

**AP Committee Meeting Minutes**

**Thursday, April 11, 3:00-4:30p, 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, Kelsey Penland |
| Group 2 | Beth Thimmesch-Harpold, Marla Wick |
| Group 3 | Karen Matchett, Josh Stickney |
| Group 4 | Bill Cuppy, Samantha Minnis |
| Group 5 | Kourosh Khatir, Kelley Monterusso |
| Group 6 | Matti Sullivan, Clayton Pelon |
| 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, Rence Meredith, Samantha Minnis, Kelley Monterusso, Joshua Stickney, Matti Sullivan, Marla Wick
   2. Members Absent: Clayton Pelon, Kelsey Penland, Beth Thimmesch-Harpold, Maureen Walsh
2. Professional Development Subcommittee (PDS) website presentation: Jessica Schoenherr, Chair of PDS
   1. Jessica gave a tour of the new, comprehensive, consolidated website for professional development opportunities for all GVSU employees, which the PDS has designed and constructed. It will replace the old HR professional development website starting the April 16th, 2019. Feedback was resoundingly positive and appreciative.
3. Salary and Benefits Subcommittee (SBS) recommendation
   1. Pursuant to their 2017 charge to make a recommendation regarding opportunities for promotion for AP staff members, SBS has furnished the AP Committee (APC) with an executive summary of a survey, conducted in spring of 2018 to gauge the scope and urgency of this issue, and also a memo stating the conclusions of their discussions. Samantha will discuss their formal recommendations with Maureen. The executive summary and any tangible outcomes of this discussion will be shared publically.
4. Minutes from the March 7th APC meeting were approved.
5. Other business:
   1. Head count for the Awards Luncheon stands at 321. Extra places will be set, in anticipation of additional walk-up attendees. The Awards Subcommittee (AS) has finalized the program and materials.
   2. The only open committee seat to be filled in this spring’s elections is Group 2 PDS. The transition from two-year terms to three-year terms has resulted in no other vacancies this year.
6. Adjourn. Next planned meeting is the June retreat: date, time, location TBD.

Minutes submitted: Joshua Stickney