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| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)** Professional Development | [Pick the date]Virtual Zoom Meeting at 3:00pm 9/5/2023 |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld (Chair), Natalie Trent, Paul Cullen, Johanna Swanson, Jeremy Paul, Liz Chase, Mayra Amaro-Alvarez, Ben Rhodes* |
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| **Topic/Issue** | **Discussion/Notes** | **Follow-Up/Action Required** |
| Charges from the executive committee | * Continuation of the AP Socials (held at the end of the winter semester)
* Improve welcoming new APs
 | * Hannah talk to executive committee about current welcome email sent to new AP staff \*\*Hannah talked to Dan about sending a follow up email after 6 months of employment tailored to professional development opportunities/upcoming events to help get new staff engaged with others. Let’s work on wording together at our next meeting.
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| Discussion of Committee Goals | * Engaging professional development activity in the Fall semester.
* Member of the AP committee attend the new hire orientation. HR hosts new hire orientation 3 times per year. Create a document of professional development opportunities.
* Opportunities to connect current AP staff to job openings
* More professional development opportunities, partnership with HR: <https://www.gvsu.edu/hro/talent-management-1165.htm#opportunities> (mentorship, more communication about opportunities) and partnership with faculty learning for non-credit bearing microcredentials.
 | * Hannah talk to Dan (chair of the AP exec committee) about a member attending the new hire orientation on Sept 22. \*\*Hannah talked to Dan and a member of the exec committee is planning to attend. We can get them a paper with prof dev opportunities. Hannah also plans to stop by the event at the beginning. It is Sept 22 from 10-12 in Kirkhof. I will try to have a draft ready before our next meeting.
* **Brainstorm ahead of the next meeting for the November professional development sessions. (Roundtable, panel, LakerClub talk, etc).**
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| **Next Meeting: September 19, 2023****Note: The Executive Committee meets with Dr. Mychal Coleman, Director of HR on October 3.**  |