AP Committee Minutes of the Meeting of November 21, 2011

Members Present:

Brian Cole, Nick Nelson, Jim Rademaker, Michelle DeWitt, Diane Laughlin, Luanne Brown, Jackie Rautio, Scott Richardson, Michael Eichberger, Ed Simon, Quincy Williams

Absent:

Michelle McCloud, Dave Feenstra

1. **Minutes**

The minutes from the October 17, 2011 AP Committee meeting were approved.

1. **Announcements**

Introductions of new members:

Ed Simon – Facilities Services, Group 1

Michael Eichberger – Admissions Office, Group 2

1. **Guest Speaker: Gayle Davis – postponed to January**
2. **Old Business** Salary Continuation vs Vacation: maternity leave. It’s really a case-by-case issue. HR is happy to talk with anyone that is unhappy with what their supervisor has approved or not approved.
3. **New Business/Sub-Committee Reports**
* Professional Development: (Dave Feenstra) No report
* Awards: (Michael Eichberger) No report
* Salary & Benefits: (Jackie Rautio) 1. Discussed the grievance process: very specific processes for Faculty and COT’s, but none for AP’s. Faculty can appeal to College Personnel Comm, then Dean, then Provost. COT’s have the Union. Salary and Benefits would like to know if the AP Comm would like to refer the issue to them so that they (the Salary & Benefits Comm) could research and make any recommendations. The AP Comm decided that the issue was more relevant for the AP Comm than S&B because it was broader than just salary and benefits, so they will form a sub-committee to look at it. Currently an AP goes to the supervisor, then the supervisors’ supervisor, then appeals to HR (perhaps Sue Sloop or Maggie McCrystal or Scott Richardson). HR will often suggest a mediator. Luanne Brown, Jackie Rautio, Michelle DeWitt will work with HR on the sub-committee. 2. Professional Development Funds: equity among AP’s across campus. The AP Comm will ask Provost Davis how she views professional development monies for AP’s, and what is in place. After that meeting we will decide if further discussion is needed.
* Public Safety: (Michelle DeWitt) No meetings, the contact for the Safety Committee is the Chief of Police. Short discussion on sexual assault recants.
* AP Luncheon: (Jim Rademaker) April 19th , Thursday. Speaker is reserved, she will be housed at the Alumni House. The topic of her speech will be motivational for AP’s at GVSU. Jim will come up with a theme.
* AP Open Forum: (Quincy Williams) Mid-June.
* 360 degree Evaluation Committee: (Quincy Williams) Met last week to start conversation. 4 step evaluation, evaluation by supervisor, peers, subordinates, and self.
* New Business: Is there a policy, should there be a policy on visitors to the Sub-Committee meetings? AP Comm members may attend any Sub-Committee meetings. Any Sub-Committee member may also attend AP Comm meetings. Welcome to attend and listen, but if they would like to speak they must request to be placed on the agenda.
1. **Next Meeting:** December 5th, 3-5pm in **Kirkhof 2201**.
2. **General Discussion:** Discussion on extra-compensation for AP’s that also teach courses.