

Administrative/Professional Committee

Article I: Purpose

The purpose of the Administrative/Professional Committee is:

1. to review and make recommendations on GVSU personnel policies affecting the AP staff
2. to review and make recommendations on GVSU decisions that affect AP staff
3. to act as a representative body for the AP staff

The recommendations made by the Committee will be reported to the appropriate executive officers.

Article II: Membership

A. Elections

Two members from each employee group will be elected by that employee group for a two-year term. Election of new members will take place in April, with the term beginning in June. The Human Resources office (through the AP Committee) will ask for nominations from the employee groups and distribute ballots reflecting those nominations for the election with write-in votes acceptable. Mid-term vacancies will be filled as soon as possible through appointment ratified by the AP Committee.

B. AP Employee Groups

The AP staff is organized into six groups; each group will elect two representatives to the AP Committee. A current list of these groups and elected representatives is listed on-line and will be distributed to all AP staff members each year.

A representative from the Provost's Office and an AP representative from the Human Resources office will serve as ex officio members

C. Officers

The officers will include a chairperson, chair-elect, and a secretary. Chair-elect will be chosen by the AP committee by August of each year from the first-year representatives. The chair-elect will become the chairperson in June of the following year. The term of the chairperson and chair-elect will be for one year. A secretary will be appointed by the chairperson.

Article III: Member Functions

The elected members will have the responsibilities for:

1. attending AP Committee meetings
2. participating in Committee decisions
3. reporting the results of the meetings to their constituents
4. representing the opinions and interests of their constituents at AP meetings and in AP Committee decisions
5. serving on AP subcommittees

6. assisting in executing the general purposes of the AP Committee
7. contacting new AP members

The Chairperson and the Secretary will be responsible for the distribution of minutes to all AP staff, through Group representatives.

Article IV: Meetings

The Chairperson, with the Committee, will determine the frequency, time and place. Robert's Rules of Order will be adopted for Committee procedure.

Article V: Subcommittees

There are three standing subcommittees of the AP Committee: Salary & Benefits, Professional Development, and Awards.

1. Salary and Benefits Subcommittee

A. Purpose

To act as a representative body for the AP committee on issues regarding Salary and Benefits. To report to the AP Committee any recommendations on Salary and Benefits policies that affect the AP staff. The AP Committee will review and make final recommendations, which are reported to the appropriate Executive Officers for approval.

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B. Composition

The Salary and Benefits Subcommittee is composed of six elected AP staff members who will serve staggered two-year terms: one elected person from each of the AP Groups (six total); one or two members from the AP Committee to serve as a liaison(s) and a representative from Human Resources, ex-officio, non-voting. Additional AP staff members may apply to the chairperson of the subcommittee for appointments to the subcommittee.

C. Election Guidelines

Positions are a two-year term. Members can be reelected, not to exceed two consecutive terms. To provide continuity, elections for even number groups will occur in even years and the odd number groups in odd years. Mid-term vacancies will be filled with appointments ratified by the AP Committee as needed. With the exception of the liaison, Salary & Benefits Subcommittee members cannot concurrently serve on the AP Committee,

the Professional Development Subcommittee, or the Awards Subcommittee.

The officers will include a chairperson, a chair-elect, and a secretary. The chair-elect will be chosen by the subcommittee by August of each year from first-year members. The chair-elect will become chairperson in June of the following year. The term of chairperson and chair-elect will be for one year. A secretary will be appointed by the chairperson. The Chairperson and the Secretary will be responsible for the distribution of minutes to all AP staff, through Group

D. Responsibilities

The Salary and Benefits Subcommittee will report to the AP Committee and have the following responsibilities:

1. to report to the AP Committee any findings and recommendations which are relevant to AP Salary and Benefits
2. to review the AP Salary Adjustment Program and make recommendations to the AP Committee for further action
3. to review the AP Personnel Structure which includes the evaluation of salary and title categories. To report these findings with recommendations to the AP Committee for further action
4. to review the benefits for AP staff and make recommendations for adjustments or additions
5. to review and make recommendations to the AP Committee any additional matters that are assigned to the Salary and Benefits Subcommittee

2. Professional Development Subcommittee

A. Purpose

To act as a representative body for the AP committee on issues regarding Professional Development. To report to the AP Committee any recommendations on Professional Development policies that affects the AP staff. The AP Committee will review and make final recommendations, which are reported to the appropriate Executive Officers for approval

B. Composition

The Professional Development Subcommittee is composed of six elected AP staff members who will serve scattered two-year terms: one elected person from each of the AP Groups (six total); one or two members from the AP Committee to serve as a liaison(s) and the Vice President for Human Resources, ex-officio, non-voting

C. Election Guidelines

Positions are a two-year term. Members can be reelected, not to exceed two consecutive terms. To provide continuity, elections for odd number groups will occur in odd years and the even number groups in even years. Mid-term vacancies will be filled with appointments ratified by the AP Committee as needed. With the exception of the liaison, Professional Development Subcommittee members cannot concurrently serve on the AP Committee, The Salary & Benefits Subcommittee, or the Awards Subcommittee.

