  
**AP Committee Meeting Minutes**

**Thursday, October 4th, 2018, 3:00, 1012 JHZ**

***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, Bill Cuppy, Kourosh Khatir, Karen Matchett, Samantha Minnis, Kelley Monterusso, Josh Stickney, Matti Sullivan, Beth Thimmesch-Harpold, Marla Wick
   2. Members Absent: Rence Meredith, Clayton Pelon, Kelsey Penland, Maureen Walsh
2. Guest Speaker: Matthew McLogan, Vice-President for University Relations
   1. Matt shared that the Presidential Search Committee is on schedule in their work to hire our next University President. President Hass will step down June 30, 2019. He will remain available and involved, as necessary, during the transition to his successor. Following a sabbatical he will remain at the university teaching in the Chemistry Department.
3. Guest Speaker: Eric Garvelink, Associate Director for Campus Recreation.
   1. Eric shared information about club sports at GVSU, oversight of which is his primary role. We have over 50 club sports, some with a recreational tone, many others that compete at a high level. Our club sports programs are an effective recruiting tool, drawing students who are keen to continue to participate and compete in their sports after high school, but for whom varsity collegiate athletics are not realistic. Retention rates for students who participate in club sports are far higher than for the whole of the student body. The university’s financial support of club sports is moderate and is seen as a good investment as a recruitment tool.
   2. Intramural sports are primarily recreational and draw a larger population of students with a more diverse range of abilities than club sports. The intramural programs are less a tool for marketing and recruitment, and more of a means by which to engage students and provide a sense of belonging that is crucial to student retention.
4. Minutes from the September 6th, 2018 APC meeting were approved as written.
5. Officer / Liaison Reports:
   1. Chair—Samantha:
      1. Our March meeting will include the members of the Salary & Benefits Subcommittee (SBS). We will host Greg Sanial, Vice President for Finance.
   2. Vice Chair and Newsletter Author—Karen:
      1. Upon review of both Emma and Mail Chimp, we will continue to use Mail Chimp to distribute our monthly Newsletter.
      2. SBS will be submitting contributions—typically answers to frequently asked questions—for inclusion in the newsletter on a regular basis going forward.
   3. Salary & Benefits Subcommittee Liaison—Josh:
      1. Linda Yuhas gave her “Compensation 101” presentation, explaining how salaries are determined. Staff members are encouraged NOT to keep questions to themselves and to contact her with questions or concerns about salaries, raises, and compression.
      2. SBS members will dive into their survey data—especially the comments—to identify the major issues and to determine the committee’s role in addressing them.
   4. Professional Development Subcommittee Liaison—Bill:
      1. PDS continues its work on a single, consolidated website via which all university employees can access information regarding professional development. They have arrived at what they want the site to include are working with IT on its development. Once complete, they will present it to the APC for feedback.
      2. PDS inquired how to initiate changes/updates/corrections to their section of the APC website. They should email Samantha and Kourosh, who are sharing webmaster duties.
   5. 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.
   6. Provost Liaison—Mary:
      1. The Higher Learning Commission site visit is November 5-6. We have yet to receive word from HLC regarding individuals with whom they will want to meet during their visit. Faculty and staff are strongly encouraged to be on campus and available on those days.
6. Other Business:
   1. Members wondered what ever happened to efforts last winter to revise, revamp, or replace our ePDP system. In Maureen’s absence, we will wait until the November meeting.
   2. Mary reached out to Bob Smart, director of the Center for Scholarly and Creative Excellence, for insight regarding Clay’s concerns about changes in how grants are administered. We will try to get Bob on the agenda for a future meeting to gain a better understanding of the changes that have been made.
7. Meeting adjourned at 4:20. Next meeting is scheduled for Thursday, November 1, 3:00pm, 3001 SBC.

Minutes submitted by Joshua Stickney