

AP COMMITTEE

AP Sub-Committee Awards
2017-2018 Committee
Thursday, June 15, 2017
12:45pm
2264 Kirkhof Center

Agenda

1. Welcome
 - a. Eric Stevens, Chair
2. Introductions
 - a. Present
 - i. Eric Stevens, Chair
 1. Returning Member
 2. Office of Student Life
 - ii. Deb Ronk, Vice Chair
 1. New Member
 2. School of Social Work
 - iii. Courtney Geurink, Secretary
 1. New Member
 2. Alumni Relations
 - iv. Gina Bovee
 1. New Member
 2. University Development
 - v. Brenda Sain
 1. Returning Member
 2. Payroll Office
 - b. Not Present
 - i. Jodi DenUyl
 1. Returning Member
 2. Department of Cell and Molecular Biology
 - ii. Jarrett Martus
 1. AP Committee Liaison
 2. University Development
3. Review Charge of Sub-Committee (By-Laws)
 - a. Eric will review again and share any additional changes with the group
 - b. Largest change was that the Awards Sub-Committee now plans the Luncheon as well
4. Meeting Times (keep in mind the AP Committee Liaison)

- a. Eric will send out a Doodle for the last week of September to hold the first meeting
 - b. At the September meeting, our next meeting dates will be determined for January, February, and March
- 5. Leadership Positions
 - a. Vice Chair
 - i. Deb Ronk
 - b. Secretary
 - i. Courtney Geurink
- 6. Report to AP Committee meeting times/locations, leadership positions, any other info
 - a. Eric will complete
- 7. Other
 - a. Discussion was had around the awards themselves
 - i. Six in total
 - 1. Achievement
 - 2. Commitment to Diversity
 - a. May be removed and transferred to I & E
 - b. Eric will know by our first meeting
 - 3. Commitment to Students
 - 4. Innovation Award
 - 5. Outstanding Team Project Award
 - 6. Service to the Community
 - ii. Nomination process last year opened in November/December
 - b. Meeting Topics
 - i. September Meeting
 - 1. Review nomination process
 - ii. Between Meetings
 - 1. Encourage those in our Groups to nominate for the awards
 - 2. Use the CMS website to vote on the nomination/awards
 - iii. January - March Meetings
 - 1. Meet to determine the Achievement Award
 - 2. Plan Luncheon
 - c. Luncheon
 - i. Gina asked for last year's outline
 - 1. Eric will ask for it from the AP Committee
 - ii. The Luncheon date will be determined by the AP Committee
 - 1. Eric will have it by our first meeting
 - 2. Usually in April
 - iii. Required to be present at Luncheon
- 8. Wrap-up
 - a. Meeting ended at 1:15pm
- 9. Action Items
 - a. Eric to communicate with AP Committee on outcome of meeting
 - b. Complete the Doodle Survey to schedule first meeting