AP Committee Minutes of the Meeting of August 15, 2011

Members Present:

Brian Cole, Scott Richardson, Michelle McCloud, Nick Nelson, Jim Rademaker, Michelle DeWitt, Diane Laughlin, Luanne Brown, Jackie Rautio, Quincy Williams

Absent:

Dave Feenstra, Chris Hendree

1. **Minutes**

The minutes from the July 18, 2011 AP Committee meeting were approved, B. Cole handed out copies.

1. **Announcements**

None

1. **Guest Speaker: Sue Korzinek from IT**

* IT is centrally funded by GVSU, other schools have IT personnel assigned to each department. Ms. Korzinek feels GV has an advantage by being a department in itself.
* One challenge for IT is how to prioritize it’s responsibilities: Institutional projects are #1, then individual needs. Many decisions are academic driven (ex: a department wants to run new software, a change must be made in IT). There is a committee to decide on which projects will be funded first.
* Right now they are working on the new Outlook email system and the conversion to Windows 07.
* Outlook: decided by a committee across campus that looked at two separate vendors.
* Windows 07: a much larger budgetary project than anticipated after having to replace so many older computers.
* Budget: the idea of “new every 3 years” is false. Cannot afford to replace everyone’s computer every three years! New positions get new computers funded by IT, replacements do not. Projects such as the Windows 07 update that require new computers, IT pays for. Maintenance and licenses held by IT are paid for by IT.
* Old computers are largely donated to area schools/businesses. They cannot send the software with it, and cannot offer any guarantees.
* Security issues: do not keep sensitive materials on the network/ thumb drives, etc. IT has a program which searches for sensitive numbers on your computer.
* Credit card compliance issues: IT is regulated by 5/3 Bank, trying to secure all credit card transactions on campus.
* Looking at “Oovoo”: it’s like Skype, but better/larger/etc. Free software for meetings/classes/etc.

1. **Old Business**

* Salary & Benefits Sub-Committee has requested that we explore the issue of Supervisor Review. A lengthy discussion on the subject ensued. The AP Committee Decided to form a Task Force to study the issue of Supervisor Review/Evaluation/Feedback. The group would specifically examine the questions of whether to propose it and, if we do, how to implement it. The task force would also clarify the purposes for this effort. An email will be sent inviting those interested to serve on this task force.
* The second recommendation from the Salary & Benefits Sub-Committee was to look at the wording in the AP Handbook concerning when University Committees are formed. We decided upon: *The AP Committee would like to request from the University leadership that when new University committees are formed that have the potential to affect the working conditions of AP staff, that the AP Committee be informed. We (the elected AP Representatives) would then invite a representative from the newly formed committee to speak at one of our monthly meetings, and also could suggest an AP staff member be included in the newly formed committee.*

1. **New Business/Sub-Committee Reports**

* Professional Development: (Dave Feenstra) no report
* Awards: (Chriss Hendree) no report
* Salary & Benefits: (Jackie Rautio) Discussed reviewing job descriptions as they are vacated/current positions evaluated as time permits. Perhaps posting all job descriptions for public view – tied into discussion on whether or not titles across campus are equal.
* Public Safety: (Michelle DeWitt) no report
* AP Luncheon: (Jim Rademaker) Discussed a possible theme (Motivational in Context), a possible speaker (Motivational), Dates (April 24th or May 1st? Will depend on availability of leadership. J. Rademaker will look into).
* Schedule changes: B. Cole handed out a new schedule including the President. Chairs of the Sub-Committees will be invited to attend this meetings as well. All AP members strongly encouraged to attend the meeting with the President – as well as all meetings. Thanks to Cheryl Jones for coordinating the speaker schedule.
* Updates on the AP website will be done by Nick Nelson. B. Cole will email lists of all AP’s in each group, we are to review and send he and N. Nelson any revisions.
* J. Rademaker has developed a welcome message for new AP staff, watch your email for the suggested wording.

1. **Questions and Comments from AP Staff Members**

None

1. **Next Meeting: Monday, September 19th 2011 2-4pm @DeVos 302E**