  
**AP Committee Meeting Minutes**

**Thursday, November 1st , 2018, 3:00, 3001 SCB**

***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, Karen Matchett, Samantha Minnis, Kelley Monterusso, Clayton Pelon, Josh Stickney, Matti Sullivan, Maureen Walsh, Marla Wick
   2. Members Absent: Kourosh Khatir, Rence Meredith, Kelsey Penland, Beth Thimmesch-Harpold,
2. Guest Speaker: Maureen Walsh, Associate Vice-President for Human Resources
   1. Maureen presented information about the size of Grand Valley’s work force, and the structure and functions of the Human Resources Department. AP staff currently number 751 (c.f. tenure, and tenure-track faculty: 902; professional support staff: 368; public safety: 24; maintenance, grounds, service: 156). Of the 751 AP staff, 16 of them constitute our HR department—a number unchanged over a decade that saw dramatic increases in staffing university-wide. Questions and discussion included the following:
      1. Relative to comparable universities, our HR services are very centralized.
      2. Like many departments, services could be expanded with additional staffing, but financial realities preclude it. Maureen would like HR to have a physical presence in downtown GR, given the number of employees at those campuses. HR is adequately staffed to perform essential functions.
      3. An ombuds for faculty/staff issues is still a topic for discussion, but the issue is not presently being advanced.
      4. The turnover rate for AP staff is less than 5% per year. In-depth exit interviews would likely yield insight regarding why people leave, but would require additional HR staffing (see above).
      5. Our performance review process is under review, with changes likely to be made to the timing and frequency of evaluations. A new tool to replace ePDP is unlikely to come in this academic year.
      6. Job descriptions for staff positions are reviewed and updated as necessary whenever a position is posted. Other than that, there is no routine review of job descriptions.
      7. One of HR’s functions is determination of work eligibility for non-citizens. Maureen remarked that H-1 visas are getting harder to obtain, especially for non-faculty.
3. Minutes from the October 4th, 2018 APC meeting were approved as written.
4. Officer / Liaison Reports:
   1. Chair—Samantha:
      1. Our December meeting will be Thursday, December 13th, 2:30-4:30 in 2263 KC. Subcommittee members are invited to attend, and snacks will be provided. Guests will be President Tom Haas, and Scott Richardson, Vice President for Administrative Services, both set to retire in 2019.
   2. Vice Chair and Newsletter Author—Karen:
      1. Our next newsletter is forthcoming. Beth will be taking over writing the newsletter going forward.
   3. Salary & Benefits Subcommittee Liaison—Josh:
      1. Action items are being generated from the data and comments from the subcommittee’s survey, conducted last spring. Details can be found in the SBS minutes, which will be posted online.
      2. Maureen will attend a future SBS meeting to address directly some questions and concerns raised by the survey.
   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.
   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. An open meeting with the site visit team will be held downtown. Any and all staff members able to attend are encouraged to do so. (Samantha confirmed her intent to represent the APC at that meeting).
   7. HR Liaison—Maureen:
      1. There is a new award: The Gayle Davis Excellence in Leadership Award. Nominations have a 150 word limit and are due by November 30th. There will be one award given across all employee classifications. The prize is $1,000 (taxable).
5. Other Business:
   1. Clay distributed the comments from the Higher Learning Commission’s student survey (part of our re-accreditation process). Comments are not for distribution but will be reviewed by APC members for potential action items.
6. Meeting adjourned at 4:30. Next meeting is scheduled for Thursday, December 13th, 2:30-4:30, 2263 KC.

Minutes submitted by Joshua Stickney