The officers will include a chairperson, a chair-elect, and a secretary. The chair-elect will be chosen by the subcommittee by August of each year from first-year members. The chair-elect will become chairperson in June of the following year. The term of chairperson and chair-elect will be for one year. A secretary will be appointed by the chairperson. The Chairperson and the Secretary will be responsible for the distribution of minutes to all AP staff, through Group representatives.

D. Responsibilities

The Professional Development Subcommittee will report to the AP Committee and have the following responsibilities:

1. To report to the AP Committee any findings and recommendations which are relevant to the professional development of AP staff
2. To review and propose additional training and development opportunities for AP staff and make recommendations to the AP Committee for further action
3. To review the funding sources for AP staff development and to report these findings with recommendations to the AP Committee for further action
4. To review and make recommendations to the AP Committee any additional matters that are assigned to the Professional Development Subcommittee

3. AP Awards Subcommittee

A. Purpose

To act as a representative body for the AP Committee in the selection of AP Awards recipients that will be presented at the annual AP Luncheon. The AP Awards Committee will provide the list of awardees to the AP Committee Chairperson, who notifies both the President and Human resources for providing rewards and other acknowledgments

B. Composition

The Awards Subcommittee is composed of six elected AP staff members who will serve scattered two-year terms: one elected person from each of the AP Groups (six total); up to two former recipients of the AP

Achievement Award, as appointed by the AP subcommittee Chair (for the sole purpose of assisting in the selection of the AP Achievement Award); one member from the AP Committee to serve as a liaison.

C. Election Guidelines

Positions are a staggered two-year term. Members can be reelected, not to exceed two consecutive terms. To provide continuity, elections for odd number groups will occur in odd years and the even number groups in even years. Mid-term vacancies will be filled with appointments ratified by AP Committee as needed. With the exception of the liaison, Subcommittee members cannot concurrently serve on the AP Committee, the Professional Development Subcommittee, or the Salary & Benefits Subcommittee.

The officers will include a chairperson, a chair-elect, and a secretary. The chair-elect will be chosen by the subcommittee by August of each year from first-year members. The chair-elect will become chairperson in June of the following year. The term of chairperson and chair-elect will be for one year. A secretary will be appointed by the chairperson.

D. Responsibilities

The Awards Subcommittee will report to the AP Committee and have the following responsibilities:

1. To report to the AP Committee any findings and recommendations regarding the AP Award process
2. To coordinate the nomination process and related publicity in cooperation with the AP Committee, Human Resources, and the Institutional Marketing web team
3. To select annual AP Award recipients for all awards, including the AP Achievement Award.
4. To provide the AP Committee Chairperson with the list of award recipients and a brief introduction for each recipient no later than one month before the AP Luncheon

E. Voting Privileges, Definition of Quorum and Handbook Amendments

The six elected members have voting privileges related to the selection of all AP awards.

The former recipients of the AP Achievement Award have voting privileges related solely to the AP Achievement Award selection.

The AP Committee liaison has voting privileges only in the case of a tie vote for the AP Achievement Award selection.

A quorum of the majority of eligible voters is required in the selection of awards; a majority is defined as 51% (rounding up). The expectation, however, is that all elected members will participate fully in the selection of awards, including attendance at the meeting for AP Achievement Award selection and completion of all rubrics for the selection of the other awards. The awards selection process is strengthened and made fairer when the awardees are chosen by the broadest possible representation of the AP members.

Handbook amendments and other recommendations should be presented to the AP Committee for its consideration and approval, after sufficient discussion by the elected members.

F. Subcommittee members Eligibility for Awards

If a subcommittee member is nominated for an award, they have an option to either accept the nomination and step down from the subcommittee or decline the nomination and remain on the committee.

In the event a subcommittee member is nominated for the Outstanding Team Project award, they have an option to accept the nomination and step down from the subcommittee or decline the nomination, have their name removed from the Outstanding Team Project nomination, and remain on the committee.

In the event a subcommittee member accepts a nomination and steps down from the subcommittee, the AP Committee Chairperson should name an alternate.

Article VI: Administrative/Professional Achievement Award

A. Introduction

Grand Valley State University has always recognized and embraced the concept that employees are the primary contributors to institutional goal achievement. The Administrative/Professional staff employee group of Grand Valley State provides this additional reward for their members. Each year an Administrative Achievement Award is presented to an AP staff member who has contributed significantly to the institution.

B. The Award

The Award is a plaque appropriately inscribed "For Outstanding Performance for 20___," and the name of the recipient. This plaque is the property of the awardee, and will be accompanied by a letter of commendation signed by the President of Grand Valley. In addition, the awardee's name is added to an institutional plaque displayed prominently in the staff dining room in the Kirkhof Center. The awardee will also receive a \$200 GVSU gift certificate.

The Award is presented to the recipient at the annual luncheon for the Administrative/Professional employee group hosted by the President each year. The University will bear the expense of the plaque and the luncheon.

