



AP Committee Meeting Minutes
Thursday, January 4, 2018, 3:00 pm
3001 Seidman

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. Convene 3:10 p.m.

- a. Attendance:
- b. Rence Meredith (chair), Josh Stickney, Colleen Lindsay-Bailey, Beth Thimmesch, Jarrett Martus, Casey Thelenwood, Karen Matchett, Dev Butler, Samantha Minnis (Vice Chair), Mary Albrecht
- c. Absent: Bill Cuppy, Kelsey Penland, Kourosh Khatir, Matti Sullivan
- d. Guests: Jen Wardrop and Carolyn Clayton (University Development)

2. Guest Speakers – Jen Wardrop and Carolyn Clayton (University Development)

- a. Annual giving – alumni, current students, parents, faculty/staff, and community donors
 - i. Working to create more opportunities for the alumni community to carry Grand Valley in the future over the single community donors which currently carry the university right now
 - ii. Staff/faculty volunteers have been identified to encourage all faculty/staff to be part of the campaign - Will serve as personal contacts to reach out to people who haven't given this year from February 5- March 30
 - iii. An average of 54% of faculty/staff participate. The goal is to increase this to 60% by the time GVSU celebrates it's 60 year anniversary
 - iv. Any gift made during this fiscal year will count towards this year's campaign
 - v. A donation can be of any size and can go to any one of the funds listed at <http://www.gvsu.edu/giving/funds.htm>; also payroll deduction is available
- b. Laker Effect Campaign – comprehensive campaign that launched in June 2017

- i. The campaign intentionally combined the Laker Effect Marketing and Development campaign. It is an 85 million dollar campaign to end in 2020. It is based off the university strategic plan to support student success.
- ii. Three buckets of campaign:
 - 1. Scholarships (need and merit based) = 25 million dollar goal
 - 2. Student success i.e. resources, leadership opportunities, internships, counseling = 8 million dollar goal
 - 3. Relevance (academic support) i.e. learning spaces, academic offerings, etc. focus on health and engineering = 52 million dollar goal

<https://www.gvsu.edu/giving/horizons-enrichment-2017-overview-330.htm>

3. Approval of December Meeting Minutes: approved

4. Officer/Liaison Reports – Open Discussion

a. Chair – Rence

- a. Cellphone Update – spoke with Melissa Cunningham regarding Grand Valley’s staff issued cellphone policies. Cell phones are approved on an individual basis based off job and department need. Approved phones fall into an institution cell phone plan. There is currently no stipend allotment allocated to staff who are issued a university cell phone and opt to use personal phone. Jarrett will bring back Cornerstone’s recent amended phone stipend policy for ACP review.
- b. Mileage Update – Mileage reimbursement for inter-campus travel is based on individual department approval. No university update that this is being changed.
- c. MLK Events – Week of January 15th, there are activities throughout the day across campus. See events page at <http://www.gvsu.edu/mlk/events-2.htm>. Encourage colleagues and students to participate.
- d. President Haas has announced the appointment of Gregory Sanial as the university’s new VP of Finance
<http://www.gvsu.edu/gvnow/article-index.htm?articleId=2A417913-C7F6-855C-96F65DFD763EC351&siteModuleId=BE2C23AC-F4D4-F8BE-56122B0CC18DC0F0>
- e. AVP of HR position has been offered and accepted. This information is not public yet.

b. Faculty Senate Update – Colleen

- a. No updates

c. Vice Chair – Samantha

- a. Delay on posting approved minutes and bylaws need updated, will update website in January
- b. Women’s Commission – working on family leave recommendations; working to finalize by the end of the semester and submit to university leadership.
- c.

d. Secretary – Beth

- a. No updates

e. Award Subcommittee – Jarrett

- a. Worked on system before winter break, everything is now live for nominations

- b. Please encourage colleagues to nominate staff
- f. **Professional Development Subcommittee – Dev**
 - a. The committee is redefining goals and what they want to work on moving forward
 - i. A new goal is to help people access on campus and off campus professional development opportunities with information collected in one place i.e. grants, funds, events, etc.
 - ii. The Excellence Series is going to offer a session regarding the role of staff members (non-faculty) in student retention
- g. **Salary & Benefits Subcommittee – Josh**
 - a. No updates
- h. **Public Safety Liaison – Rence and Samantha**
 - a. The Chair and Vice Chair will serve on this committee as APC liaisons; they meet sporadically as needed. No future dates currently set.
- i. **Communications – Karen**
 - a. A newsletter is in draft form and almost complete. Karen will send the draft to APC members by the end of the week for review prior to publishing.
- j. **HR Update – Dev**
 - a. A small sub-group (Dev, Karen, & Josh) has met a couple times to review EPDP revamp. The group identified the problems of the current system and what it is missing. The goal is to identify an audience to pilot a new process. The new process will be pen/paper until the system is streamlined and then HR will work on a software solution to support the new process.
- k. **Provost Liaison – Mary**
 - a. Search firm for Dean of Students position has been finalized and job should be posted/advertised started mid-January. Off campus interviews will start mid-February. On campus interviews will be in April with search wrapped up before the end of the academic year.
 - b. An email will be going out soon to faculty/staff regarding the kick off to 2018-2019 registration. The goal is an early push to get the maximum of students enrolled on time and increase spring/summer 2018 enrollment.
- l. **Adjourn**
 - a. Next Meeting
 - i. Thursday, February 1st from 3:00-4:30pm in Zumberg 1100; guest speakers Keri Becker and Doug Wentworth