  
**AP Committee Meeting Minutes**

**Thursday, March 7th , 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, Bill Cuppy, Karen Matchett, Rence Meredith, Samantha Minnis, Kelley Monterusso, Clayton Pelon, Kelsey Penland, Joshua Stickney, Matti Sullivan, Maureen Walsh
   2. Members Absent: Kourosh Khatir, Beth Thimmesch-Harpold, Marla Wick
2. Guest Speaker: Greg Sanial, Vice President for Finance
   1. VP Sanial presented data giving a historical context to the University’s current financial condition. Data included historical trends in enrollment, financial aid spending, academic and administrative expenses, administrative expenses vs. other state universities, AP staff counts, AP staff compensation, and capital investments.
      1. Our enrollment has declined each of the past two years. Demographic factors affecting this are well documented, as is our financial dependence on tuition.
      2. We have increased our financial aid the past two years—and intend to do so again this year—to help sustain/improve the quantity and quality of our admitted students.
      3. Our administrative expenses, per full-year-equivalent-student (FYES)are lower than almost all other MI universities.
      4. Our increase in spending per FYES over the last 20 years is almost entirely academic expenses, and not administrative expenses.
      5. Administrative expenses, as a percent of our total budget, have not increased meaningfully in 20 years (and probably longer, but that’s where the graphs stop): between 12-15%.
      6. Increases in AP staff counts have far outpaced growth in enrollment over the past ten years.
      7. Average AP staff compensation and salary (per staff member) have increased by roughly 19-20% over the past ten years.
      8. Total compensation for AP staff, as a percent of the general fund budget, has remained essentially flat over the past ten years.
      9. Construction influences the general fund budget when bonds are issued to fund a project. Over the last 20 years, only 17% of our capital projects have been funded by the sale of bonds. Servicing that debt, though, is part of the general fund budget. As debt is retired, more of the general fund budget would become available for other uses. Looking ahead five years, we have no definitive plans for new buildings. We are well within the amount of debt we could possibly service.
      10. Plans for the 2019-2020 fiscal year include a 1% reduction in the total general fund, the same as 2018-2019.
      11. Faculty and staff will still be receiving salary increases.
   2. We don’t see realistic prospects of increased state funding, and we don’t have any new tricks up our sleeves to try and sway legislative sentiments on the matter.
   3. The university’s financial priorities—e.g. what will be preserved or changed as our financial condition improves or degrades—is a question for the university president.
3. Minutes from the Feb 7th, 2019 APC meeting were approved pending corrections in attendance.
4. Officer / Liaison Reports
   1. Vice Chair: Karen
      1. Karen attended a Public Safety Committee meeting convened for organizational purposes; there were no cases before it.
      2. Karen noted that the descriptions of the tangible prizes given to those who win the AP Service Awards, presented at the annual luncheon. We will find out what the current practice actually is, and attempt to resolve the discrepancy at a future meeting.
   2. Awards Subcommittee (AS) Liaison: Kelsey
      1. The AP Service Award winners have been selected. AS is working on the program for the luncheon. There will be two additional awards presented/recognized at the event. The winner of the Gayle R. Davis Excellence in Leadership Award (named in December) will be recognized. Also, the Presidential Award, which would have been presented at the President’s Ball (cancelled on account of weather this winter), will be given at the luncheon.
      2. The AS had received multiple nominations for most of the awards this year.
      3. Other discussion concerned the planning for and publicizing of the event. Every effort will be made to inform all AP staff members and encourage them to RSVP so that adequate preparations can be made.
   3. Professional Development Subcommittee (PDS) Liaison: Bill
      1. The consolidated professional development homepage for faculty and staff is almost complete.
   4. Salary & Benefits Subcommittee (SBS) Liaison: Josh
      1. SBS has completed an executive summary of the results of the survey they conducted last spring. The summary will be made available, but the APC first requests that SBS provide a direct response, informed by the aforementioned survey, to their 2017 charge to make a recommendation regarding opportunities for promotion for AP staff members.
5. Remaining agenda items were tabled until the next meeting.
6. Meeting adjourned at 4:30. Next meeting is scheduled for Thursday, April 11th, in JHZ 1012.

Minutes submitted by Joshua Stickney