  
**AP Committee Meeting Minutes**

**Thursday, February 7th , 2019, 3:00, JHZ 1012**

***Committee Purpose:*** *The Administrative Professional Committee is the representative body for AP staff, the purpose of which is: To review and make recommendations on GVSU policies that affect AP staff, to facilitate dialogue between the AP staff and others at GVSU, to consider questions, concerns, and recommendations from AP staff. The recommendations made by the Committee will be reported to the appropriate member of the President’s Cabinet.*

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| Group 1 | Rence Meredith (2020), Kelsey Penland (2020) |
| Group 2 | Beth Thimmesch-Harpold (2020), Marla Wick (2021) |
| Group 3 | Karen Matchett (2021), Josh Stickney (2020) |
| Group 4 | Bill Cuppy (2020), **Samantha Minnis, Chair** (2021) |
| Group 5 | Kourosh Khatir (2020), Kelley Monterusso (2021) |
| Group 6 | Clayton Pelon (2021), Matti Sullivan (2020) |
| HR Liaison | Maureen Walsh |
| Provost Liaison | Mary Albrecht |

1. Samantha called the meeting to order at 3:00pm.
   1. Members Present: Mary Albrecht, Samantha Minnis, Kelley Monterusso, Clayton Pelon, Kelsey Penland, Bill Cuppy, Kourosh Khatir, Karen Matchett, Beth Thimmesch-Harpold, Marla Wick
   2. Members Absent: Bill Cuppy, Matti Sullivan, Rence Meredith, Josh Stickney
2. Guest Speakers: Loren Rullman, Vice Provost for Student Affairs and Dean of Students.
   1. Dean Rullman provided some personal background about growing up in Michigan, making his way through college and graduate school, and then returning to Michigan. He joined GVSU in July of 2018 after spending 12 years at University of Michigan.
   2. Ppt presentation handouts available:
      1. Who are our students? As a generation and as individuals.
         1. Millennials also known as gen z or (more recently) freestyle generation because of their valuation of independence. Most of them want to work for themselves and design their own majors. Many people in this generation have people close to them who experienced the worst of the last recession and therefore may not have the same faith as previous generations that employers are there for them in the long-run. This impacts their approach to college.
         2. Many are first generation, at GVSU more than the average.
         3. Unprecedented users of mental health services. Many students are already receiving therapy and/or medication when they arrive on campus and demand for mental health services has grown dramatically just in the last few years. Part of this is likely due to the changing climate of K-12 education (active shooter drills, for example) as well as a cultural normalization of mental health services making people more comfortable seeking them.
      2. What is the Division of Student Services?
         1. 11 departments and 3 services (including the Behavioral Team, Parent and Supporters Orientation, and Veterans Network). “Our work is enabling 25,000 stories.”
         2. Everyone on campus is critical to student success, but the most effective person is the one the student has a relationship with.
         3. Behavioral Team cases have grown over 100% in the last three years, a model that is likely unsustainable in its current form. Red folder training, while well intended, has created the perception that people should simply refer any student of concern without other action. They are hoping that people will feel empowered to check in with students and help triage some of the issues that would otherwise just end up in a Care report.
   3. Q&A/Discussion
      1. Any plans to get stats specific to GVSU students?
         1. Lots of data currently available. Interested people should sign up the DSS newsletter, where some of that is shared. Kate Harmon is doing a lot of work around campus wellness and data gathered from surveys of student behaviors from 2014 and 2018. Our scores on those surveys got worse in the four years. We also have good data from mySuccessCheck from which we know that GV students experience higher rates of homesickness than the national average.
         2. We don’t have as much of an organic campus community due to the school’s location, but 6000 people live on campus and another 8000 in the surrounding neighborhoods.
      2. Caring for and addressing student needs:
         1. Shift in discourse around higher education from “are students ready?” to “are colleges ready?” This has been challenging and is impacting schools across the country.
            1. Students may have needs that current academic cultures are not prepared for, particularly if they are using a deficit model to think about who students are.
            2. Students are most impacted by how they perceive their relationships with faculty, which presents some challenges.
            3. We shouldn’t assume that everyone who does student-facing work understands how to build relationships with students.
            4. Complicating factor is that many students are balancing demanding work schedules, among other things, with their academics. Campus jobs, up to a point, are good for retention.
            5. Help fac/staff understanding when and how to refer students to DOS (even walking them over) and/or filing a Care report. A process for people to report bias incidents is also available.
3. Minutes from the January 3rd, 2019 APC meeting were approved with revisions.
4. Officer / Liaison Reports:
   1. Chair—Samantha:
      1. Will attend the reception for the new trustees members.
      2. Will be serving on the climate survey implementation committee beginning in late February.
      3. As we approach elections, suggests developing a formalized system for documenting nominations processes and logistics. This information currently exists in an informal capacity and is passed from chair to chair. Samantha suggests finding a place for it, password protected, on the website. The APC will have the opportunity to review.
      4. Also suggests developing a clearer and more reliable way to organize and document both APC member terms and subcommittee compositions. This information could live on the website in such a way that people could see how the committee membership had changed over time and make it easier to see when people’s terms are up. Mary suggested looking at the faculty governance website for a model of how they manage and organize around 20-30 subcommittees.
      5. Suggestion to develop descriptions and expectations around APC membership and subcommittee membership, starting with the former. Ideally, these descriptions would be finished and available to people considering the APC but unsure/unclear about what it involves, time commitment, etc. Karen volunteered to write an initial draft for review.
   2. Awards Subcommittee Liaison—Kelsey:
      1. Very few nominations received so far. Ask is for APC to send out the nominations request to our groups. Also, each APC member should nominate one person for an award.
      2. Also, still working on figuring out gift baskets/donations. Mary relayed that she had never received such a request before. Kelsey will clarify what sorts of items are sought and from whom.
   3. Public Safety Committee Liaisons—Samantha and Karen:
      1. They have a meeting coming up. No agenda but just to pull the group together.
   4. Newsletter—Beth
      1. Question about whether the newsletter should go out before the meeting minutes are finalized. This question has come up before. Discussion was to continue with the current plan rather than instituting deadlines for finalizing drafts and revisions. The newsletter will contain a note indicating that the available minutes are in draft form and that finalized minutes will be posted on the website.
   5. Provost Liaison—Mary:
      1. Slight update from the HLC accreditation visit. GVSU has received and responded with correction to a draft form of the report. A committee from HLC will now meet to review both the original report and GV’s corrections and issue their vote on our accreditation. Reports of the initial draft are very positive, and we hope to have the final version soon.
5. Other business/shameless plugs: Kelsey promoted a basketball game tonight and Sawyer’s Day on 2/23.
6. Meeting adjourned at 4:30. Next meeting is scheduled for Thursday, March 7th, with the Salary & Benefits Subcommittee. Room is TBD because the usual room in SBC is too small for both groups.

Minutes submitted by Marla Wick