

**AP Committee Meeting Minutes**

**Friday, October 3, 2014 10:00 – 11:30 am**

**Padnos 308**

Present:

Jeanne Ferro, Monica Johnstone, Elizabeth Lienau, Colleen Lindsay-Bailey, Kristin Linscott, Sienna Mavima, Joshua Stickney, Scott Richardson, and Mary Ziomkowski

Absent:

Matt Herrema, Brian Merry, John Rosick

1. Speaker: Karen Gipson, President of University Academic Senate, Professor of Physics

 Highlights of Karen’s talk:

1. The University Academic Senate (UAS) is the highest Faculty Governance body. The UAS has the authority to deal with any academic issue or faculty concern. UAS makes recommendations to the Provost and/or President on such matters as curriculum, academic organization, faculty personnel policy, the budget, and other issues of relevance to academic affairs.
2. The UAS is comprised of The Executive Committee of the Senate, Curriculum Committees (University Curriculum Committee, Online Education Council, General Education Committee, and College Curriculum Committee) and Governance Committees (Academic Policies and Standards Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Benefit Committee, Faculty Teaching and Learning Center Advisory Committee, Graduate Council, and University Assessment Committee).
3. The Executive Committee of the Senate (ECS) serves as a gatekeeper for matters to be presented to the UAS. The ECS also prepares the agenda, receives reports from standing committees of UAS, and nominates members for all committees, task forces, and boards elected by UAS.
4. UAS and ECS follow Robert’s Rules and Policies. However, Robert’s Rules are very formal, so following these guidelines can inhibit conversation on topics. Often a vote will take place to suspend Robert’s Rules.
5. Agenda items must be submitted at least one week in advance of meetings. Topics are introduced by a motion, with a 2nd motion in favor or opposition, discussion begins, and a vote is held. Voting can be informal (verbal “Aye” or “Nay”) or a formal count can take place. The vote is reflected in the minutes.
6. Currently there are no AP staff members on the ECS or any of the UAS subcommittees. ECS has student representation. AP staff is welcome to hold a seat on any appropriate committee. AP representation on UAS committees will become an agenda item for the AP Committee to discuss.
7. New Committee Business – Reports of officers and subcommittee members
8. Chair – Josh Stickney
9. Group 3 representatives held a Brown Bag lunch meeting on September 26, 2014. Two AP staff members attended.
10. AP Bylaws Article I, Purpose. The Committee members voted unanimously to adopt the proposed revisions. Josh will send the request for revision to Scott Richardson in Human Resources; Scott will present the changes to the senior management team for review. The senior management team meets weekly or every other week.
11. AP Bylaws Article IV, Meetings. The Committee voted unanimously to discuss the use of Robert’s Rules at the onset of each meeting, based on the agenda items. A vote will take place to either follow or suspend Robert’s Rules for each meeting. No revision of Article IV is required.
12. AP Awards Subcommittee – Kristin Linscott: The first meeting was held. Planning is well underway for the Awards luncheon. The same award categories as in 2014 will be used for 2015. The nominating procedure on the website is being revised to make submission of nominations simpler. Nominations can be submitted from 11/3/14 to 3/13/15. The AP Awards Subcommittee requested the AP Committee’s assistance in promoting nominations; we will promote in the monthly member email blast. The Awards luncheon is scheduled for April 16, 2015.
13. Salary & Benefits Subcommittee – Mary Ziomkowski:

 1) The first meeting was held on September 11, 2014. Sue Sloop and Lindsey

 DesArmo from HR Health & Wellness gave the same presentation that was given to

 the AP Committee on September 5th.

 2) Long-term Care insurance is being offered through Genworth, an independent

 company, to GVSU employees; information was mailed, emailed, and is available

 on the HR website. Employees can make an appointment with the Genworth Life

 Insurance representative. Enrollment has been extended through October 17, 2014.

 3) Next meeting of the Subcommittee is scheduled for October 9, 2014.

1. Professional Development Subcommittee – Sienna Mavima: was unable to attend the Subcommittee meeting due to out-of-town business.
2. The AP Committee discussed the many opportunities for professional development available at GVSU, in-seat and online, such as leadership training and the Excellence series.
3. Topics offered are often based on input from the Professional Development Subcommittee.
4. We will include a reminder of professional development opportunities in the monthly member email blast.
5. Monica suggested that the new Design Thinking Initiative should include training for AP staff, as well as faculty. This initiative can be worthwhile for anyone.
6. Public Safety Liaison – Kaleb Klotz (absent due to conflict): no new business
7. Forum Liaison – John Rosick (absent due to conflict) and Josh Stickney: no new business
8. AP Luncheon Liaison – Kristin Linscott:
9. The subcommittee has not met yet; usually begin meeting in January.
10. At the AP Awards Subcommittee meeting, the idea of having a theme for this year’s luncheon was discussed; if anyone has an idea, share it with Kristin.
11. Communication Officer – Elizabeth Lienau
12. AP Back-to-School Letter was sent to the AP staff via email on September 29, 2014.
13. The AP Welcome Letter for new AP employees is still in the process of revision; sending this letter to new AP staff will be underway in the near future.
14. Liz has revised the AP Committee Mail Chimp template. Individual templates specific for each group include the AP Committee representatives for that group and Subcommittee representatives. This template can be used by group reps for other communication purposes. Group reps may contact Liz for assistance with sending out group emails through Mail Chimp, if needed.
15. Monica suggested the AP Monthly email blast could be used as a vehicle for sharing general AP news; the APs do not have a newsletter designated to AP news. The Committee discussed ideas such as links to areas of interest (Barter Board, Surplus Store). No firm decisions were made; the discussion tabled for now.
16. Liz cautioned the AP Committee about sending emails out during mid-month, as this is when the AP Monthly email blast is sent out; we want to avoid inundating AP staff with too many emails.
17. Webmaster – Monica Johnstone
18. Monica continues to work on standardizing the minutes and format of the Subcommittees on the AP Committee website.
19. HR Liaison – Scott Richardson:
20. A search firm has been hired to work with the GVSU search committee for the hiring of the next Vice President for Inclusion and Equity. Scott encouraged AP Committee members to attend the open forums if possible.
21. Other business
22. Brown Bag lunch meetings
23. The Group 5 meeting is scheduled on 10/06/14 in Kennedy 324/330.
24. Adjourned at 11:33 am. Next meeting Friday, November 7, 2014 at 10:00 am in Seidman 3001. Guest speaker: Andrew Plague – President, GVSU Student Senate.

Minutes submitted 10/10/2014 – Mary Ziomkowski