



**AP Committee Meeting  
Thursday September 1<sup>st</sup>, 2016, 3:00 pm  
3001 Seidman College of Business**

Minutes

**Present:**

Mary Albrecht (Provost's Office representative), Colleen Lindsay-Bailey, Karen Matchett, Samantha Minnis, Amanda Pitts, Cathy Skene, Josh Stickney, Casey Thelenwood, Linda Yuhas (Guest speaker and substitute HR representative)

**Absent:**

Devereaux Butler (HR representative), Garron Lucius, Tim Marroquin, Rence Meredith, Jenna Poll

1. The meeting convened at 3:00 pm.
2. Guest Speaker: Linda Yuhas
  - Linda informed the committee of a new overtime rule enacted by the Department of Labor. Hourly employees are required to be paid 1.5X their hourly wage for hours worked over 40 in a week. Salaried employees are exempt from this rule, provided their salaries exceed a threshold amount. Previously, this threshold was \$455/week or \$23,660/year. The new rule raises this threshold to \$933/week or \$47,476/year. The rules also provide exceptions for teachers, coaches, counselors, advisors, and "intervention specialists." Modifications are still possible before the new rules take effect. (More information can be found at [www.dol.gov/whd/overtime/final2016/](http://www.dol.gov/whd/overtime/final2016/))
  - Only 206 AP staff are affected by this new rule as it is currently written—that includes AP staff on continuing appointments (represented by the AP Committee) as well as adjunct AP on 12-month appointments or <12-month appointments (not represented by the AP Committee). Options to bring us into compliance include the following:
    - Raise salary to \$47,476: For some staff close to this minimum it may be more cost effective to increase the salary instead of paying overtime.
    - Overtime pay: Paid at 1.5X the hourly equivalent of the employee's salary for hours over 40 in a work week.
    - Flex time: For staff with a flexible schedule, precise start- and stop-times need not be recorded as long as the number of hours worked each day is accurately tracked.
    - Reduced year appointments: If a 12-month appointment can be changed to an academic-year appointment, the weekly salary may then meet the \$913/week threshold.
    - Comp time: Overtime hours may be paid with compensatory time, at a rate of 1.5 hours for every one hour of overtime worked. There would be limits as to how much comp time an employee could accrue, and a comp time policy would have to be developed.
    - Redistribute workloads to minimize the need for overtime.

### 3. Committee Business

- a. Minutes from the June 23<sup>rd</sup> start-up meeting were approved as presented.
- b. Individuals have been contacted to fill the vacancy in Group Five's representation. Efforts will continue.
- c. It was resolved without objection to forego naming a liaison to the AP Awards Subcommittee.
- d. Officer/Liaison Reports:
  - i. Chair—Colleen: Colleen is on the search committee to replace Provost Davis, who is retiring after this year. Staff are encouraged to pass along to her any concerns or insights they would like brought to that committee.
  - ii. Salary & Benefits Subcommittee Liaison—Jenna (submitted to the Chair prior to the meeting): S&B "would like to see an FAQ page on the APC website in order to address common questions—giving simple answers and directing the reader to another website for more details (e.g. the HR website for more information on benefits)." And, "share information as much as possible with AP staff—through meeting minutes on website or e-mail communication. AP staff need to know that we are discussing topics that are important to them and we are bringing their questions back." [Secretary's note: there is a page under our website titled "Resources for New APs", functionally an FAQ page. Minutes are posted to the website once they have been approved, and a monthly newsletter is sent during the academic year to all AP staff.] Karen will reach out to the subcommittee chairs to ensure their interests are conveyed in the monthly newsletters.
  - iii. Professional Development Subcommittee Liaison—Cathy: PD met in August. The Excellence Series of workshops has been planned for the year; staff members are encouraged to view the slate and sign up at [www.gvsu.edu/sprout](http://www.gvsu.edu/sprout). The subcommittee continues its work to re-envision what professional development is meant to be at GVSU. Progress is being made.
  - iv. Public Safety Committee Representatives—Amanda and Garron: No word of any activity. Amanda will make contact to ensure the committee knows who our current representatives are.
  - v. Communications Officer—Karen: Karen will reach out to the subcommittee chairs to be sure that each has its interests expressed in the monthly newsletters.
  - vi. Webmaster—Samantha: Samantha will work on recasting our "resources" page as a FAQ page.

- vii. Luncheon Subcommittee: Amanda, Samantha, and Josh will work with the Awards Subcommittee to plan our annual Awards Luncheon, which will be held April 20, 2017, from 11:30-1:00, in KC 2250.
  - viii. Forum Subcommittee: A planning committee is needed for the annual AP Open Forum, which will be held May 3, 2017, from 11:30-1:00, in KC 2204.
  - ix. Provost Liaison—Mary: From Ed Aboufadel: there is a new, Mexican dining option at the Pew Campus. Please send any suggestions for downtown dining options to Ed. From Chris Plouff: All departments should have completed their strategic plans. First reports regarding progress toward achieving goals therein are due in January. The Assessment Committee will be rolling out a new assessment process. The Higher Learning Commission is sending teams to observe GVSU's "off-site" locations (i.e. Grand Rapids, Holland, Muskegon--anywhere we offer classes other than the main campus in Allendale). Preparations continue for HLC's comprehensive site visit in Fall 2018. HLC is requiring us to develop a "Faculty Qualification Policy" to ensure that instructors and staff who provide academic support are properly qualified.
4. The meeting adjourned at 4:00. Our next meeting will convene Thursday, October 6, 2016, at 3:00 pm, and will be a joint meeting with the S&B Subcommittee. The meeting will be on the Allendale campus in a room to be determined.

Minutes submitted: Joshua Stickney, Secretary