

**AP Committee Meeting Minutes**

**Friday, September 5, 2014 10:00 – 11:30 am**

**1013 L. William Seidman Center**

Present:

Jeanne Ferro, Matt Herrema, Monica Johnstone, Elizabeth Lienau, Colleen Lindsay-Bailey, Brian Merry, Joshua Stickney, Scott Richardson, John Rosick, and Mary Ziomkowski

Absent:

Kaleb Klotz, Kristin Linscott, and Sienna Mavima

1. Speakers: Human Resources representatives Susan Sloop, Work Life Consultant and Lindsay

 DesArmo, Health & Wellness Specialist

GVSU offers many employee programs through the Human Resources Department. Sue and Lindsay outlined some of the available programs:

1. Healthy Choices Program: This is an incentive program offered to GVSU employees for participation in improving and enhancing healthy lifestyles. In 2015, this program will expand to include household members of GVSU employees; details will be forthcoming.
2. Wellness Programs: There are many wellness programs available to employees, such as Learn the Art of Mindfulness, personal health coaching, and on-site fitness classes. Visit [www.gvsu.edu/healthwellness](http://www.gvsu.edu/healthwellness) for details.
3. Work Life Programs: Services are available to support and improve work life quality for individuals. Such programs include conflict resolution and mediation services, stress management support, parenting and legal services, parenting and elder care, and flexible work arrangements. Visit [www.gvsu.edu/healthwellness](http://www.gvsu.edu/healthwellness) for details. Conflict resolution is a confidential process and anti-retaliation policies are in place. Any employee interested in pursuing conflict resolution should contact Susan Sloop at sloops@gvsu.edu or 616-331-2215 to arrange for a confidential meeting.
4. Well-being grants: work units may apply for funding for health and wellness efforts in specific work areas. Visit [www.gvsu.edu/healthwellness/well-being-grants-410.htm#guidelines](http://www.gvsu.edu/healthwellness/well-being-grants-410.htm#guidelines) for details.
5. New Committee Business – Reports of officers and subcommittee members
6. Chair – Josh Stickney
7. Joanne Fowler has obtained a new position outside GVSU and has resigned from the AP Committee. The Committee ratified Jeanne Ferro as the newest AP Committee member representing Group 6.
8. Joanne Fowler had been assigned as the AP Committee’s representative to the Salary & Benefits Subcommittee. The Committee ratified Mary Ziomkowski as new representative to this subcommittee.
9. The 2014-2015 meeting schedule has been finalized with dates, times, locations, and guest speakers.
10. Vice Chair – Monica Johnstone
11. Monica and Josh have been looking ahead to prepare and train Monica as the next Chair of the AP Committee
12. AP Awards Subcommittee – Kristin Linscott (absent due to conflict): no new business
13. Professional Development Committee – Sienna Mavima: no new business
14. Salary & Benefits Subcommittee – Mary Ziomkowski
15. Mary will attend the first meeting of the Salary & Benefits Subcommittee meeting on 9/11/14 from 8:30 – 10:30am in 1012 JHZ.
16. Public Safety Liaison – Kaleb Klotz (absent due to conflict): no new business
17. Forum Liaison – John Rosick and Josh Stickney: no new busines
18. Luncheon Liaisons – Elizabeth, Kristin, Brian: no new business
19. Communication Officer – Elizabeth Lienau
20. AP Welcome Letter: this letter will be sent as an email to new AP employees. Elizabeth will create a template letter for each group and send the templates to Josh. Josh will send out the letter by email to all new AP employees. Josh will inform the appropriate group representatives of new hires; reps can decide among themselves whether or not to personally visit new employees.
21. All AP Back-to-School Letter: this letter will be sent to all AP employees monthly via Mail Chimp. Elizabeth will email the letter to all AP staff and attach the minutes. The letter will come from the general committee; however, if AP staff respond, the reply will be sent directly to the group representatives. The letter will include AP Committee representative names and departments, highlights of guest speaker information, upcoming events, a link to the AP Committee website, and the name(s)/title(s) of the next month’s guest speaker.
22. Webmaster – Monica Johnstone
23. The AP Committee website has been fully converted to CMS 4. The site now has a more uniform look and is mobile device friendly, but CMS 4 has some limitations (constraints to navigation bar, submenus).
24. The Committee decided to post a reference page on the website, useful for new employees. Monica distributed a draft for group review. The next All AP letter and each AP Welcome letter will promote this reference page.
25. HR Liaison – Scott Richardson: no new business
26. Other business
27. Brown Bag lunch meetings
28. Monica and Josh have scheduled 9/26/14 in MAK 2nd floor conference room.
29. Elizabeth has scheduled 10/23/14.
30. Mary has tentatively scheduled 10/06/14 in CHS 140 and will be confirming with Kristin.
31. Scott reminded members of availability of the conference rooms in the JHZ building on the Allendale campus; rooms of various sizes can be reserved and are nicely appointed. Cheryl Jones in HR can be contacted at 616-331-2215 or jonesca@gvsu.edu to reserve a room.
32. AP Committee Bylaws: “Who are we?”
33. Josh posed to the Committee that Article I (Purpose) of the AP Committee bylaws appears sparse, redundant, and imprecisely articulated. It was agreed that the AP Committee’s purpose is to function as an “interface” between GVSU administration and AP staff.
34. Scott informed that the Committee that from his previous experience, he believes the committee sends its recommendations for revisions of the bylaws to President Haas and he approves or denies.
35. Josh will work on revisions and bring back to the group.
36. AP Committee Group Assignments
37. The Committee discussed the current groups’ building assignments and numbers.
38. The topic was tabled and the Committee will continue to monitor. No changes will be made at this time.
39. Approval process for meeting minutes
40. The question was raised, “Should the Committee approve the previous month’s minutes at each meeting?” according to Robert’s Rules of Order.
41. A discussion took place about Robert’s Rules and that they may be outdated.
42. The Committee decided on the following approval procedure:
43. Mary will complete the meeting minutes within one week and send to members for review.
44. Committee members will have two business days to review and inform Mary of any suggested revisions.
45. Mary will send the final minutes to all members.
46. Any member may request discussion of meeting minutes at the next meeting.
47. Open meeting status for AP Committee meetings
48. Monica questioned if the AP Committee meetings are open to all AP staff.
49. Scott informed that this question has been posed in the past. The AP Committee meetings are not truly open to all staff. However, the Committee can decide to permit an individual(s) to attend and speak to a specific topic and within a time allowance.
50. Josh recommended that we continue to solicit questions and comments from our constituents through the monthly email communications.
51. Adjourn. Next meeting Friday, October 3, 2014 at 10:00 am in PAD 308. Guest speaker: Karen Gipson, University Academic Senate President.

Minutes submitted 09/09/2014 – Mary Ziomkowski