



**AP Committee Meeting Agenda
Thursday, November 5, 3:00-4:30p, Virtual/Zoom**

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.*

Group 1	John Offerman, Kayla Grice
Group 2	Beth Thimmesch-Harpold, Marla Wick
Group 3	Karen Matchett, Greg Wilson
Group 4	Kate Stoetzner, Jason Durham
Group 5	Mike Stoll, Casey Thelenwood
Group 6	Quincy Williams, Clayton Pelon
HR Liaison	Deb Sanders
Provost Liaison	Mary Albrecht

(OPEN EXECUTIVE COMMITTEE & SUBCOMMITTEE MEMBERS)

1. Convene and welcome
 - a. Members present: Kate Stoetzner, Kayla Grice, Beth Thimmesch, Michelle DeWitt, Clayton Pelon, Jackie Rander, Mike Stoll, Jason Durham, Alex Jacobsson, Bridget Calendo-Spaeth, Glenna Decker, Marla Wick, Jessica Schoenherr, Linda Rettig, Sarah Tibbe, Ryan Neloms, Gregory Wilson, Dionte McBride, Kimberly Wieber, Luanne Brown, Adriana, Quincy Williams, Mary Albrecht, Karen Matchett, Casey Thelenwood, Melanie Grover, Deb Sanders, President Mantella

2. Guest Speakers: President Mantella (3:00-4:00pm)
 - a. General updates from Pres Cab on steering committee, cabinet?
 - i. Busy year and unusual year, thanks for your service and commitment in this body and in your day to day work at GV, in the middle of a very difficult period as one community with a lot of stress/strain and difficult choices, you can see the best / worst of an organization in a crisis – strength of the people/community and added responsibilities, by no means have we been perfect
 - ii. Will go to board of trustees on Friday 11/6 with a budget (for '21 year) – will codify what we’ve done to date, 10% reduction in operating expenses – approved a 90% spending rate and created budget at 90% level
 - iii. Our approach – how can we be as thoughtful as we can? How can we take care of our people? How can we position the university for a future?
 1. 90 position reduction – half were voluntary retirements > look for restructure opportunities not a complete backfill, tried to minimize harm/impact on people
 - a. Not structural, flexible reductions
 - b. Thought about pandemic as a 2-year issue
 2. We had financial flexibility to be thoughtful
 - iv. Societal issues experienced – hard to get your culture and community back in a positive place, doing our best to not do irreparable harm because we have to work fast
 - v. Model we put in place – were able to beat, ended up about 2.8% down in enrollment in total, almost 10% lower in 1st year class (will be 4-5 year impact)

- vi. Mantella philosophy and values won't change – will do everything possible to care for our people, foregoing compensation increases (want to get us back to a position of good health to reward our people and invest in our growth)
- vii. Taken our institutional assessment around inclusion & equity very seriously – we have to be a model (which isn't easy for population + community it's in), everyone needs to own this work, excited we made a social justice subcommittee
- viii. Strategic plan being kicked off at board meeting (and steering committee) Friday 11/6 and is well underway
 - 1. Current plan: ends in 2021 (open palette where everyone contributed what they would like to do to move GV forward)
 - 2. New plan: created a framework + full year of work (digital, racial injustice, enrollment)
 - a. Did a lot of learning about each other, community building, huddles + this is really important to framework
 - b. Draft by end of this academic year to identify measurements next summer
 - c. Sept/Oct '21 – refined plan shared + final review
 - d. Nov '21 – plan to the board
 - 3. Steering committee – Beth provide updates after next week
 - 4. Racial injustice subcommittee – Kate leading, work with Jesse to integrate with short- and long-term strategic plans of GV
- b. Overall university projections with enrollment and budget; picture of moving forward 20-21 class and coming back from dip will look like?
 - i. Students aren't as actively engaged, need to do more outreach to get registered and stay on track for degrees, modality choices, a lot of work to ensure W21 enrollment
 - ii. SE+ created on campus internship experience, resume builders,
 - 1. 30% low in student employment – money will matter to students' continued retention
 - iii. Strategic enrollment group (led by Donte Truss) – data team looking at F21 possibilities
 - 1. 20% increase in new grad enrollment
 - 2. Haven't taken on July '21 budget yet but potential/capacity to be up as much as 2% in aggregate, realized by 1% retention, restoring 1st year class, continuing adult enrollment, press on grad/prof enrollment
- c. Budget and efficiencies and positions being eliminated, how will you actively involve employees in discussions and dialogue, involve stakeholders, enhance communication, and model best practices?
 - i. Decision-space flexibility, we should use to get best thinking of our community – grapple with reality together, invite direct reports and expect VPs to engage their staff and faculty and students in conversation,
 - ii. Give us a B- on having done with on that – some places don't really well, some places we could do a far better job
 - iii. Want to begin now talking about fiscal year budget
 - 1. if we have thoughts, share it and ask your directors the same questions!
 - 2. Needs to happen organically, not always in committees/groups that exist
- d. Quincy W: Student struggles in not getting full college experience and missing out on sports, update on GLIAC?
 - i. Mantella position – making some changes (more testing, etc) to hopefully lessen surge, but will be monitoring in real time

