  
**AP Committee Meeting Minutes**

**Thursday, January 3rd , 2019, 3:00, SCB 3001**

***Committee Purpose:*** *The Administrative Professional Committee is the representative body for AP staff, the purpose of which is: To review and make recommendations on GVSU policies that affect AP staff, to facilitate dialogue between the AP staff and others at GVSU, to consider questions, concerns, and recommendations from AP staff. The recommendations made by the Committee will be reported to the appropriate member of the President’s Cabinet.*

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| Group 1 | Rence Meredith (2020), Kelsey Penland (2020) |
| Group 2 | Beth Thimmesch-Harpold (2020), Marla Wick (2021) |
| Group 3 | Karen Matchett (2021), Josh Stickney (2020) |
| Group 4 | Bill Cuppy (2020), **Samantha Minnis, Chair** (2021) |
| Group 5 | Kourosh Khatir (2020), Kelley Monterusso (2021) |
| Group 6 | Clayton Pelon (2021), Matti Sullivan (2020) |
| HR Liaison | Maureen Walsh |
| Provost Liaison | Mary Albrecht |

1. Samantha called the meeting to order at 3:00pm.
   1. Members Present: Mary Albrecht, Samantha Minnis, Kelley Monterusso, Clayton Pelon, Kelsey Penland, Josh Stickney, Matti Sullivan, Beth Thimmesch-Harpold, Maureen Walsh, Marla Wick
   2. Members Absent: Bill Cuppy, Kourosh Khatir, Karen Matchett, Rence Meredith
2. Guest Speakers: Brandon DeHaan, Director of Public Safety and Chief of Police; Theresa Rowland, Title IX Coordinator and Equity Officer.
   1. Chief DeHaan delivered news and updates to the committee regarding public safety and GVPD.
      1. Standardized safety placards have been installed across campus to provide information for responding to an emergency.
      2. Additional officers have been hired in the past year. Further hires are planned in order to grow GVPD’s presence and visibility at our Grand Rapids locations.
      3. The Allendale headquarters for GV Public Safety is completed. A similar facility is planned for Grand Rapids. Among the features of Allendale HQ is what’s called a “soft interview room”—a rare and progressive facility meant to provide more comforting surroundings to interview survivors of domestic violence and sexual assault. HQ also has remote electronic control over entry doors to campus buildings and the ability to lock down campus at the push of a button.
      4. Updates have been made to the Laker Guardian App to make it both more user friendly and more informative.
      5. There is intent to install a comprehensive network of cameras on the Allendale campus. Grant money has been obtained toward that end, but as yet funds are insufficient to cover the costs.
      6. There is intent to attain accreditation for our department of Public Safety. Such accreditation would be unique among Michigan universities. Working through that process would require additional staffing.
      7. Established in 1969, GVPD marks its 50-year anniversary this year.
   2. Theresa Rowland provided updates regarding the Title IX office and developments affecting university policies.
      1. Michael Szydlowski was recently hired as Deputy Title IX Coordinator. He assumes oversight of cases in which all parties are students, while Theresa’s are cases involving a university employee.
      2. Krystal Diel was recently named the new Victim Advocate, a role that supports student survivors of gender-based violence.
      3. There have been recent changes to state and federal policies that affect the Title IX Offices work. New state laws require 1) quarterly reports, by the Title IX office to the Board of Trustees, of any complaints involving a university employee; 2) Should any university employee be reported in two separate complaints and found not-responsible both times, an outside consultant must review the cases. New federal policies require that anyone accused of misconduct is able to cross-examine the accuser.
      4. Human Resources is notified of any new investigation of misconduct but is not involved in same unless and until a conclusion is reached that an employee has indeed violated university policy.
      5. The vast majority of reports submitted (by students) are against students or people unaffiliated with Grand Valley, and most incidents occur off-campus. Current policy gives our Title IX office jurisdiction to investigate any complaint that involves anyone over whom the university has supervision (that is, accuser or accused is a student or employee), but federal policy may change (uncertainly), revoking their jurisdiction in off-campus incidents. Changes to federal sexual assault policies are in a Comment and Review phase at the time of this writing.
3. Minutes from the November 1st, 2018 APC meeting were approved as written.
4. Officer / Liaison Reports:
   1. Salary & Benefits Subcommittee Liaison—Josh:
      1. SBC met December 20th; Josh was unable to attend. Meeting minutes will be posted to the website once approved.
   2. Awards Subcommittee Liaison—Kelsey:
      1. Nominations for AP Service Awards open January 10th. Discussion ensued regarding how best to advertise so as to generate abundant nominations. An array of tactics shall be employed.
   3. Public Safety Committee Liaisons—Samantha and Karen:
      1. Chair and Vice Chair of APC are ex officio members of the Public Safety Committee. The committee has had no grievances brought before it and has not met since our last meeting.
   4. Newsletter—Beth
      1. Beth has assumed responsibility for the newsletter from Karen. The target for monthly publication is around the middle of each month. Those with items for inclusion therein will bear that timetable in mind.
   5. HR Liaison—Maureen:
      1. The threefold focus of Human Resources for winter/spring 2019 is 1) executing the basic operations of HR accurately and expeditiously; 2) Developing the HR team, making sure knowledge is being passed on as changes occur within HR staffing, introduction of Lean management concepts; 3) Introducing/reintroducing HR to the university, being more visible to employees and providing expertise.
      2. Through a process of gathering feedback and the work of the Inclusive Hiring Practice Committee, a need has been identified for improvement to search committee training and prep, as well as a review of current search guidelines. The goal is to create search committee training (and related tools) that is all encompassing, search committee centered, and includes all needed information to successfully conduct an inclusive faculty or staff search. HR is leading the effort in partnership with Inclusion & Equity, and the Provosts office. The project will commence mid-January, with a May target for a training pilot of new materials, and full training rollout in August 2019.
      3. Meetings are underway with the American Federation of State, County, and Municipal Employees (AFSCME) to renew the university’s contract with our Maintenance, Grounds, and Service staff members.
      4. Employee performance management and evaluation is again under review with a goal of a revised philosophy and process. The current ePDP system will remain in use at least for this academic year.
      5. Registration via Sprout is available beginning Jan 7th for several workshops: “Open Hearts / Open Minds”, “Emotional Strength Training: Growing and Building Emotional Muscle as a Change Management Strategy”, and “How to Retire Happy and Healthy” (held at Loosemore Auditorium in GR, this is the same seminar that was offered in Allendale in Fall 2018).
      6. Positive Organizations Community of Practice: This is a group of individuals from all GVSU employee groups who share and implement the best practices of positive organizations.  They meet once per month. They have recently initiated Recognition Note Cards to spread positive messages (see gvsu.edu/bewellgv/), and the “Reflected Best Self Exercise”. For more information contact [Kelley Monterusso](mailto:monteruk@gvsu.edu?subject=Communites%20of%20Practice%20).
      7. THRIVE@GVSU, a wellness coaching platform, has replaced Know Your Numbers. Anyone who signed up to participate during open enrollment should have been contacted by a wellness coach by now. Anyone who has not been contacted should reach out to Lindsey DesArmo.
5. Meeting adjourned at 4:16. Next meeting is scheduled for Thursday, February 7th, 3:00-4:30, JHZ 1020. Guest speaker will be Loren Rullman, Vice Provost for Student Affairs and Dean of Students.

Minutes submitted by Joshua Stickney