommendations.

AP Committee Vacancies

Are you interested in joining the AP Committee? Please [submit an interest form](#) for any of these open positions below:

- Executive Committee – Group 1
- Professional Development Committee – Group 1
- Salary and Benefits Committee – Group 6

[Find your group representative](#) and feel free to contact them with any questions or concerns you may have.

Vacation Rollover Reminder from Human Resources

In 2020 and 2021, the university increased vacation rollover. We intend to return to the normal policy (200 hour rollover) by 2024. Please review the increased vacation rollover for the upcoming year:

- **2022 rollover for January 2023:** Rollover a max of 250 hours
- **2023 rollover for 2024:** Rollover a max of 200 hours (standard rollover)

It is crucial for GVSU staff and faculty to use allotted vacation time as it impacts the overall health and well-being of our workforce. While it's important to show up and perform responsibilities, it's equally important to spend time resting and recovering to avoid burnout. Please connect directly with your supervisor as they are encouraged to work within their teams to **ensure all employees are taking vacation time for proper rest, recovery and work-life balance**.

Note: This exception does not impact the vacation payout maximum (160 hours) for any employee separating from GVSU.

LEADING LAKERS Leadership Pilot Program

In response to feedback from the AP Committee, GVSU affinity groups and the broader community, and in alignment with Reach Higher 2025, a group of faculty and staff from our campus community is in the process of developing a university-wide leadership development program. We will be launching the resulting pilot program in February 2023. Our goal with the initial pilot is to design a mid-tier leadership development program, while also gaining insight from individuals representing different areas across the university to strengthen the program in the future.

The pilot program will consist of 20-25 individuals participating in 6 interactive, in-person sessions. Your commitment to attending each of these sessions is required. Due to the limited number of seats, those interested will complete an application.

[Apply for the Leading Lakers Pilot Program](#) by January 13, 2023.

Meeting Minutes

The AP Committee meeting minutes can be accessed on the [Meeting Minutes Archive page](#).

[Group Representation](#) | gvsu.edu/ap | apcommittee@gvsu.edu

1 Campus Drive

Allendale, MI 49401

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