

Administrative/Professional Committee Meeting

November 15 – 302E DeVos - 2:00 - 4:00 p.m.

Attendance: Kate Stoetzner (chair), Mandi Bird, Forrest Clift, Luanne Brown, Brian Cole, David Feenstra, Chris Hendree, Diane Laughlin, Marnie Parris-Bingle, James Rademaker, Scott Richardson, Brad Wallace

Guest: Neal Rogness, (Statistics Dept.) discussed **MYGVSU – Climate Study**

- It will be an anonymous email climate study survey sent to the whole University community
- Neal passed out a Talking points card and there is a website www.gvsu.edu/mygvsu for more info
- The last climate study was 2005
- This year's study is sponsored by the Division of Inclusion and Equity office
- Launch date for the survey is Feb 1st and will run until Feb 14th 2011
- They are working on various marketing ideas to get the large number possible to complete the survey
- They are working with a consultant from Penn State to develop the appropriate questions
- Using student focus groups to help develop questions for survey as well
- Survey to take about 30 minutes
- They are working on ways to understand the results of the survey and take action once the surveys are completed and results tallied
- We will be able to see results specific to GVSU AP feelings and perceptions

Subcommittee Updates

Awards Sub Committee

Marketing campaign for nominees is underway. Email blast sent out to all A/P and students today. Table top tents advertisements at eateries. At this time no plans to use the Lanthorn.

AP Open Forum

May 10th 11:30a-1p KC 2204

Professional Development

Need a representative from group #2 and #6 to help support the PD committee and be a moderator at excellence series sessions. Brian Cole (6) and Chris Hendree (2) to help find and appoint members to finish out respective terms.

Nomination/Election process for next year's committee members

- Place info in luncheon invitations as a marketing tool for the election/nomination process
- Nominations will start April the 25th with the election process running May 11th – 18th
- Paper handouts will be at each table at the luncheon to nominate individuals for committees

Salary and Benefits

- Clarification of question regarding equal representation of AP members to AP groups. Is there a way to distribute from banner instead of by department or location? S&B committee would like to look into this question more in efforts to place individuals into groups more evenly. AP committee gave approval for them to go ahead with their request.
- Jim Bachmeier spoke about the financial health of our University at their last meeting. Overall he has a positive outlook.
- Dave Smith spoke to the group concerning the new health care plans and open enrollment.

Public Safety – No update

University Leadership Team – No update, did not meet

AP Luncheon

- April 28th 11:45a-1p KC Grand River Room, 50th Anniversary Theme
- Still looking for Keynote speaker. Discussed the possibility of having Steve Lipnicki talk about the future of GV “the next 50 years” what are the challenges as the campuses are growing downtown and Allendale. Looking for other speakers as well.
- Luncheon invitations will be sent out via electronic this year vs. paper mailer

Other Business

There was a reimbursement of expenses question. Clarification of using receipts and expense reports? Timeframe of getting money? This may not be consistent across all departments.

Next meeting

Dec. 20th 3p-5p KC 2201 guest speaker to be President Haas
Chairs of sub-committees will be invited to attend this meeting

Respectfully submitted,
Brad Wallace