



**AP Committee Meeting  
Thursday November 3<sup>rd</sup>, 2016, 3:00 pm  
3001 Seidman College of Business**

Minutes

**Present:**

Colleen Lindsay-Bailey (Chair), Rence Meredith (Vice-Chair), Tim Marroquin, Jarrett Martus, Karen Matchett, Samantha Minnis, Amanda Pitts, Jenna Poll, Cathy Skene, Joshua Stickney, Mary Albrecht (Ex Officio, Provost's Office), Devereaux Butler (Ex Officio, Human Resources).

**Absent:**

Garron Lucius, Casey Thelenwood

1. The chair convened the meeting at 3:04.
2. The minutes from the October 6<sup>th</sup> APC meeting were approved as written.
3. Guest: Ella Fritzmeier, Student Senate President.
  - a. The Student Senate is the representative body for students at GVSU; their function is to ensure that the student voice is heard by university executives. Ella summarized the structure and charges of the senate and its subcommittees.
  - b. The SS consists of both elected and appointed members. Appointees must fill out an application and be selected by the SS. AP staff members can get involved by nominating a student to be appointed.
  - c. The SS meets Thursday's at 4:30, typically in the Pere Marquette Room. Meetings are open to the public.
  - d. Concerns before the SS presently include Battle of the Valley's and other charity fund raisers, support for survivors of sexual assault, advocating for a Fall Break, addressing police brutality across the country, fostering positive relations between police and students on campus, transporting students to voting precincts on election day, and advocating for better funding from the state.
4. Officer and Liaison Reports
  - a. Chair: Colleen
    - Fair Labor Standards Act change in overtime exemption rules: A letter will go out in our November APC newsletter, penned by Linda Yuhas, explaining how the changes will affect AP staff members. The issue is still unresolved at the federal level, but HR has plans for several likely scenarios and has been in contact with the staff members who would be directly affected by the changes. HR prefers not to make those contingency plans available to the public, as the final decision on the changes is as yet unknown.

- A MLive article was discussed in which the Ottawa County Prosecutor was critical of GVSU's practices relating to sexual assault. The conflict reflects a difference in philosophy: while Ottawa County law enforcement wants testimony and forensic evidence as soon as possible after an assault, GVSU's practices are focused on supporting the survivor and giving them control over the situation, rather than pressuring students to involve police.
- Update from University Academic Senate:
  1. The Division of Inclusion and Equity announced the addition of new staff: Jen-Hsu-Bishop, Director of LGBT Resource Center; Marlene Kowalski-Braun: Assistant VP for Inclusion and Equity (while also Associate Vice Provost for Student Affairs); Taran McZee: Special Associate for Inclusion and Equity; and Relando Thompson-Jones: Social Justice Educator/Coordinator.
  2. UAS endorsed the revised Inclusion Advocates program.
    - a. Samantha and Josh recently completed training to become Inclusion Advocates. They commented favorably on the relative ease (vs. the previous requirements) with which one can become an IA, and that it will open doors for many more staff and faculty to become involved with the program.
  3. There will be a Brown Bag Series to go over results of the National Study of Student Engagement, presented by Phil Batty. Dates are 11/3, 11/8, 11/14, and 11/29. Those interested can register via Sprout.

b. Vice Chair: Rence

- This January's Teach-In will be 1/16/2017. Sessions will run throughout the day from 8a-9p. The topic is Power, Privilege, and Difficult Dialogues.
- The two featured speakers during Martin Luther King Commemoration Week will be Kevin Powell and Kimberly Crenshaw.
- Snow Allies Program: Shovels and salt will be kept by entrances to buildings. In the event of intense snowfall, when Facilities Services staff would be busy clearing roads and walkways and unable to attend to building entryways, those who are so inclined may clear those entryways. There will also be a snow hotline for staff and faculty (only) to report snow problems: 331-SNOW (7669)

c. Secretary: Joshua

- Joshua and Karen met with College of Liberal Arts and Sciences Dean Fred Antczak to discuss pathways for promotion for AP staff members, merit pay, and ePDP. Dean Antczak is supportive of creating advance/senior tiers of staff positions to reward and recognize a staff member's growth within his/her position. Regarding merit increases, there appears to be a discrepancy regarding the budgets for increases: according to HR, appointing officers could, in theory, afford the maximum merit increase for all staff members. The Dean claims he does not have the budget to do so. Regarding ePDP and its role in merit increases: the calendar for determining merit increases is badly out of synch with the ePDP calendar. The Dean submits his recommendations for merit increases to the Provost sometime in Feb/March (Mary will confirm dates with Provost Davis to attain clarity), but ePDP evaluations are typically not completed until April at the earliest.

- d. Awards Subcommittee Liaison: Jarrett
  - A meeting is scheduled for November 14.
- e. Salary and Benefits Subcommittee Liaison: Jenna
  - Linda will provide exit interview data from 2014 until now that includes the total number of AP separations. The previous exit interview information only included surveys submitted and didn't provide any information on total separations. Once the revised report is provided, the subcommittee will review and commit to further discussion.
  - The committee needs to generate questions frequently asked by AP staff members for inclusion in an FAQ section for our website. A Google Doc has been created for the committee members to share ideas.
- f. Professional Development Subcommittee Liaison: Cathy
  - The Excellence Series flier was recently mailed and there are great opportunities for PD on campus.
  - There is a pilot class of individuals participating in a program called Inside Leadership. The first session was Sept. 30, and the program will run through January 2017. Discussions will determine whether and how to offer the program again in the future.
  - Their November meeting will also address a "Supervisor 101" series of classes centered around the skills and knowledge base required to be an effective supervisor.
- g. Public Safety Committee Liaison: Amanda
  - A meeting was held Oct. 27. Members were introduced to the binder, kept at the Public Safety office, which contains every grievance brought before the committee. There have been no grievances this year. A copy of the new Public Safety brochure was shared.
- h. Communications Officer: Karen
  - There was no October newsletter, as there was little to no information to share. There will be a November newsletter.
- i. Webmaster: Samantha
  - Samantha is working on the structure of what will become our FAQ page—that is a page addressing the questions staff members raise most frequently regarding the APC and our work.
- j. Provost Liaison: Mary
  - The Higher Learning Commission conducted site visits of our Traverse City and Muskegon locations. An official report is still forthcoming, but preliminary comments are positive.
  - A search firm has been hired to facilitate the search for a new Dean of the Libraries. Other personnel within that firm are already working on the Provost search. Invitations were extended to have APC representation at all presentations when the candidates are brought to campus.

5. Annual Awards Luncheon: Scheduled for Thursday, April 20, 2017, 11:30a-1:00p, in KC 2250

6. Open Forum: Scheduled for Wednesday, May 3, 2017, 11:30a-1:00p, in KC 2204. Rence and Joshua volunteered to join Colleen in planning and executing the event.
7. The meeting adjourned at 4:26. The next meeting will be Monday, December 19, 2016, 2:00p-4:00p, in 2204 KC. All Subcommittees are invited to attend; there will be refreshments, and President Tom Haas and Vice President Scott Richardson will be our guest speakers. A regular meeting of the APC will follow their presentations.

Minutes submitted—Joshua Stickney, Secretary