

**AP Committee Meeting Minutes**

**Thursday, September 5th, 3:00-4:30p, 3001 SCB**

***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 | Clayton Pelon, Shannon Davis |
| HR Liaison | Maureen Walsh |
| Provost Liaison | Mary Albrecht |

1. Karen called the meeting to order at 3:00pm.
   1. Members Present: Mary Albrecht, Bill Cuppy, Karen Matchett, Samantha Minnis, Kelley Monterusso, Clayton Pelon, Joshua Stickney, Beth Thimmesch-Harpold, Maureen Walsh, Marla Wick
   2. Members Absent: Shannon Davis, Kourosh Khatir, Rence Meredith, Kelsey Penland
2. Officer Assignments:
   1. Chair: Karen
   2. Vice-Chair / Chair-Elect: Beth
   3. Secretary: Josh
   4. Communications & Newsletter: Beth
   5. Webmaster: considering delegating re-design and maintenance of AP Committee (APC) website to the Professional Development Subcommittee (PDS)
3. Liaison Assignments:
   1. PDS Liaison: Clayton
   2. Awards Subcommittee (AS) Liaison: Kelley
   3. Salary & Benefits Subcommittee (SBS): Josh
   4. Liaison to Academic Senate: Karen and Marla will split duties
   5. Public Safety Committee liaisons: Karen and Beth
4. Planning Slate of Guest Speakers
   1. Felix Ngassa, Chair of University Academic Senate, is scheduled to speak with the APC at the October 3rd meeting.
   2. Karen will contact individuals to fill our slate of guests. Suggested potential speakers included Chris Plouff, Greg Sanial, Jessie Bernal, Pete Wampler, Kate Remlinger, and Maria Cimitile.
5. June Retreat and Old Business
   1. Consensus was reached that the APC needs a strategic plan.
   2. The question was raised whether the current structure of the APC adequately represents AP staff.
6. New Business 2019-2020
   1. Initiatives
      1. Reach out to new hires. Maureen will furnish Karen with a list of new AP staff members.
      2. Food Bank Initiative: Karen suggested partnering with Replenish, and appealing for donations at AP events, and through our newsletter.
      3. Wear the Rainbow: we will promote this event (Nov. 9, 2019) through our newsletter.
      4. AP Scholarship: Karen proposed establishing and raising funds for a scholarship to benefit dependents of AP staff members. The group supported exploring the possibility, and Kelley will contact the Development office.
   2. Charges for Subcommittees—Karen will pass these along to subcommittee chairs
      1. Salary & Benefits Subcommittee:
         1. Review Family Leave Policy recommendation from Women’s Commission, and consider endorsing.
         2. Inquire with Women’s Commission as to the status of establishing a daycare facility downtown. Make a recommendation to APC regarding this issue.
         3. Make a recommendation to APC regarding the establishment of fitness facilities downtown.
         4. Review the benefits survey conducted by HR last spring.
         5. Results of SBS survey from 2018 will be posted appropriately on APC website.
      2. Awards Subcommittee:
         1. Work with HR to restore the monetary awards prescribed for AP Service Award winners in our university-approved bylaws.
         2. Conduct a review of the Service Awards we give and make recommendations to APC about 1) whether to modify the Awards we give [requiring amending of our bylaws]; 2) increasing the number of nominations for the awards; 3) becoming involved in nominations for other awards throughout the university for which AP staff members are eligible.
      3. Professional Development Subcommittee:
         1. Update and maintain the APC website.
         2. Promoting professional development courses and achieving increased participation.
   3. Meet with President Mantella (December 12th APC meeting)
      1. We should have questions and concerns ready for the Dec. 12 meeting.
7. Liaison Updates
   1. Human Resources—Maureen
      1. New for this year’s Service Awards (years of service, not the Service Awards presented at the AP Awards Luncheon), honorees will enjoy a private reception with the President, prior to the December ceremony. Karen will attend a meeting to help communicate the changes.
8. Meeting adjourned around 4:30. Next meeting is Thursday, October 3rd, from 3:00-4:30 in 1012 JHZ. Guest speaker will be Felix Ngassa, Chair of University Academic Senate.

Minutes submitted by Samantha Minnis and Joshua Stickney