

**AP Committee Meeting Minutes**

**Friday, January 17, 2015 10:00 – 11:00 am**

**L. William Seidman 1013**

**(Meeting rescheduled from Jan 9th on account of weather-related campus closure)**

Present:

Jeanne Ferro, Matt Herrema, Monica Johnstone, Elizabeth Lienau, Brian Merry, Joshua Stickney, and Scott Richardson.

Absent:

Kaleb Klotz, Colleen Lindsay-Bailey, Kristin Linscott, Sienna Mavima, John Rosick, Mary Ziomkowski

1. A student issue precluded our scheduled speaker, Chick Blue’s attendance.
2. New Committee Business – Reports of officers and subcommittee members
3. Chair – Josh Stickney
4. Issue of distracted driving: Josh read correspondence from Mick Doxey, director of risk management, regarding the article about distracted driving discussed at previous meetings. He (Mick) suggests, and the committee concurs that an awareness campaign would be an appropriate approach to take on this issue, rather than enacting a new university policy. Josh will draft a letter to HR—to be reviewed at the next committee meeting, requesting action on this front. Our primary goal is an understanding between employees and supervisors that one is not expected to take a work-related call if one cannot safely do so at the time.
5. AP representation on UAS: It was suggested at our October meeting that AP staff should perhaps be represented on UAS. Committee members agreed at this meeting that we would be willing to send representation to UAS and ECS meetings on a rotating basis IF invited and IF we have reason to believe we could make meaningful contributions to those meetings. Josh will contact Karen Gipson to inquire about attending the Friday, Jan 23rd ECS meeting in an effort to gauge whether or not such representation is worth pursuing.
6. Revision of our revised “purpose”: The committee discussed modification of our re-worded “purpose” from the AP Committee bylaws to satisfy concerns by Tom Butcher, University Council, that the previously agreed to wording may be misconstrued. We will submit the following text to Scott for approval by SMT:
   1. “The Administrative/Professional Committee is the representative body for AP staff, the purpose of which is:
      * 1. To review and make recommendations on GVSU policies that affect AP staff
        2. To bring questions, concerns, and recommendations from AP staff to the appropriate executive officers
        3. To facilitate dialogue between the AP staff and others at GVSU.”
7. Design Thinking: Josh attended a webinar on Design Thinking in an effort to begin to understand the initiative recently undertaken by GVSU. His effort was only moderately successful. The committee resolved to request that the Professional Development Subcommittee look for opportunities to schedule introductory-level seminars on design thinking and its applications to university operations and planning.
8. Vice-Chair and Webmaster—Monica Johnstone
9. Monica will be adding some additional resources to the portion of the committee’s web page devoted to the assistance of new hires.
10. Monica has been working within the College of Liberal Arts and Sciences to craft resources to guide unit heads in the wake of a death within their departments. She will distribute the document to the committee for review by members with the goal of expanding this initiative among other units at the university.
11. Awards Liaison—Kristin Linscott (absent)
12. The committee brainstormed some avenues by which to publicize the call for nominations, to bring more faculty, PSS, students, and so on, into the process. Josh will send a list to Kristin to bring to the next subcommittee meeting.
13. Salary & Benefits Liaison—Mary Ziomkowski (absent)
14. Nothing discussed
15. Public Safety Liaison—Kaleb Klotz
16. Committee has not been convened.
17. Luncheon Subcommittee—Elizabeth, Kristin, Brian
18. Committee will meet in the coming week. Josh will bring the materials he has from last year’s luncheon to the next APC meeting.
19. Forum Subcommittee—Josh and John
20. Matt was added to this subcommittee to bring a first-year member into the process.
21. There was brief discussion about transcripts, recordings, and/or webcasting of the forum. The point was raised that, while this would likely broaden the audience, the answers given at the forum are likely to be far more candid if the speakers’ comments are not going to be part of a public record.
22. Communications Officer—Elizabeth Lienau
23. We will identify a successor to take over Communications after Liz’s term concludes. Liz has assembled a reference binder to be passed on that will contain everything the new Communications Officer needs to know to carry on the initiatives put in place during Liz’s term.
24. HR Liaison—Scott Richardson
25. Scott asked for feedback regarding the recent weather-related campus closures. There was discussion about the clarity of what employees are permitted to leave and when, in the event of mid-day decisions to cancel classes.
26. Adjourned at 11:00 am. Next meeting is Friday, February 6th at 10:00 in 2012 JHZ. Guest speaker is Jim Bachmeier of Business and Finance.

Minutes submitted 01/20/2015 – Joshua Stickney