

# AP COMMITTEE

## AP Survey Executive Summary

Administrative Professional (AP) staff at GVSU were surveyed in September 2021 with 243 responses. The intent of the survey was to measure job satisfaction as it relates to the following categories: recognition, compensation and benefits, professional development, and communication. Overall, AP staff have high levels of satisfaction in their roles when interacting or working with students. They also feel valued and appreciated by colleagues in their office, but feel a lack of recognition by the wider university community (45% strongly or somewhat agree that AP staff are recognized for their work). AP staff are highly satisfied with their benefits (93% strongly or somewhat agree), but less so with their overall compensation (54% strongly or somewhat agree). Professional development opportunities had mixed views by AP staff with some desiring more time to participate, greater availability, and options specific to various roles on campus.

Most notably, only 46% of AP staff somewhat or strongly agree that GVSU leadership communicates with staff in a way that allows input into the direction of the university (35% somewhat or strongly disagree). Survey comments included staff desiring greater input and transparency on university changes, especially when it significantly impacts their work. AP staff feel overworked and that they are operating beyond the intended capacity of their role. When asked what changes could be made to improve the workplace, staff cited workplace culture, work from home/flexible work arrangements, workload concerns, and communication as areas of greatest need. The AP Executive Committee will establish an action plan based on these results

If you would like to see the quantitative data that came from this survey please [check out the AP Committee website](#).

## Dan Vainner Interim AP Committee Chair

With Marla Wick leaving GVSU, I've been appointed Interim Chair of the AP Committee. Most are probably aware of the amazing work that Marla did for the LGBT Resource Center. It's also important also to note the work she did as a member, and eventually Chair, of the AP Committee. Even as a member of the Executive Committee, I was not fully aware of the amount of work and organizing that Marla did until she was prepping me to step in as Interim Chair. Her balance of professionalism and passion will surely be missed. We definitely owe Marla a huge "thank you" for everything she did for this committee.

- Dan

## Reach Higher 2025 Update

As we continue the process of finalizing Reach Higher 2025 consider attending the final campus-wide huddle hosted by the RH 2025 committee.

Please click the link below to join the huddle on Thursday, December 16 at 1:00 p.m.:

<https://gvsu-edu.zoom.us/j/99296851484?pwd=MDFoTzFzLyt3VDIzaTQyY3o1TFpldz09>

Meeting ID: 992 9685 1484 | Passcode: 842504

Or join via phone: +1 (312) 626-6799 or +1 (646) 558-8656

Additionally, due to the broad impact RH 2025 will have on the university the AP Executive Committee will have an opportunity in January for an AP only listening session to hear questions or concerns from staff regarding RH 2025 before they vote to support the initiative. More to come on this after the new year!

## Social Justice Committee Book Community

### Notice

The AP Social Justice committee is excited to launch a Social Justice Book Community! This will be an opportunity to connect with your colleagues and enjoy a selection of books that increases awareness and inspire conversation of various social justice topics. The book club will meet monthly, either in-person or virtually. We anticipate selecting a book for each semester, or when warranted, a book for the duration of the academic year.

For Winter '22: Born a Crime by Trevor Noah

We anticipate the first facilitated meeting in late January. All you need to do is pick up a copy of the book and join us! (The holiday break is a great time to get started with it!)

Additional details are forthcoming along with how to sign-up. Depending on the number who choose to participate, we might break into more than one group to keep them small enough for a fruitful discussion.

Noah, T. (2019). Born a Crime: Stories from a South African Childhood (Reprint ed.). One World.

## AP Nominations for Midterm Appointments

Pam Wells has been appointed to the Awards Subcommittee for Group 2

Shawn Jenkins has been appointed to the Social Justice Subcommittee for Group 6

Opening for Group 2 on the Executive Committee, nominations submitted and rep will be selected before our next meeting

Social Justice Committee has an opening for group 1

[The nomination form may be found here](#).

