



**AP Committee Meeting
Thursday January 5th, 2017, 3:00 pm
3001 Seidman College of Business**

Minutes

Present:

Rence Meredith (Vice-Chair, presiding), Tim Marroquin, Jarrett Martus, Karen Matchett, Samantha Minnis, Amanda Pitts, Jenna Poll, Cathy Skene, Joshua Stickney, Casey Thelenwood, Suzeanne Benet (for Mary Albrecht), Devereaux Butler (Ex Officio, Human Resources).

Absent:

Colleen Lindsay-Bailey (Chair), Garron Lucius, Mary Albrecht (Ex Officio, Provost's office)

1. The vice-chair convened the meeting at 3:00.
2. The minutes from the November 3rd APC meeting were approved as written.
3. Guest: Eileen Sullivan, Vice Provost for Student Affairs and Dean of Students since June 2016, gave a presentation on the Student Affairs Division's efforts to maximize student retention.
 - a. Since arriving at GVSU, Dr. Sullivan has been presiding over a comprehensive review of all that we do to promote student success and retention. These efforts address a variety of variables, including the financial needs of students, preparedness for college-level coursework, the structure of our curricula, ways of fostering engagement and connectedness with the university community, academic support, and physical/mental/emotional wellness. As tuition-dependent as our funding is, it is crucial that we retain students. As the demographics of our pool of prospective students evolve to include more first-generation students and more minorities, we should expect our enrollment to trend likewise, and we must be sure that our retention efforts evolve to support students with those experiences as effectively as possible.
 - b. The Transitions program, the week-long orientation for first-year students immediately prior to fall semester, is under evaluation to determine where and how it can be made more effective to all new students: residential freshmen, commuting freshmen, and transfer students.
 - c. LSS 180, Laker Strategies for Success, is a 0-credit, tuition-free, winter semester course for which all first-year students with a GPA at or below 2.0 are eligible. The course has a strong record of helping students improve academically. Academically at-risk students who do not or cannot enroll in the course are paired with a Success Mentor to help achieve the same sort of academic recovery. AP Staff who are interested in becoming a Success Mentor should email Dr. Sullivan. Training is provided.
4. Officer and Liaison Reports
 - a. Vice-Chair, presiding: Rence

- This year's Teach-In is titled "Power, Privilege, and Difficult Dialogues" and is scheduled for Thursday, Jan 19th. Sessions are scheduled beginning at 8:00 am, through 9:00 pm. Details can be found at www.gvsu.edu/teach-in.
 - The keynote speakers for MLK Commemoration week will be Kevin Powell (Jan 16th), and Kimberle Crenshaw (Jan 18th). Details can be found at www.gvsu.edu/mlk.
 - The Snow Allies Program persists. Shovels and salt are available at entryways to many campus buildings for use by those willing and able to clear those entryways on snowy days. The snow hotline (331-SNOW) is available for staff and faculty to alert Facilities Services to conditions that require attention.
 - Provost search updates: the three finalists to replace Provost Davis have been selected and on-campus interviews and presentations will take place this month.
- b. Secretary: Joshua
- We received word in December that CLAS is working to create a structure that includes senior-level positions for its laboratory supervisors. Josh will follow up on the progress of this effort and encourages other AP staff members who lack any path to promotion to bring their concerns to their AP Committee representatives.
- c. Professional Development Liaison: Cathy
- PD last met on Dec 12th, but Cathy was unable to attend. Minutes of the meeting were furnished to her and passed along to Colleen and to Webmaster Samantha.
- d. Public Safety Liaisons: Amanda and Garron
- The Public Safety Committee has not convened, as there have been no grievances brought before it.
- e. Communications Officer: Karen
- A January newsletter will be issued shortly.
- f. Webmaster: Samantha
- Recent updates have been the uploading of subcommittee meeting minutes. Samantha will publicize the AP Awards Nomination process and be sure the deadline for submissions is accurate.
- g. HR Liaison: Dev
- The first class of the Inside Leadership program is nearing completion. There will be a second offering of this five-session program. The class size is ten, and if staff members are interested in attending, they need to solicit their appointing vice president's nomination.
 - The first Supervisor 101 workshops will begin in February for those who supervise faculty and staff.
 - The AP Committee and the PD Subcommittee will be actively involved in the next generation of performance management (performance evaluation, professional development, etc.) tool which will eventually replace ePDP. For a new program to go into effect in 2018, it must be included in the budget planning that takes place in 2017.
- h. Luncheon Subcommittee: Amanda, Samantha, and Josh

- Awards Luncheon is scheduled for Thursday, April 20th, 11:30a-1:00p, in KC 2250.
 - Luncheon Subcommittee will meet this month to begin planning.
- i. Forum Subcommittee: Colleen, Rence, and Josh
- Open Forum is scheduled for Wednesday, May 3rd, 11:30a-1:00p, in KC 2204
 - A question form is available on the APC website. We encourage the submission of questions ahead of time so that we know we will have subjects to address, but questions will also be taken from the floor at the Forum.

Minutes submitted—Joshua Stickney, Secretary