



AP Committee Meeting Agenda
Thursday, March 4th, 2021, 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	Marla Wick, Dan Vainner
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 (Dave Smith)
Provost Liaison	Mary Albrecht

1. Convene and welcome
 - a. Members present: Marla Wick, Kayla Grice, Mary Albrecht, John Offerman, Gregory Wilson, Dan Vainner, Mike Stoll, Quincy Williams, Dave Smith, Kate Stoetzner, Clayton Pelon, Casey Thelenwood, Karen Matchett

2. Approval of meeting minutes from 2/4/21 – APPROVED

3. Officer/Liaison Reports
 - a. Chair- Marla
 - i. Open Vice Chair Position, PSLC – Quincy Williams
 - ii. RH 2025 Steering Committee—Karen Matchett
 1. Initial feedback wasn’t all positive
 2. Rehashing the language / starting again
 3. Criticisms: mission seemed boilerplate and didn’t sound personalized, concerns about how accessibility and inclusivity was being used

 - b. Liaison/Subcommittee Updates
 - i. Awards (Clayton Pelon) – currently judging, breaking ties on Achievement Award
 - ii. PD Liaison (Greg Wilson) – met with Deb Sanders, getting direction on next projects
 - iii. SJ Liaison (Kate Stoetzner) – discussion of how to break out elections, Adriana Paz Santos to be the chair – working from Europe next year, give approval with understanding that it will move to Vice Chair if not working out, can we have a vice chair in case?
 - iv. S&B Liaison (Jason Durham) – no updates
 - v. UAS Liaison (Mike Stoll) – UAS was concerned there was too much going on right now and wondered if now was the best time to make a change. Additionally, they wanted to be sure to have some sort of final review or approval prior to changes being made; Title IX presentation

- c. Human Resources Updates – Dave Smith
 - i. AVP Human Resources Search Committee
 - 1. Enrollment numbers were down but not as bad as we thought
 - 2. Hired AVP – announcement coming soon
 - 3. EPDP evaluation process in progress
 - d. Provost Office Updates – Mary Albrecht
 - i. Commencement updates – announcement on Mon, seeking fac/staff volunteers
 - e. Other
 - i. Old Business
 - 1. Scholarship (Casey and Karen)
 - a. Approval of promotional materials – get feedback from other committees, new image of our student
 - b. Promotional strategy?
 - 2. Newsletter (Karen) - Kayla and I converted newsletter to EMMA instead of working on website, 35-36% open rate – comparable to before
 - 3. Website (Karen) – Dan to help with website next month
 - 4. AP Survey (Marla) – received report, will be sharing for us to review
 - ii. New Business
 - 1. AP Forum – Thurs, May 13 11:30a-1p
 - a. Need to set up CMS form to submit questions
 - b. Need to invite SLT members to join and field questions
 - 2. AP Retreat – June 17
4. Adjourn. Next meeting: April 1st 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)
 February 4 – Tara Bivens, Chris Plouffe, Jesse Bernal (3-3:30)
 March 4 – Business Meeting, (3-4), Jesse Bernal (4-4:30)
 April 1 – Business Meeting

Minutes submitted by Kayla Grice.