C. Qualifications

Any member of the Administrative/Professional staff may be nominated for this award, and will be judged in part on these qualifications:

1. duties fulfilled in an outstanding fashion
2. personal/professional growth which improves performance of self and unit/department
3. cooperation with other units on campus
4. contributions to University as a whole, including community related activities that reflect well on the University
5. interpersonal skills/relationships with fellow employees
6. innovative approach to changes, problems, responsibilities

This is not intended to be inclusive, but rather to give some measures of excellence. The awardee need not excel in all areas.

In selecting the AP Achievement Award, the subcommittee should not consider years of service as a compelling factor in choosing that nominee over another. Years of service are recognized at both the AP Luncheon and the Service Awards Banquet.

Article VII: Administrative/Professional Service Awards

- A. **Outstanding Team Project Award** – to recognize the work of an ad-hoc team of A/P staff members from two or more departments that accomplish a project benefiting the university. This award would emphasize work of staff members across unit lines. Nominations would outline the (1) success of the project, (2) how the project benefits the university, (3) what goals and objectives were met, (4) time frame of the project.

- B. **Service to Community Award** – to recognize an individual A/P staff member that has gone above and beyond professional responsibilities in contributing his/her expertise and service to at least one of the following: (1) the GVSU community, (2) the professional organization of his/her discipline, or (3) the local/national/international community.
- C. **Commitment to Students Award** – to recognize an individual A/P staff member who shows a commitment to serve as a strong mentor to GVSU students beyond the person’s normal professional responsibilities and regardless of his/her professional role. Nominations should outline the person’s trustworthiness and skills with students in the areas of advising, advocacy, referrals, listening, accessibility, and motivation. Recipients must be nominated by a student or at least have a letter of support from a student, and student comments would be weighed heavily in the selection process.
- D. **Commitment to Diversity Award** – to recognize an individual A/P staff member who serves as an example to others in their commitment to diversity beyond the scope of his/her professional responsibilities. A person who demonstrates through action the ideals of cultural diversity and interculturalism, and who helps others gain greater understanding of diversity and interculturalism.
- E. **Innovation Award** – to recognize an individual A/P staff member whose innovative ideas and practices benefit the university in a specific way, as outlined in the nomination. This could include methods to improve cost-efficiency, changes in procedures, creating new programs or services, or leading new initiatives.

Article VIII: The Process

- A. Award nominations will be accepted from any GVSU faculty/staff/student through an online process. Other supporting information for the initial nomination (letters of support, interviews) may also be requested for the awards depending on criteria. The Chair of the Awards Selection Subcommittee (the the Assistance of the A/P Committee and Human Resources) would be responsible for the development of the online nomination forms, widely publicizing the nomination process, convening the selection process, and handling correspondence as listed in other recommendations.
- B. The A/P Awards Selection Subcommittee review nominations and selects award recipients and provide the listing of recipients to the AP Committee Chairperson no later than one month prior to the AP Luncheon. The AP

Committee Chairperson in turn notifies the President and Human Resources of the recipients.

- C. New awards, including the AP Achievement Award, would recognize accomplishments within the awards period (March 1 through last day in February) of each year.
- D. Up to ten awards would be presented per year, one for overall Achievement, one for an Outstanding Team Project, and up to two each for the individual awards. The selection subcommittee could recommend that no awards are presented in a given category if they do not feel any nominees meet the awards criteria.
- E. Monetary rewards and professional acknowledgement should be attached to each award to increase the value and significance to recipients. Human Resources will be responsible for coordination the rewards and acknowledgements.
 - 1. The Outstanding Team Project Award would include a congratulatory reception/lunch/dinner for the winning team members, hosted by the University President. A plaque listing all the team members' names would be presented to the primary department sponsoring the project.
 - 2. The AP Achievement Award recipient's name will be added to the GVSU display plaque.
 - 3. For the individual awards, each recipient would receive a \$100 in Campus Cash (For use on-campus at such venues as the bookstore, dining facilities, the meadows, etc.). Each recipient would also receive a plaque.
 - 4. Every award recipient (for both team and individual awards) would receive a congratulatory letter from the University President that would be placed in the employee's personnel file.
- F. The members of the Awards Selection Subcommittee should be announced when the nomination process is publicized and information regarding their eligibility for awards will be disclosed.
- G. Who is eligible and how are staff members nominated?
 The Achievement Award is open to any Administrative/Professional staff member, with the exception of members of the A/P Awards Selection Committee, A/P Committee members and previous Achievement Award recipients.

Because the scope of the other awards is new in 2006, any A/P staff member is eligible, with the exception of the A/P Awards Selection Committee and the A/P Committee.

Any GVSU student, faculty, or staff member may nominate an eligible A/P staff member for any or all of the awards. Letters of support are also appreciated to supplement nominations. The nomination and support letter process is entirely online through this web-site. If you would like assistance in completing the nomination form or preparing a letter of support, please contact a member of the A/P Committee.