## November AP Executive Committee Meeting

### Minutes

#### Convene and welcome

Members present: Marla Wick, Dan Vainner, Greg Wilson, Justin Melick, Kate Stoetznier, Mike Stoll, Quincy Williams, Jason Cronkrite, Mychal Coleman, Mary Albrecht

#### Guest Speaker: VP Greg Sanial, Jennifer Schick, Craig Westerhof

The use of contingency means there won't be any mid-year budget adjustment, but we don't have a lot of contingency remaining. We have "Absorbed budget impacts through sufficient contingency." Overall, we've seen a decrease in overall enrollment and a dip in retention, but we are seeing progress among some targeted populations, including adult learners, graduate students, African American students, and Hispanic students. We are still anticipating a two-year budget impact from the pandemic.

HERF: Higher Education Relief Funds—CARES, CRRSAA, ARPA. Federal funds are allocated for student financial aid and also used to prep the university for covid-related precautions and distance learning adjustments, etc. Financial aid monies have to be distributed to students before the university can tap institutional funds from these federal dollars. Encourage students to contact Financial Aid if they need additional funds. Additional institutional funds will be held in reserve to buffer possible covid impacts in FY22 and to fuel growth. They are not used to plug budget holes because that is not a sustainable strategy.

Will we recover holiday days lost due to the timing of Christmas and New Years this year? Yes.

#### Approval of meeting minutes from October: Approved

#### Officer/Liaison Reports

Chair- Marla  
VPSA Search  
SJC demographics request  
Next meeting: Large group with President Mantella

Vice-Chair: Quincy  
Provost Search

#### Liaison/Subcommittee Updates

Website: Richard Freehafer/Dan Vainner: Staffing updated, send minutes from subcommittees to add to.

Awards Liaison: Richard Freehafer

PD Liaison: Greg Wilson: Need a seat for groups 5 and 6

S&B Liaison: John Offerman

SJ Liaison: Kate Stoetznier: waiting for demographics, interested in doing some focus groups but no firm plans

RH 2025 Steering Committee: Mike Stoll: President is having leadership huddles throughout the year and into the summer, also holding huddles with RH committee. Discussion about what our process should be for determining what the AP committee endorses. APs have broad concerns about the implementation of the RH plan. Faculty process might provide precedent for us to similarly poll our group to determine whether to issue requested endorsements. We also discussed leaving extra time for committee discussion before determining whether to endorse. We discussed having group representatives request feedback from group APs in some form to inform committee vote. Ask RH committee to give us more time to determine whether to offer an endorsement.

UAS Liaison: Sara Wheeler

Newsletter: Justin Melick/Kate Stoetznier: no update

Human Resources Updates – Mychal Coleman: Will be sharing HR transformation in 4 phases at our next meeting. Mychal will be broadly sharing information with feedback from the survey. HR will also be offering training to drive RH.

Provost Office Updates – Mary Albrecht: Two dean searches are underway for Nursing and Health Professions

#### New business

Group designation for new departments: Group 6

#### Old business

Open positions

Group 1 & 6: SJ Committee

Group 2: Awards, Executive Committee

Working groups:

Survey Team: Dan, Jason, possibly Mike: Working on executive summary of the survey. More people will be invited to contribute to the draft that will eventually be shared with APs broadly.

When should we be sending the letter and to whom? Executive summary by next meeting, request to help write the letter that will accompany it.

Communication Team: Dan, Jason, Justin, Mike

Willing to help: Richard, Greg, John, Kate

Committee goals/liaison communications

**Adjourn. Next meeting: December 9 (KC 2270):** Full AP Committee: AP committee members will be invited to submit anonymous questions, which will then be shared with the president in advance of the meeting.

#### Meeting Schedule 2021-2022

January 6 – Chris Plouff  
February 3 – B. Donta Truss  
March 3 – Miloš Topić

April 7 – Business Meeting  
May – AP Forum

Minutes submitted by Jason Durham.

[Group Representation](#) | [gvsu.edu/ap](https://gvsu.edu/ap) | [apcommittee@gvsu.edu](mailto:apcommittee@gvsu.edu)