



**AP Committee Meeting Minutes**  
**Thursday, February 1<sup>st</sup>, 3:00p, 1100 Zumberge**

**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.*

Group 1	Rence Meredith, Kelsey Penland
Group 2	Colleen Lindsay-Bailey, Beth Thimmesch-Harpold
Group 3	Karen Matchett, Josh Stickney
Group 4	Bill Cuppy, Samantha Minnis
Group 5	Jarrett Martus, Kourosh Khatir
Group 6	Casey Thelenwood, Matti Sullivan
HR Liaison	Devereaux Butler
Provost Liaison	Mary Albrecht

1. Rence called the meeting to order at 3:05 p.m.
  - a. Members Present: Bill Cuppy, Kourosh Khatir, Jarrett Martus, Karen Matchett, Rence Meredith, Samantha Minnis, Kelsey Penland, Josh Stickney, Matti Sullivan, Devereaux Butler (HR Liaison)
  - b. Members Absent: Colleen Lindsay-Bailey, Casey Thelenwood, Beth Thimmesch-Harpold, Mary Albrecht (Provost Liaison)
2. Guest Speakers
  - a. Doug Wentworth – Director of Auxiliary Services

Doug spoke to the group about how the Auxiliary Services (Campus Dining, Bookstore, The Meadows, etc.) contribute to our efforts to recruit and retain students. Highlights included the following:

    - i. GVSU meal plan prices are below the state average
    - ii. GVSU does not require students to purchase a meal plan, as do a number of other schools in the state
    - iii. Meal plan structures are frequently reviewed to better meet student needs
    - iv. The Bookstore website includes a pricing tool for textbooks that will show students the prices from all online vendors for every book
    - v. Brian's Books will be closing after this semester
    - vi. Improvements are to be made with respect to drainage at the Meadows practice facility
    - vii. Doug was asked about the scarcity of dining options during breaks and the summer. It has been explained previously that dining venues are necessarily minimized when there is not enough patronage to cover costs of operations. Should our summer enrollment climb, summer dining options would be expanded to the degree they could be sustained. Doug also noted that the Fresh Foods Co. is open for business during the summer during weeks when camps are in session (check Campus Dining website during the summer for hours). With respect to the question of allowing food trucks on campus: The exclusivity of our food service contract with Aramark is partly a matter of

risk management. If a shoddy operation is allowed on campus and results in cases of food poisoning, the university would be negatively spotlighted, adversely affecting recruitment and retention efforts. Furthermore, we would be unlikely to attract food trucks to campus, given our isolation and the limited number of patrons during the fairest-weather months.

b. Keri Becker – Athletic Director

Keri spoke to the group about how the Athletics Department contributes to our efforts to recruit and retain students. Highlights included the following:

- i. Most of our athletics facilities are used extensively by groups outside of intercollegiate athletics
- ii. Engagement of students through facilities use, athletics events, and student employment opportunities is an essential tool in student retention.
- iii. Regarding facilities updates and additions: the tennis courts are scheduled to be rebuilt or resurfaced; some locker rooms are to be renovated; a new pool and renovations to the arena are on the agenda but are not imminent.

3. Minutes from the January 4<sup>th</sup> meeting were approved as written.

4. Officer/Liaison Reports

a. Chair: Rence

- i. Retention Training Workshop: committee members are asked to promote this workshop to colleagues.
- ii. Michelle Rhodes will serve as a Group 2 representative while Colleen is on leave.

b. Awards Subcommittee (AS) – Jarrett

- i. Committee members are asked to promote nominations to colleagues. Not all awards have nominees at this point. AS discussed the idea of reviewing the slate of awards and possible contracting the award(s) that routinely receive the fewest nominations. (Note: to change the slate of awards would require amendment of the APC Bylaws.) The deadline for nominations is March 2<sup>nd</sup>.

c. Professional Development Subcommittee (PDS) – Bill Cuppy

- i. PDS discussed how better to communicate with constituents. Karen emphasized that there is always room in her monthly AP Newsletter for whatever PDS would like to have included. PDS requests and will be furnished an email list of AP staff to facilitate communication.

d. Salary & Benefits Subcommittee (SBS) – Josh

- i. January meeting: SBS discussed the concern submitted by a staff member about the disparity between what single-parent and two-parent families can earn in Healthy Choices incentives, in light of the fact that medical insurance deductibles are the same in both cases. Dave Smith is drafting a formal response for consideration by SBS.
- ii. January meeting: SBS discussed the issue of opportunity for promotion across the university for AP staff members. It was agreed to construct a short survey to gauge staff members' perceptions and desire for action on the issue.
- iii. At the February 8<sup>th</sup> SBS meeting, Josh is asked to inquire about insurance coverage of fertility services for same-sex couples.

- e. Public Safety Committee Liaison – Rence, Sam
    - i. No news from this committee.
    - ii. Per Kourosh, the goal is to have a presence of sworn officers patrolling the GR campus by fall of 2018. The force will be headquartered in the 609 Watson building.
    - iii. Per Rence, a new Public Safety garage is scheduled to be added on the Allendale Campus.
  - f. Communications – Karen
    - i. The next issue of the APC newsletter is forthcoming.
  - g. HR Update: Dev
    - i. The new Associate VP for Human Resources has a start date of April 9<sup>th</sup>. His identity remains confidential until his separation from his current position.
    - ii. Work continues on the redesign of our ePDP system.
5. Meeting adjourned at 4:24p. Next meeting is Thursday, March 1, 3-4:30p, 3001 Seidman. Scheduled guest speakers are Chick Blue and Jodi Chycinski.

Minutes submitted—Joshua Stickney