



**AP Committee Meeting
Thursday October 6th, 2016, 3:00 pm
3000 Zumberge Hall**

Minutes

Present:

AP Committee: Colleen Lindsay-Bailey (Chair), Rence Meredith (Vice-Chair), Garron Lucius, Jarrett Martus, Karen Matchett, Samantha Minnis, Amanda Pitts, Jenna Poll, Cathy Skene, Joshua Stickney, Casey Thelenwood.

Salary & Benefits Subcommittee: Michelle McCloud (Chair), Sherry Barricklow, Michelle Cronk, Stephanie Dombrowski, Logan Weis.

Absent:

Jennifer Kamradt (S&B), Tim Marroquin (APC).

1. The meeting convened at 3:00 pm.
2. The minutes from the September 1st APC meeting were approved as written.
3. The appointment of Jarrett Martus to fill the vacancy in Group Six's representation on the APC was unanimously ratified.
4. Group discussion with the Salary & Benefits Subcommittee.
 - a. Items for discussion with the S&B Subcommittee included the following:
 - Pending changes in the Fair Labor Standards Act (See Minutes from Sept. 1 meeting), how affected personnel will be contacted, how we will come to compliance, and the role that the APC and S&B will play as the situation unfolds.
 - Advancement opportunities for AP staff members—paths for promotion that are equitable across all units/divisions. The S&B has looked into this question and explored what colleges and divisions do about this as an issue. They found that there is not a uniformed process across the university.
 - The use of ePDP as both a tool for both professional development and performance review, and the challenges such a dual purpose creates; also the degree of influence of performance reviews on salary increases.

Discussion was lively and yielded a list of questions that Colleen Bailey, Michelle McCloud, and Rence will present to Dev Butler, with a request for responses by our next regular meeting, scheduled for November 3rd.

5. Officer/Liaison Reports
 - a. Chair: Colleen
 - Sexual Assault Response and Student Support – many supports are in place through the Dean of Students Office and various other offices on campus. The University, Allendale

Township, and Consumers Power have come together to install permanent lighting along 48th street. Off-Campus landlords have come together in meetings for the past month to talk about safety, lighting and cameras at their properties.

- UAS Update:

1. Enrollment Report from Institutional Analysis:
http://reports.ia.gvsu.edu/snap/snap_f16.pdf
2. New Vice Provost and Dean of Students – Eileen Sullivan introduced herself to the UAS and specifically talked about efforts from the Dean of Students Office
3. Student Senate Programming – Many great programs coming from Student Senate this year; Solidarity March in support of Black Lives Matter, Response and Town Hall Meeting about Sexual Assault cases and safety on campus, A Thin Blue Line – about police violence <http://www.gvsu.edu/studentsenate/>
4. HLC Visit and compliance in faculty qualifications – Chris Plouff talked about the upcoming HLC visit for our continued accreditation and the “Area of Significant Focus” qualifications for teaching faculty. GVSU will be working to become compliant with all teaching faculty.

- b. Vice Chair: Rence

- Flu Clinics – A listing of all flu clinics (dates and times) can be found at <http://www.gvsu.edu/sprout> and Faculty and Staff can also sign up for reminders through this site.
- Open Enrollment – October 18, 2016 – November 2, 2016

- c. Awards: Jarrett – Jarrett agreed to fill this role for the committee.

- d. Salary and Benefits: Jenna – Salary and Benefits Committee joined us at this meeting and their report is included above.

Action Items from September S&B Meeting:

- i. In response to the support of the AP Committee the S&B Subcommittee will work to create categories and begin to develop a relevant list of questions that could potentially go on the website. The questions will be developed over the next month before the next meeting, so that we have a good baseline before forwarding on to the AP Committee for review. This will be for the www.gvsu.edu/ap website.
 1. From the AP Committee – are there additional FAQ Categories for consideration? (Discussion Item) – S&B will continue to work on the FAQ and recommend topics for the web.
- ii. Exit Interview Data: S&B subcommittee will review the exit interview summary data provided by Linda and begin to analyze the similarities in the reasons provided for employees leaving. Our end goal will be to do what we can to keep good AP's at GVSU. This will include working with the AP PD subcommittee on relevant trainings and the APC on items that are outside of our charge area.
- iii. Minutes have been provided and will be loaded to the AP Website to keep AP Staff aware of the many important conversations and discussions the group is having.

- e. Professional Development Liaison: Cathy

- The Excellence Series flier was recently mailed and there are really great opportunities for PD right here on campus
 - Upcoming opportunities for November:
 1. Applied Critical Leadership : Part 1 – Social Identity 1-1 11/2/2016
 2. Biased Incident Reporting Training 11/9/2016
 3. Applied Critical Leadership: Part 2 – Intersectionality (participants need to have attended part 1 – 11/15/2016)
- f. Public Safety Liaison: Amanda, Garron
- This semester’s meeting is: 10/27/2016
- g. Communications Officer: Karen
- Newsletter – excellent first edition
 - The next edition of the newsletter will include information pointing staff to review the gvsu.edu/ap website for FAQ about FLSA
- h. Webmaster: Samantha
- Updates/Changes to Web – Samantha has been working to add the dates for 2016-2017 as well as other updates as they are needed. She will be posting minutes from the subcommittees as well as the main committee on the site.
6. Luncheon – Thursday, April 20, 2017 11:30a-1p KC 2250
- a. Amanda, Josh, and Samantha
7. Forum – Wednesday, May 3, 2017 11:30a-1p KC 2204
- a. Planning committee needed
8. The meeting adjourned at 4:30 p.m. Our next meeting will convene Thursday, November 3, 2016, at 3:00 p.m., downtown in SCB 3001. Our guest Speaker will be Ella T. Fritzmeier, Student Senate President.

Minutes Submitted: Joshua Stickney, Secretary, and Colleen Lindsey-Bailey, Chair