

**AP Committee Meeting Minutes**

**Friday, April 3rd, 2015 10:00 – 11:30 am**

**2912 Zumberge Hall**

Present:

Jeanne Ferro, Matt Herrema, Monica Johnstone, Elizabeth Lienau, Colleen Lindsay-Bailey, Kristin Linscott, Sienna Mavima, Brian Merry, Joshua Stickney, and Maggie McCrystal (for Scott Richardson)

Absent:

Kaleb Klotz, John Rosick

1. Guest Speaker: Julie Guevara, Academic Affairs & Strategic Planning
2. The Strategic Plan for 2016-2021 is the culmination of a two-year effort to identify the relevant issues facing higher education over the next decade, to gather input from all GVSU stakeholders, including our community partners, and to craft a document that addresses those issues in an innovative way. The Strategic Planning Committee includes a large contingent of AP Staff (<http://www.gvsu.edu/strategicplanning/2013-2016-committee-26.htm>). The Board of Trustees will take up the issue of approving the Strategic Plan at their April 24th meeting. A draft of the SP is not available online (until the BOT approves it), but one can read about the strategic planning process at <http://www.gvsu.edu/strategicplanning/>. Highlights of the new SP include:
3. The SP is described as a “living document” which may be adjusted as necessary during the time it is in effect.
4. The SP is based on a set of assumptions:

* We will maintain our enrollment between 24K and 26K students
* We will remain a comprehensive university, grounded in the liberal arts, and offering a wide range of degree programs, up to and including clinical doctorates (e.g. Doctor of Physical Therapy), but we will not become a research institution. GVSU’s Carnegie classification was once “Teaching Institution”, but over the years we have moved into the “Master’s Large” category. We do not plan to move into one of the “Research” classifications.
* Our varsity athletics programs will continue to compete at the NCAA division two level.

1. The SP enumerates seven specific values that guide our efforts. At GVSU, we value: excellence, integrity, inquiry, inclusiveness, community, sustainability, and innovation. It was pointed out that GVSU is the only Michigan university that has named sustainability as a value in its strategic planning document.
2. The SP lists four strategic area priorities*:* active engagement of learners at all levels; further development of exceptional personnel; ensured alignment of all institutional structures and functions; and enhancement of the institution’s image and reputation. It then lists five institutional outcomes (A-E, based on the vision and values of the university) that are applied to each of the strategic area priorities (1-4). At the intersection of each strategic area and each desired outcome is one or more measurable goal that GVSU will strive to meet or exceed over the course of 2016-2021.
3. The Strategic Plan will be up for approval by the Board of Trustees at their April 24th meeting. It has already earned the endorsement of the Student Senate and University Academic Senate. Julie requested that the AP Committee review the document and consider a motion to endorse it prior to its being sent to the BOT.
4. New Committee Business – Reports of officers and subcommittee members
5. Chair – Josh Stickney
6. The strategic plan file will be made available to the committee. Having had time to read through it, we will convene an ad hoc meeting on April 16th to discuss endorsement of same.
7. We are monitoring posted agendas for University Academic Senate and Executive Committee of the Senate meetings, looking for items of relevance to AP Staff. We will try to have a representative present at meetings when such items will be discussed. No such meetings have been attended since the last APC meeting, but Josh will attend the April 17 UAS/ECS meeting, which is their last of the academic year.
8. Written lists of the responsibilities of the liaisons and officers, to be passed down and kept as references for future representatives, have not been completed but remain a priority.
9. Having failed to identify a replacement for Mary Ziomkowski’s vacated seat in Group Five, the committee agreed that, with elections so close, the best, most democratic course of action would be to fill that seat as a one-year term, elected by Group Five members.
10. Awards Liaison—Kristin Linscott
11. The deadline for nominations for the Commitment to Diversity Award was extended because there were no nominees at the original close of nominations. One of the Awards Subcommittee’s charges for next year will be to propose a rule for what action is to be taken in the future if an award has no nominees. The bylaws currently do not address this scenario.
12. Professional Development Liaison—Sienna Mavima
13. The PD Subcommittee will convene next the week of April 6th.
14. Maggie McCrystal, present in place of Scott Richardson, is the HR Liaison to the PD Subcommittee. She offered, for inclusion in the list of responsibilities for the APC liaison to the PDS, that the liaison is required to moderate one of the Excellence Series seminars (all members of the PDS take a turn as moderator).
15. Salary & Benefits Liaison—Colleen Lindsay-Bailey
16. The S&B Subcommittee will convene next the week of April 13th.
17. Luncheon Subcommittee—Elizabeth, Kristin, Brian
18. Planning for the luncheon is well under control. The Awards Luncheon is April 16th, 11:30-1:00 in 2250 KC. APC members are asked to encourage colleagues to RSVP. We hope for near-100% attendance of APC and Subcommittee members, and we ask that they not cluster together at a few tables, but rather spread out and engage their constituents.
19. Forum Subcommittee—Matt, John, Josh
20. The AP Open Forum is May 6th, 11:30-1:00 in 2250 KC. Invitations have been sent to SMT members. Refreshments will be arranged by Cheryl Jones. We will work on creating an online form for staff to submit questions to be asked at the Forum. The challenges of this event remain evident and without obvious solutions. The panelists for the forum—most of the SMT—are almost all in Allendale, while a large fraction of AP staff work in Grand Rapids. The commute between campuses in the middle of a work day is a significant obstacle. The committee will continue to consider strategies to make the event more accessible in the future.
21. Communications Officer—Elizabeth Lienau
22. Jeanne Ferro will take over as CO next year. Liz will leave thorough instructions.
23. HR Liaison—Maggie McCrystal
24. Maggie voiced her urgent support for the committee to review and consider endorsement of the strategic plan in as timely a manner as possible. The plan was crafted with significant input by AP Staff, and the endorsement of their representative body would lend added support as the document is considered by the Trustees in advance of their meeting.
25. Adjourned at 11:30 am. Next meeting is Thursday, April 16th, 11:00 am to discuss and consider endorsement of the Strategic Plan.

Minutes submitted 04/22/2015 – Joshua Stickney