1. took an aggressive stance, we're testing more than most other universities (but some are being even more aggressive)
2. if we don't surge in cases, intention to move forward where we can safely (try to be active, but not irresponsible)
3. we have testing protocols, VAT, space – we intend to play and want to but not every school is in the same position, NCAA guidelines will impact too (may not all act together like F20), may need to blend more non-conference activity
 - ii. more than just athletics – clubs, orgs, friends – really hard for these students
- e. Kate S: appreciation of Mantella leadership and students are appreciative of ability to be in person safely
 - i. Preserve culture, act with care and positive intent
- f. Michelle D: still holding 109 chem labs weekly, students coming inn / doing safely, gotten a lot of compliments, fac/staff/stu have been super creative, cool ways for students to engage and be hands on with instructors on zoom.
 - i. SE+ students paid sick leave – will that go away W21?
 1. HR looking into extension from govt on CARE Act (Deb S), but looking into what can be put in
- g. Casey T: a lot of organization learning since March (online, student support, communicate), changes in the ways we're working and connecting, how do you envision the positive things that we are doing now to continue in a post-COVID world? How do we not lose what we've gained?
 - i. Worry about that daily, because we're working so fast (don't stop enough and ask what we've learned) – trying to be intentional about those moments and capture them
 - ii. Navigation from platform to platform is challenging
 - iii. Spend time as a group/staff to identify successes/things learned to share with SLT
- h. Michelle D: diverse group of people, commuting from far, etc. is it possible to rent a dorm overnight (if open) for students who commute for 1-2 days?
 - i. Melanie G: short-term stays, expense to turn around units is more than \$50 (balance between not being a hotel and meeting students needs), can work with students into a more long-term space that also fits a budget point, contact HRL
 - ii. Mantella: Don't think about cost as first order since it's a bizarre year, paying considerable costs for level of testing/cleaning/turning over
 1. Identify the need / how many students when W21 info comes in
- i. Bridget C: what can you share about open searches?
 - i. University Ombuds – in progress, Clayton will share job description, Jan hire goal, external search (posted for 3 weeks with open end date)
 - ii. Vice Provost for Graduate & Lifetime Learning – down to finalists, conclude end of Dec
 - iii. Announcements of retirements (senior level positions) coming up
 1. Doing some reductions to these positions, will work differently
 - iv. AVP HR – in progress, using search firm, interviewing Dec/Jan, appt by end of Jan

(EXECUTIVE COMMITTEE BUSINESS MEETING)

- a. Members present: Kate Stoetzner, Kayla Grice, Clayton Pelon, Casey Thelenwood, Beth Thimmesch, Jason Durham, Quincy Williams, Mary Albrecht, Greg Wilson, Marla Wick, Mike Stoll, Karen Matchett
 - b. Members absent: John Offerman
3. Guest Speaker: Chris Plouff, Action Planning Team (4:00-4:25pm)
- a. 12 month planning – GV strategy development



