

**AP Committee Meeting Minutes**

**Friday, February 13th, 2015 10:00 – 11:00 am**

**3001 Seidman College of Business**

Present:

Jeanne Ferro, Monica Johnstone, Elizabeth Lienau, Colleen Lindsay-Bailey, Kristin Linscott, Brian Merry, Joshua Stickney, and Scott Richardson

Absent:

Matt Herrema, Kaleb Klotz, Sienna Mavima, John Rosick, Mary Ziomkowski

1. Guest Speakers: Renee Freeman and Russell Wolff, Grand Valley Police Department
2. Discussion centered on the structure of the GVPD, its responsibilities and initiatives.
3. The PD was recently restructured to combine Pew Campus Security with GVPD (previously limited to the Allendale campus). Officers with arrest powers now police the downtown campus. This is a welcome change for all involved: our security presence downtown is now better equipped to respond to incidents, thus alleviating burdens previously shouldered by the Grand Rapids PD.
4. Efforts are being made to increase police staffing and decrease reliance on student workers. There are currently ten patrolling officers on the force; Chief Freeman would like to see that number doubled.
5. Sargent Bill O’Donnell is the new Emergency Manager for the university. He is available to meet with departments and offices to work through issues of emergency preparedness. By all accounts, his presentations are very good.
6. On the issue of parking: The number of spaces on campus will increase in time, but there is no way to make them more conveniently located. Through technology, parking can be made more convenient to use: e.g. pay stations or pay-by-phone rather than coin-operated meters, license plate recognition rather than permit stickers, etc.
7. Law enforcement efforts hinge critically on educating the public and on maximizing the public’s trust in its police force. Chief Freeman seeks to expand GVPD’s educational outreach to include more work with middle-school and high-school students, who are typically more receptive than college students—especially college students in their first weeks on campus in August. Furthermore, AP staff can help foster trust in GVPD by looking for ways to generate positive contacts between students, staff, and officers. Examples include the coordination between Housing and GVPD during move-in week every fall, or arranging a presentation on emergency preparedness for your office, etc.
8. There is a “Campus Safety” tab on the GVPD webpage linked to a long list of resources and information to help students remain safe, both in Allendale or Grand Rapids.
9. Sexual assault has been receiving a lot of attention this year. Our response to sexual assault is aimed to be victim-centered. First and foremost, GVPD wants all appropriate resources to be made available to a victim—counseling, medical services, and so on. The Women’s Center (331-2748) is a good point of contact if a victim does not want to go to the police. Officers, however, are trained to respond to disclosures of sexual assault with empathy toward the victim: to converse rather than interrogate; to get the story without the victim feeling like the one who has done something wrong. The officers strive to keep this approach while also attending to requirements of numerous federal mandates (the Cleary Act, the Violence Against Women Act, Title IX, to name a few) *and* working to identify and apprehend the offender (who is statistically likely to have many other victims).
   1. Certain faculty and staff are designated as Campus Security Authorities and have an obligation to report any disclosure of sexual assault. All CSAs are trained in their responsibilities—no one is a CSA and doesn’t know it.
10. New Committee Business – Reports of officers and subcommittee members
11. Chair – Josh Stickney
12. We are monitoring posted agendas for University Academic Senate and Executive Committee of the Senate meetings, looking for items of relevance to AP Staff. We will try to have a representative present at meetings when such items will be discussed.
13. Cheryl Jones, who supports the AP Committee from the Human Resources office, requested a list clearly outlining the division of responsibilities throughout the year between the AP Committee Chair and the person in her position. Josh reviewed a draft of such a list with Monica (this year’s vice-chair, next year’s chair) and will forward the final version to Cheryl. We discussed developing such lists for all officers, liaisons, and subcommittees within the APC. Such documents would help maintain continuity from year to year. We may also develop a list of these job descriptions to post on the APC website as a resource for AP Staff who might want to run for a seat but would like to know more about what they’d be getting themselves into.
14. Mary Ziomkowski has taken a position as affiliate faculty within the College of Nursing and was compelled to resign her seat on the committee. She was in her first year of her two-year term. We will work to identify and ratify a replacement to serve out the rest of her term, in accordance with our bylaws. If we are unable to do so, we may try putting two seats on the Group 5 ballot for the upcoming elections: one for a two-year term (replacing Kristen, whose term is concluding) and one for a one-year term to replace Mary.
    1. Colleen volunteered to replace Mary as our liaison to the Salary & Benefits Subcommittee.
15. Vice-Chair and Webmaster—Monica Johnstone
16. The website is being maintained. No changes to report.
17. Efforts are being made to broaden the inclusivity of university databases with respect to individuals’ names: There are currently limitations to character sets that preclude the use of some accent marks. Also, most of our databases allow only first, middle, and last names, and do not make allowance for those who would have their names reflect more of their lineages.
18. Awards Liaison—Kristin Linscott
19. The deadline for award nominations was Friday, March 6th. Nominations were received for every award except for the Commitment to Diversity Award. The committee will take up the issue of what to do when this happens.
20. Salary & Benefits Liaison—vacancy filled by Colleen Lindsay-Bailey
21. Luncheon Subcommittee—Elizabeth, Kristin, Brian
22. Planning for the luncheon is well under control. The Awards Luncheon is April 16th, 11:30-1:00 in 2250 KC. Invitations and RSVPs are managed by the HR office.
23. Forum Subcommittee—Matt, John, Josh
24. The date and location of the forum has been confirmed with Cheryl, and the event is on the calendars of STM members. The AP Open Forum is May 6th, 11:30-1:00 in 2250 KC.
25. Communications Officer—Elizabeth Lienau
26. We have yet to identify a successor for Liz, who is in the final year of her term. Liz has compiled all the information and instructions that the next communications officer will need.
27. HR Liaison—Scott Richardson
28. The request for an awareness campaign against distracted driving was well received. Action on that request is expected.
29. Adjourned at 11:35 am. Next meeting is Friday, April 3rd at 10:00 in 2012 Zumberge Hall. Guest speaker is Julie Guevara, Academic Affairs & Strategic Planning.

Minutes submitted 03/24/2015 – Joshua Stickney