

**AP Committee Meeting Minutes**

**Thursday, October 3rd, 3:00-4:30p, 1012 JHZ**

***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 | Beth Thimmesch-Harpold, Marla Wick |
| Group 3 | Karen Matchett, Josh Stickney |
| Group 4 | Bill Cuppy, Jason Durham |
| Group 5 | Kourosh Khatir, Kelley Monterusso |
| Group 6 | Shannon Davis, Clayton Pelon |
| HR Liaison | Maureen Walsh |
| Provost Liaison | Mary Albrecht |

1. Karen called the meeting to order at 3:00pm.
   1. Members Present: Bill Cuppy, Shannon Davis, Jasoan Durham, Kourosh Khatir, Karen Matchett, Kelley Monterusso, Clayton Pelon, Kelsey Penland, Joshua Stickney, Marla Wick
   2. Members Absent: Mary Albrecht, Rence Meredith, Beth Thimmesch-Harpold, Maureen Walsh
2. Guest speaker: Dr. Felix Ngassa, Professor of Chemistry, Chair of University Academic Senate (UAS) and the Executive Committee of the Senate (ECS).
   1. Professor Ngassa described the structure and composition of the UAS and ECS. During the fall and winter semesters, one or the other of those bodies convenes weekly. The standing subcommittees tend to meet weekly as well.
   2. The Chair of UAS/ECS attends all Board of Trustees meetings, is a member of the President’s Cabinet, sits on the University Strategic Positioning Committee, convenes and chairs the New Programs Council, and meets bi-weekly with the Provost. To help meet these responsibilities, the Chair is released from 2/3 of the teaching assignment required of faculty members. The Vice Chair of UAS/ECS is released from 1/3 of same.
   3. Asked if there are initiatives on which UAS and the AP Committee (APC) could collaborate, Professor Ngassa emphasized student recruitment and retention, and supporting the transition of leadership of the university.
3. Minutes for the September 5th, 2019 APC meeting were approved as written.
4. Officer / Liaison Reports:
   1. Chair—Karen:
      1. Karen asked for volunteers to help redesign the APC website. Bill, Marla, and Kelley committed to help, as had Beth prior to this meeting.
      2. Maureen is considering changes to the annual service awards. Asked about the medallions given to AP staff for 25 years of service, the APC supported continuing that tradition.
   2. Awards Subcommittee (AS)—Kelley:
      1. The AS will meet December 18th
   3. Professional Development Subcommittee (PDS)—Karen:
      1. PDS continues to maintain the professional development pages of the HRO website. Watch for Faculty Teaching and Learning Center (FTLC) programming to be included on the PD website.
      2. Look for workshops and seminars to be repeated—e.g. fall and winter—to provide more opportunities for staff to attend.
   4. Salary and Benefits Subcommittee (SBS)—Josh:
      1. SBS has named Cindy Bartman Vice Chair / Chair-Elect for this year.
      2. Pursuant to the APC’s charge, SBS has furnished their executive summary of their 2018 survey to Karen. They recommend posting it on the APC website, and to make it available only with an employee’s network login and password.
      3. SBS is reaching out to the Women’s Commission for the text of their recommendation regarding family leave policy, and to inquire as to any recommendation regarding establishment of a daycare facility in Grand Rapids.
      4. Tara Bivens and Lindsey DesArmo will attend a SBS meeting to present the results of the benefits survey conducted in spring 2019.
5. Other / Old Business:
   1. Climate Study—to be conducted November 14-24. This survey will provide an opportunity for staff to express their support initiatives they would like to see pursued, for example the establishment of a faculty/staff ombudsman. Student scholarships are being offered as incentive for high rates of participation in the survey.
   2. AP Staff Scholarship—Kelley:
      1. Kelley met with Briette Bryant Phillips, Development Officer for Scholarship and Fellowship Giving, to explore the possibility and logistics of establishing an AP Staff Scholarship. Such a scholarship would be similar to those that have been established for family members of PSS employees, and plant service personnel.
   3. UAS Meeting—Marla:
      1. UAS is crafting a recommendation regarding consensual relationships to be presented to the Provost.
      2. UAS is working on revisions to their bylaws that will “degender” references to people therein. Marla suggested the APC examine their own bylaws to that end as well.
   4. Welcome letters for new AP staff members
      1. Karen will request a list of new AP staff members so that welcome letters can be sent.
6. Meeting adjourned around 4:30. The next meeting is Thursday, November 7th, from 3:00-4:30 in 3001 SCB. Guest speaker will be Chris Plouff, Senior Associate Vice President for Academic Affairs.

Minutes submitted by Joshua Stickney