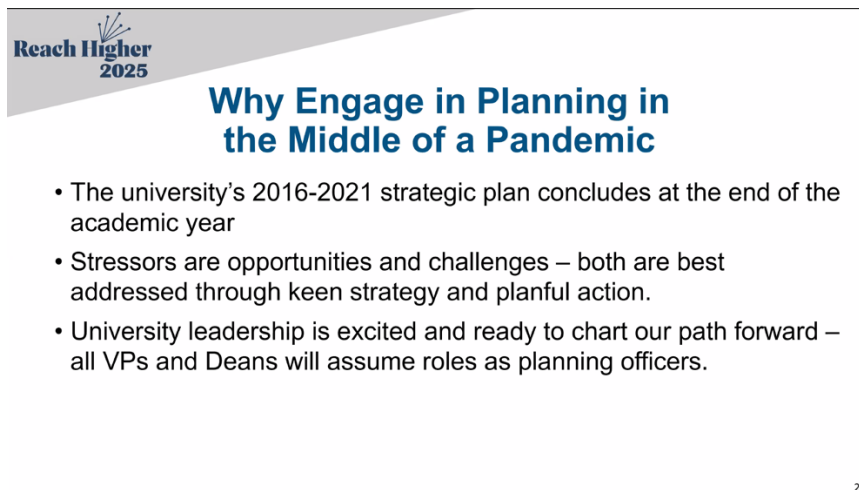
Reach Higher 2025

Reach Higher 2025

- Strategically advance the university in bold new directions
- Position the university to be a top choice for students, faculty, staff and community partners
- Grow enrollments enhancing existing markets and new market segments and their performance
- Engage learners in high-quality programs with high-impact practices
- Diversify the campus community
- Position the university well – an enabling structure, financial stability and ready for uncertainty and change
- Utilize multi-campus locations strategically to attract new audiences and programmatic opportunities

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- i. Reach Higher 2025 – continuation of process (huddles, gatherings, etc)
- ii. Student opportunities for co-curricular engagement, trying to be known by the best
- iii. Increase use of multi-campus locations (outside of Allendale and GR)



Reach Higher 2025

Why Engage in Planning in the Middle of a Pandemic

- The university's 2016-2021 strategic plan concludes at the end of the academic year
- Stressors are opportunities and challenges – both are best addressed through keen strategy and planful action.
- University leadership is excited and ready to chart our path forward – all VPs and Deans will assume roles as planning officers.

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- i. Need a new direction
- ii. Not ideal, but necessary and advantageous to do it (even now)

Synthesizing RHT Input – Five Commitments and KPIs are Foundation

Strengthening the Grand Valley Experience: A Lifetime Value

- **Knowledge and skills for the 21st Century** – an education that builds on our longstanding commitment to liberal education to include digital competencies, entrepreneurial opportunities, and cross-disciplinary synergies and expands our experiential learning commitments.
- Build on the **reciprocity of learning** – a signature of the faculty-student relationship at Grand Valley.
- **The Laker Lifetime Learning** – a commitment established to create an ongoing connection between Lakers and the university.

A Diverse and Inclusive Economic Engine

- Expand access to **new learners** with high-quality online/hybrid adult learning and new pathways to GVSU.
- A **Talent Epicenter** to attract entrepreneurs and employers to the talent of Grand Valley, expanding experiential learning and post graduate opportunities while addressing their talent needs

Key Performance Indicators

Established in the Academic and Student Affairs Division to provide a focused understanding of important aspects of the work of the colleges and units. These will be expanded to encompass broader university activities.

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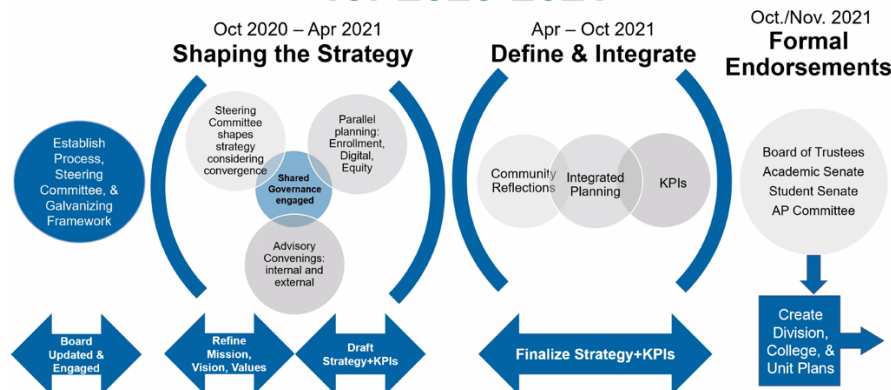
- i. Capitalize on idea that we are learning from our students
- ii. KPIs help us know that we've met the priorities
- iii. ASA created 10 – gvsu.edu/kpi
 - a. Some will expand to the university as a whole, some will stay in ASA

Simply put... Quality – Equity – Personalized – Scaled

- **A learner centered education**
 - Personalized to students' needs and passions
 - An emphasis on student voice, choice, and reciprocity of learning
 - Multiple campus settings enabled to allow student choice of urban and suburban settings with vibrant support structures
- **Inclusion and equity in GVSU's education through access and outcomes**
 - Strengthened commitment to underrepresented communities, adult and enterprise learners
 - Universally demonstrate our commitment to empathy and care
 - Reflect a learning ecosystem and community that transcends place
- **Liberal education – adaptable, digital, and transversal skills for the 21st Century**
- **Graduates are well-prepared, resilient leaders in workforce and society**
- **Relevant and differentiated GV experiences moving from "available" to "all"**
- **Growth mindset aligned with a future of rapid change**


