

**AP Committee Meeting Minutes**

**Friday, August 1, 2014 10:00 – 11:45 am**

Present:

Joanne Fowler, Matt Herrema, Monica Johnstone, Elizabeth Lienau, Kristin Linscott, Sienna Mavima, Brian Merry, Joshua Stickney, Mary Ziomkowski

Absent:

Kaleb Klotz, Colleen Lindsay-Bailey, John Rosick, Scott Richardson

1. Speaker: James Moyer, Associate Vice President for Facilities Planning

James reviewed university projects:

1. Recently completed construction
2. Zumberge Library underwent complete renovation and the addition of 26,000 square feet to become the James H. Zumberge Hall, with office suites for University administration, risk management and council, and human resources. Renovation was completed in June of 2014. The building has been set up to accommodate expansion for years to come.
3. Au Sable Hall underwent renovation with the addition of 23,000 square feet of space, nine classrooms, sixteen offices, and an additional elevator. Restrooms and classrooms were improved for ADA compliance. Renovation was completed in May of 2014. The ELS Language Center at GVSU moved from the CHS building and is now located in the new Au Sable Hall.
4. Lake Michigan Hall underwent major renovations to update the roof and mechanical and plumbing systems.

1. Construction currently underway
2. Kleiner Commons was closed in April and the building’s interior has been gutted. A 17,000 square foot renovation is taking place and will be ready for Aramark, the University’s food service contractor, to re-enter in early August. The building will include a second floor “swing space” for use when other buildings are under renovation and temporary space is needed. The improved Kleiner Commons will have expanded dining options to reduce student and staff food fatigue.
3. The new 152,000 square foot lab science building is now under construction on the Allendale campus. The building will include classrooms and case rooms, teaching laboratories, faculty-student research laboratories, a new greenhouse, conference rooms, and office space. The Biology Department is will be moving into this new space. Addition of the new greenhouse will allow the Geology Department to take over the current greenhouse for storage its rock collection.
4. Planned construction projects
5. Renovation will take place in Kirkhof Center in 2015 involving the bookstore and marketplace, to include an expansion of dining options for students.
6. A new building north of the current CHS building is in the planning stages.
7. New Committee Business – Reports of officers and subcommittee members
8. Chair – Josh Stickney
9. Finalizing the 2014-15 speaker schedule
10. September 5, 2014 speakers Lindsay and Sue from GVSU Human Resources on the topic of health and wellness; meeting to be held in the Seidman Center.
11. October 3, 2014 speaker Karen Gipson, President of the University Academic Senate; meeting to be held in 308 PAD.
12. Future speakers will include Julie Guevara, Chick Blue, and a representative from Public Safety.
13. The group decided the December large-group meeting featuring President Haas, the Forum meeting in May, and the June retreat will replace the regular AP Committee meetings for these three months.
14. Monica Johnstone was elected to the position of Vice Chair of the AP Committee.
15. Secretary – Mary Ziomkowski: No new business
16. Awards Liaison – Kristin Linscott
17. Kristin will be attending the Awards subcommittee meeting once scheduled.
18. Planning for the AP Awards Luncheon usually gets underway in January or February.
19. Professional Development Liaison – Sienna Mavima
20. The first meeting of the Professional Development subcommittee is 9/12/14.
21. Some ideas for this subcommittee include the return of “Know Your GVSU,” HR implementation of a certificate for participation in workshops, a repeat of certain presenters, and new workshops.
22. Brown Bag luncheon idea – AP committee reps could offer a luncheon to meet with assigned group members. Share what the AP committee is and its function. Meet with constituents in Sept/Oct and again in the Spring?
23. Salary & Benefits Liaison – Joanne Fowler
24. First meeting of the Salary & Benefits subcommittee meeting will be held on 9/11/14.
25. Public Safety Liaison – Kaleb Klotz (absent due to conflict)
26. Josh - this subcommittee never met last year.
27. Forum Liaison – John Rosick (absent due to conflict), Josh Stickney
28. Josh - there will be a Forum, no details yet.
29. Communication Officer – Elizabeth Lienau
30. Josh - the mailing lists and groups should be finalized by the next meeting on 9/5/14.
31. Will send out new AP hire welcome letter and email template to the group for review.
32. It was decided that regular emails with a uniform format will be sent out from committee members to AP staff mid- to late-month; emails will recap meeting, provide a link to meeting minutes, and solicit questions for the next month’s speaker. We will not use Mail Chimp in addition to GVSU emails.
33. Webmaster – Monica Johnstone
34. It was suggested that the AP Committee website contain a page for new AP staff, similar to one found on the CLAS website for new faculty.
35. The Allies & Advocates training would be appropriate for AP Committee members; Monica is a trainer. Information for these workshops can be found on the GVSU Seminar website (probably no info available quite yet; usually offered 1-2 times per semester during the academic year, sessions are 3 hours. Upon completion participates sign a pledge and are given a door card.)
36. A draft of the minutes should be sent out to the group for review and then forwarded to Monica to upload to the website and for distribution.
37. HR Liaison – Scott Richardson (absent due to conflict)
38. Other business
39. Brian proposed further discussion at the September meeting to clarify “who we are and what we do.”
40. Monica asked if the AP Committee has bylaws. They can be found on the AP Committee website.
41. Elizabeth suggested we create a mission statement or definition of purpose statement.
42. “Homework” for AP Committee members: consider dates/times and meeting theme for the AP Rep-Group Member meetings. Josh offered to help with room assignments in our buildings, if needed.
43. Adjourn. Next meeting Friday, September 5, 2014 at 10:00 am in 1013 SCB. Guest speakers: Lindsay DesArmo and Sue Sloop, Human Resources representatives; topics: conflict mediation services, work-life services, and wellness initiatives.

Minutes submitted – Mary Ziomkowski

Corrected 08/25/2014 – Mary Ziomkowski