



**AP Committee Meeting  
Friday, December 4<sup>th</sup>, 2015, 2:00  
2204 Kirkhof Center**

Minutes

Present:

Mary Albrecht (Provost's Office representative), Jeanne Ferro, Monica Johnstone, Brian Merry, Rence Meredith, Colleen Lindsay-Bailey, Amanda Pitts, Jenna Poll, Scott Richardson (Executive HR representative), Cathy Skene, Josh Stickney

Absent:

Matt Herrema, Tim Marroquin, Kathleen Wright

1. Guest Speaker: President Tom Haas

- Prior to convening our regular committee meeting, President Haas spoke to the group. Subcommittee members were invited to this portion of the proceedings. His remarks addressed the following:
  - The many faculty and staff honored at the Service Awards illustrate the dedication of those on whom GVSU's success depends.
  - The new Strategic Plan set to go into effect and remain in effect until 2021 will guide policy decisions and is geared entirely toward maximizing student success. (See [www.gvsu.edu/strategicplanning/](http://www.gvsu.edu/strategicplanning/))
  - A major item on the horizon is our Accreditation Site Visit, scheduled for October 2018. Preparation for this visit includes the development of a comprehensive self-study. The last self-study, prepared for our accreditation site visit in 2008, exceeded 400 pages. The updated study will require the cooperation and involvement of many staff and faculty.
  - Maintaining our enrollment will continue to be a challenge over the next decade as the college-bound demographic in Michigan is projected to decline. We hope somewhat to blunt the effects of this trend by being as transfer-friendly and military-friendly as we can be.
  - Our state funding remains low, although recent initiatives that tie funding to measurable student outcomes have raised us up to second-from-the-bottom out of public universities. The state has many concerns which compete with higher education for funding: things like Medicaid expansion, bailouts of municipalities and K-12 school districts, road repair, etc.
  - While there is not a huge fraction of GVSU staff that is expected to retire over the very near term, experienced staff members in senior positions will unavoidably be lost in coming years. President Haas believes it is important to our continued success as an institution to develop our current staff so that they are equipped to fill such vacancies as may arise.

## 2. Committee Business

- Robert's Rules of Order were suspended for the meeting without objection.
- Minutes of the November 6<sup>th</sup> AP Committee (APC) meeting were approved as amended.
- Monica moved that Michelle McCloud, who is moving offices and thus from Group Six to Group Three, be allowed to serve out the duration of her term as the Group Six representative on the Salary & Benefits Subcommittee (SBC). Motion was adopted.
- Officer and Liaison Reports:
  - APC Chair: Monica
    - The Climate Study Advisory Committee received preliminary results of survey participation. GVSU Staff rate was 61% (was 57% in 2011) – national = 32%. Participation by faculty and staff deemed high enough to award the two additional tuition grants.
    - Monica has been asked by the University Academic Senate (UAS) to serve as our representative on an accessibility impediment taskforce. The work of this group will take place in winter 2016.
    - Monica has submitted an Award nomination and renews her call for other APC representatives to do likewise.
    - A few new AP staff members have been hired and welcomed with the New Hire Welcome Letter.
    - The AP Committee received a complimentary email from VP Chick Blue about our work over the last couple of years.
  - Vice Chair: Colleen
    - Colleen is assisting with drafting a general revision of the APC Bylaws.
  - Awards Subcommittee (AS) Liaison: Brian
    - Nothing to report. Monica alerted Brian to a duplicated question on the nomination form for the Outstanding Team Project Award.
  - Communications Officer: Jeanne
    - Brian shared positive feedback from recently hired library staff members regarding the "new hire" link in the monthly newsletter.
    - Awards nominations will continue to be emphasized in the newsletter.
    - Brian will provide a committee-service testimonial for inclusion in the next newsletter.
    - Questions for the AP Forum will be solicited in the March edition of the newsletter.
  - Forum Subcommittee: Monica, Rence, Colleen
    - First meeting is planned for January.
    - Reminder: the Forum is scheduled for May 4<sup>th</sup>, 11:30-1:00, in KC 2250

- Luncheon Subcommittee (LS) Amanda, Rence, Brian (reporting):
    - Monica was furnished with copies of the extensive Luncheon-related materials passed on to the subcommittee by Kristin Long, last year's LS Chair.
    - Reminder: the Luncheon is scheduled for April 21<sup>st</sup>, 11:30-1:00, in KC 2250.
  - Professional Development Subcommittee (PDS) Liaison: Cathy
    - PDS has not met since our last meeting. Cathy will share President Haas's comments from today's meeting.
  - Salary & Benefits Subcommittee (SBS) Liaison: Jenna
    - At their most recent meeting, the SBS hosted Dev Butler from HR. His presentation and subsequent Q&A filled the duration of the meeting.
  - General Revision of APC Bylaws
    - Monica and Colleen are drafting a general revision to the APC bylaws. Discussion centered on revisions to the first four articles. A revised draft will be prepared for the next meeting. Subcommittee chairs have been asked for feedback with respect to their respective sections in the bylaws, and the APC will await that feedback before discussing revisions to the Subcommittees Article.
    - Tentative agreement was reached regarding the following issues:
      - Extending representatives' terms of office from two to three years, and removing the requirement to name a vice-chair (chair-elect) from first-year representatives.
      - Allowing elections to be conducted in May, rather than in April.
      - Extending the windows for nominations when a position has no nominees at the end of the established period.
      - Settling ties in elections with a coin flip.
      - Allowing staff members to accept nomination to multiple positions and, if she or he is elected to more than one, requiring the staff member to choose one position and filling the other positions with runner-up vote getters.
      - NOT to impose upon APC members the term limits found in the Subcommittee Article of the Bylaws.
3. Adjourned at 4:05 pm. The next meeting is scheduled for January 8<sup>th</sup>, 2016, in 3001 Siedman College of Business. Our guest speaker will be Chris Plouff, who will speak about accreditation.