



**AP Committee Meeting
Thursday February 2nd, 2017, 3:00 pm
1100 Zumberge Hall**

Minutes

Present:

Colleen Lindsay-Bailey (Chair), Tim Marroquin, Karen Matchett, Samantha Minnis, Amanda Pitts, Jenna Poll, Cathy Skene, Joshua Stickney, Devereaux Butler (Ex Officio, Human Resources).

Absent:

Garron Lucius, Jarrett Martus, Rence Meredith, Casey Thelenwood, Mary Albrecht (Ex Officio, Provost's office)

1. The chair convened the meeting at 3:00.
2. The minutes from the January 5th APC meeting were approved as written.
3. Guests: Shaily Menon and Melissa Baker-Boosamra gave a presentation about Grand Valley's comprehensive approach to civic engagement. We are committed to community outreach, to bringing students into the community through curricular, co-curricular, and scholarly initiatives, and to educating students about the structures, principles, and responsibilities of our democracy. Civic engagement activities are high impact experiences (think: research, internships, etc.), which are consistently shown to have significant, positive impacts on students. Civic engagement is extensively integrated into the university's current strategic plan. The Office for Community Engagement (www.gvsu.edu/community) includes a trove of resources for those interested in broadening and deepening their civic engagement, as does the Campus Compact website (www.compact.org). Campus Compact is a national coalition of over 1,000 colleges and universities—including our own—that is committed to the public purposes of higher education.
4. Officer and Liaison Reports
 - a. Chair: Colleen
 - A joint statement of inclusion, signed by Colleen, the President of the Student Senate, and the President of the University Academic Senate was sent to the campus community subsequent to President Trump's executive order banning people from seven predominantly Muslim countries from entering the U.S.
 - Colleen has reached out to the Division of Inclusion and Equity to offer assistance with the implementation of the recent Climate Study. AP Committee members interested in participating may contact her.
 - Information regarding events observing Black History Month can be found on the website of the Office of Multicultural Affairs (www.gvsu.edu/oma).
 - Information regarding events commemorating the 20th anniversary of the Women's Center can be found at their website (www.gvsu.edu/women_cen)
 - At the most recent UAS meeting, the coordinator for the MLK Commemoration Week thanked all staff and faculty who participated in the events.

- The search for Provost Davis' replacement continues. Jan Joseph withdrew her candidacy, compelling the search committee to bring in two additional candidates to provide the campus community with a broader pool—rather than an either-or choice between the two remaining candidates. James Hinterlong gave his presentation and Q&A on Tuesday, Jan. 31. Ian Davison will present on Monday, Feb. 6.
- b. Secretary: Josh
- Josh reached out to the CLAS Dean's office, HR, and the Provost's office for an update on the creation of senior-level positions for the lab supervisors in CLAS. No details were available at this time, but the goal is to have a structure in place by the beginning of Fall 2017.
- c. Awards Subcommittee liaison: Jarett (absent)
- Nominations are open via the APC website; the due date is Friday, March 17th. Karen will send a reminder to all AP staff members. APC members will be encouraging nominations at their department meetings and have renewed last year's pledge to generate at least one award nomination each.
- d. Salary and Benefits Subcommittee liaison: Jenna
- S&B is nearing completion of a FAQ page to be linked to the APC website, which will address issues commonly shared by AP staff members with their S&B representatives.
 - The Benefits office contracts a third party to do due diligence on the funds from which staff members may choose within their retirement plans. Subsequent to this on-going monitoring, changes may be made to the menu of funds that is made available.
- e. Professional Development Subcommittee liaison: Cathy
- Cathy will be leaving GVSU as of Friday, Feb. 10th. A new PDS liaison will be appointed, and Colleen will reach out to Group 5 staff members who have run for a seat on the APC in the past to see if a replacement can be found to serve out the remainder of her term (which concludes this spring).
- f. Public Safety Committee Liaisons: Amanda and Garron
- There have been no grievances, so the PSC has not met.
- g. Communications Officer: Karen
- A call for award nominations will be sent early next week, with a regular monthly newsletter to follow separately.
- h. Webmaster: Samantha
- The question form for the Open Forum is now available.
 - All information and deadlines relevant to the AP Awards are now up to date on our website.
- i. HR Liaison: Dev
- "Supervisor 101" training is commencing. The program consists of three two-hour sessions and was implemented in response to a concern raised at a past AP Open Forum.

- The second cohort of staff members, selected by the President's cabinet, is beginning the Inside Leadership program. HR hopes to continue to offer this program twice per year, targeting—for the time being—staff members at or about the level of “director”.
 - We need to start gathering information and moving forward with our next generation of performance management, i.e. the program that will replace ePDP. Dev will provide a list of questions to Karen, who will make them available via Survey Monkey, with the goal of having responses to bring to our March 2nd meeting.
 - The old new-hire orientation program has been repealed and replaced with something terrific.
 - Sue Lindrop has retired; Luis Lozano is the new Employment Manager.
- j. Luncheon Subcommittee: Amanda, Samantha, and Josh
- Awards Luncheon is scheduled for Thursday, April 20th, 11:30a-1:00p, in KC 2250.
 - Plans are well underway. The full committee voted on menu options, selecting a classic Caesar salad, stuffed chicken breast with goat cheese and sundried tomatoes, penne with marinara sauce, Italian seasoned green beans, mini brownies, and cappuccino mousse parfaits.
- k. Forum Subcommittee: Colleen, Rence, and Josh
- Open Forum is scheduled for Wednesday, May 3rd, 11:30a-1:00p, in KC 2204
 - A question form is available on the APC website. We encourage the submission of questions ahead of time so that we know we will have subjects to address, but questions will also be taken from the floor at the Forum.
5. The meeting adjourned at 4:20. Our next meeting will be Thursday, March 2, 2017, 3:00 p.m.-4:30 p.m. in 3001 Seidman College of Business.

Minutes submitted—Joshua Stickney, Secretary