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A Streamlined Process for 2020-2021



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- i. Mantella presenting this to Board on 11/6



Proposed Process

- Establish Steering Team to lead campus efforts (review mission/values, hone university strategy, establish university KPIs)
- Engage campus and external constituents in development process
- Faculty governance, student senate, AP & PSS groups and BOT review, provide input, and endorsement
- Wrap up by November 2021
- Division, college, and unit strategic plans put in place fall 2021/winter 2022 to operationalize university strategy+KPIs

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- i. Many opportunities to involve input and guide process from campus and other communities



Steering Committee

<ul style="list-style-type: none"> Co-Chair: Tara Bivens, Benefits Manager (Human Resources) Co-Chair: Mark Schaub, Dean (Brooks College) Co-Chair: Janet Winter, Associate Dean (KCON) <p><i>UAS Representatives:</i></p> <ul style="list-style-type: none"> Majd Al-Mallah, Modern Languages and Literatures (CLAS) Courtney Karasinski, Speech Language Pathology (CHP) Jared Moore, Computer Information Science (PCEC) Karyn Rabourn, Educational Leadership (COE) Elizabeth Psyck, University Libraries <p><i>Student Representatives:</i></p> <ul style="list-style-type: none"> Eric Siegrist, Undergraduate Student, Seidman College of Business, & Vice President of Allocations, Student Senate Adrian Hall, Latino Student Union President John T. Jones, Graduate Association President (Seidman College of Business) <p><i>Staff Committee Representatives:</i></p> <ul style="list-style-type: none"> Rebecca Bakale, APSS President (Facilities Services) Beth Thimmesch-Harpold, AP Committee Chair (Housing & Residence Life) 	<p><i>At-Large Committee Members:</i></p> <ul style="list-style-type: none"> Jennifer Drake, Dean (College of Liberal Arts & Sciences) Jen Hsu-Bishop, Director, LGBT Center & Interim Director, OMA (ED&EO) Jennifer Schick, University Budget Director (F&A) Aaron Turner, Director of Development (WGVU) <p><i>Ex-Officio Committee Members:</i></p> <ul style="list-style-type: none"> Philomena V. Mantella, President Maria Cimitle, Provost & EVP for Academic & Student Affairs <p><i>Parallel Planning Liaisons:</i></p> <ul style="list-style-type: none"> Donta Truss, VP for Enrollment Development & Educational Outreach (SEMP) Miloš Topić, Vice President & Chief Digital Officer (Digital plan) Alisha Davis, Assistant Chair and Allied Health Sciences Program Director (Network of Advisors) <p><i>Operations Team Members:</i></p> <ul style="list-style-type: none"> Chris Plouff, Senior Associate Vice President for Academic Affairs Jesse Bernal, Vice President for Inclusion, Equity, & Presidential Initiatives Chasity Bailey-Fakhoury, Presidential Fellow (COE) Taylor Boyd, Assessment Specialist Cori Kahler, Office of the President Alex Priebe, Brooks College of Interdisciplinary Studies
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- i. Parallel planning
 - a. VP Truss - strategic enrollment plan that will work in parallel
 - b. VP Topic - digital plan
 - c. Alisha Davis - diversity and inclusion plan
- b. Students involved in these and will have same opportunities to engage as fac/staff
 - i. Sharing with Student Senate today
 - ii. The voice of the voiceless often gets left out, can we do a better job of identifying the average group that is not in “leadership” roles (ie: student senate)?
 - 1. Will not be restricted to only certain leadership groups, will ask the entire campus body for input in different ways / environments
 - iii. VP Truss creating subgroups of students – would welcome suggestions from us

(4:25 – 4:40pm)

4. Welcome Kayla Grice, Casey Thelenwood, and Quincy Williams – Introductions
5. Minutes for October 1, 2020 meeting were approved as written.
6. Adjourn. Next meeting: November 19th 3:00pm-4:30pm, Virtual/Zoom

Meeting Schedule 2020-2021

September 3 – Business Meeting

October 1 – Provost Cimitile

November 5 – President Mantella (3-4), Jesse Bernal (4-4:30)

November 19 – Greg Sanial

January 14 – Donta Truss (3-4), Jesse Bernal (4-4:30)

February 4 – Jesse Bernal

March 4 – Business Meeting, (3-4), Jesse Bernal (4-4:30)

April 1 – Business Meeting

Minutes submitted by Kayla Grice.