

**AP Committee Meeting Minutes**

**Thursday, February 6th, 3:00-4:30p, 1012 Zumberge**

***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, Jason Durham |
| Group 5 | Kourosh Khatir, Kelley Monterusso |
| Group 6 | Shannon Davis, Clayton Pelon |
| HR Liaison | Maureen Walsh |
| Provost Liaison | Mary Albrecht |

1. Karen called the meeting to order at 3:00pm.
   1. Members Present: Shannon Davis, Jasoan Durham, Karen Matchett, Kelley Monterusso, Kelsey Penland, Joshua Stickney, Beth Thimmesch-Harpold, Marla Wick
   2. Members Absent: Mary Albrecht, Bill Cuppy, Kourosh Khatir, Rence Meredith, Clayton Pelon, Maureen Walsh
2. Guest: Briette Phillips, University Development
   1. Briette led the group through the basics of how endowed scholarships are established, funded, and awarded. We plan to have details finalized to announce, at the awards luncheon, the establishment of an endowed scholarship fund to benefit family members of AP staff.
3. Minutes for the January 9th, 2019 APC meeting were approved as written.
4. Officer / Liaison Reports
   1. Chair—Karen:
      1. The revised Welcome Letter has been sent to all AP staff who started at GVSU this year.
      2. Karen will confirm the availability of members of the President’s cabinet to attend the Open Forum in May.
   2. Vice Chair—Beth:
      1. Beth shared the progress made on the APC website to the resounding approval of those present. It was unanimously agreed that the new website should be made active as soon as possible.
   3. Awards Subcommittee (AS) Liaison—Kelley:
      1. Emails about award nominations will be forthcoming for the APC representatives to forward to their group members. The AS meets next on Feb 10th.
      2. The monetary honoraria prescribed in the APC bylaws will be included for this year’s awards. There will be no retroactive awards to past winners. The money will be issued as gift cards by HR. There are no plans for the Outstanding Team Project Award winners to have the congratulatory dinner with the President, as prescribed in the bylaws.
   4. Salary & Benefits Subcommittee (SBS) Liaison—Josh:
      1. The SBS has forwarded their comments on the Women’s Commission’s family leave policy recommendations to HR. They may have additional comments at such time as budgetary ramifications of those recommendations are known. The APC will make inquiries about when those determinations might be expected.
      2. SBS are seeking input from the appropriate sources to address their two remaining charges for the year: recommendations concerning establishment of daycare facilities and fitness facilities in Grand Rapids.
      3. SBS have adjusted end dates of the terms of its members in order to achieve a pattern of replacing only two (out of six) members each year, going forward. It was noted that the APC should consider the same, and that, going forward, it is imperative that anyone appointed, mid-term, to replace a departed member must finish out that departed member’s term, rather than the seat being filled and the term being reset at the next round of elections.
   5. University Academic Senate (UAS) Liaison—Marla:
      1. Presentations at the recent UAS meeting addressed land acknowledgments; lock-down procedures in the case of an active shooter situation; programs administered by the Center for Scholarly and Creative Excellence (CSCE); policies regarding consensual relationships between members of the campus community; updates regarding the creation of a faculty/staff ombudsperson; and the methods by which faculty teaching is evaluated.
5. New Business:
   1. Members were asked to promote the Laker Effect Challenge ([www.gvsu.edu/challenge](http://www.gvsu.edu/challenge)).
   2. It was agreed that the bylaws should be reviewed to correct obsolete references, remove any gendered pronouns, to clarify a policy about filling vacated committee seats, and to designate this committee as the Executive Committee of the AP Committee. Josh will craft a draft of revisions for the committee to review.
6. Meeting adjourned around 4:30. The next meeting is Thursday, March 5th, 3:00-4:30pm, SCB 1077.

Minutes submitted by Joshua Stickney