



**AP Committee Meeting Agenda  
Thursday, November 19, 3:00-4:30p, Virtual/Zoom**

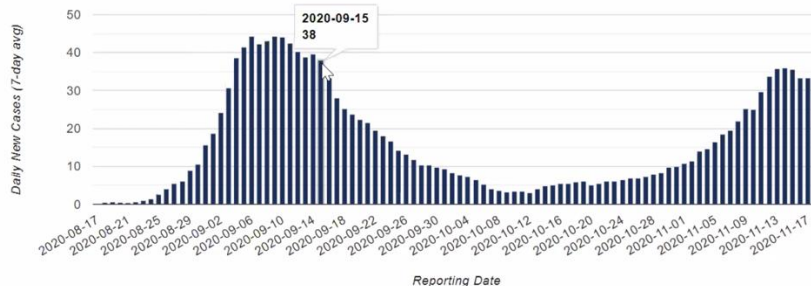
**Committee Purpose:** *The Administrative Professional Committee is the representative body for AP staff, the purpose of which is: To review and make recommendations on GVSU policies that affect AP staff, to facilitate dialogue between the AP staff and others at GVSU, to consider questions, concerns, 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: Beth Thimmesch, Kayla Grice, Mary Albrecht, Michelle DeWitt, Marla Wick, Kate Stoetzner, Jessica, Jason Durham, Deb Sanders, Brent Tavis, John Offerman, Mike Stoll, Jackie Rander, Bridge Calendo-Spaeth, Jennifer Schick, Linda Rettig, Luanne Brown, Karen Matchett, Casey Thelenwood, Sarah Tibbe, Natalie Trent, Ryan Neloms, Clayton Pelon, Jake Marg, Alex Jacobsson, Jamillya Hardley, Greg Wilson, Mary Kooyer, Quincy Williams, Adriana
  
2. Guest Speaker: Greg Sanial (3:00-4:00pm)
  - a. General Updates VAT

7-DAY AVERAGE OF DAILY CASES IN THE GVSU COMMUNITY

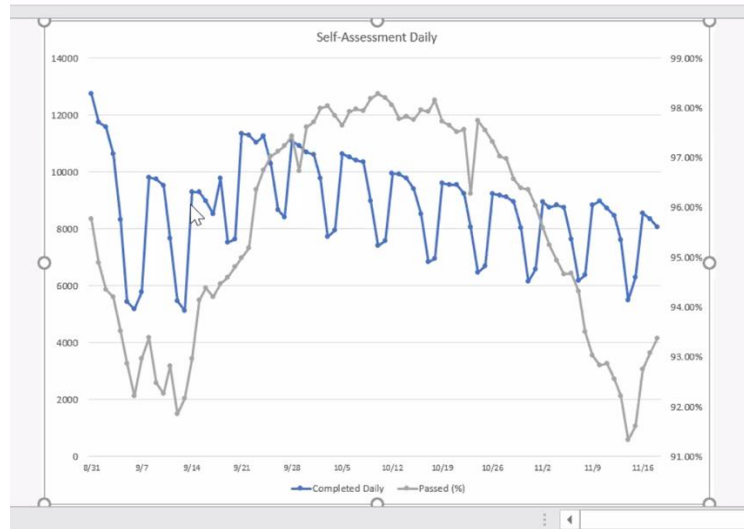


- i. Cases since August (above graph) with big spike again
  1. 1<sup>st</sup> spike = repopulation of GVSU
    - a. ~27,000 tests + 1,612 cases (count all, even students at home/online, not everyone was doing that)
    - b. In sync with health depts but other universities were not
    - c. GV was a huge percentage of 1<sup>st</sup> spike, but not 2<sup>nd</sup> spike
  2. 2<sup>nd</sup> spike = community spread, more fac/staff + off-campus cases (not just GV)

- a. ¾ are in Kent Co, but before were in Ottawa
- b. Plenty of capacity in iso/quar for students
- c. Health dept likes what we're doing with mask/social distance policies = 0 transmission on campus (classrooms/offices)

ii. Self-assessment data (below)

- 1. Gradually losing interest, but still have 8000-9000 students daily
- 2. Could see trend lines change a bit with Thanksgiving coming up



iii. Repopulation planning (Thanksgiving + Holiday Break)

## Repopulation Plans

Two main goals

- Don't want our campus community to bring the virus back home
- Don't want our campus community to bring the virus from home back to campus

Why are we looking at repopulation differently?

- Our number of cases in the community continue to increase dramatically. We are seeing community spread and they are forecasting with colder weather we will continue to see more cases.
- Testing capability and capacity is in place and operating at no cost to students/faculty/staff.
- We have a better understanding of testing program and nature of tests, realization of importance of testing in repopulation events from experience from Fall semester.

- Will do things differently than before, testing set up for upcoming breaks

## Pre-Thanksgiving Planning

- Encourage students to stay safe\* 14 days prior to Thanksgiving
- Provide information on free testing options
- Offer 6,000 testing opportunities over two weeks:
  - November 9-13
  - November 16-17
- \*Stay safe = only leave dorm room to attend in-person & hybrid classes or their job, for food, medicine, and exercise, with appropriate masking and social distancing.

## Post Thanksgiving Plan

- Strongly encourage all returning on campus students to test upon return and to stay safe awaiting their results
- Strongly encourage all faculty and staff working in person after Thanksgiving to test
- Strongly encourage all students in Clinical settings to test
- Testing schedules: November 30 - December 3.
  - 1,100 tests yesterday (11/18) + another 600 today (11/19)
  - Averaging 1500-2500/week on average
  - Testing available for everyone after breaks (exposure, random, surveillance)

## Repopulation Plan for January 2021

- Provide public health messaging about staying safe\* 14 days prior to return to campus.
- Encourage students to test prior to returning to campus, they can upload results to the self assessment portal.
- If students test on campus, they will need to stay safe\*, until they have testing results.
- Those who don't want to test will have to "stay home - stay safe" for 14 days prior to attending class.
- Testing will take place over two weeks:
  - January 4-8, 5,000 tests
  - January 11-15, 5,000 tests
- Recommend faculty and staff that will be in person winter term to test.

*\*Stay safe = only leave dorm room to attend in-person & hybrid classes or their job, for food, medicine, and exercise, with appropriate masking and social distancing until they receive their test results.*

- Looking to ramp things up starting 1/5/20 (space out repopulation, testing)
- If students don't test, they need to quar for 14 days before going to class

- iv. Population dwindled as semester went on – in person/hybrid classes shifted to remote
- v. W21 to start same as F20 (40% online, 40% hybrid/flex, 20% face to face)
- vi. Some students not reporting accurately and those get referred to student affairs
  1. Overwhelming compliance overall by students (masks, VAT observation surveys)
- vii. Attendance policy changes – from virus management, err on do not come to campus
- viii. Students do not need to test negative after quar for 14 days

1. Can test positive for up to 60-90 days but you are not contagious
  2. Tina B able to give iso/quar release to GV population (health depts overwhelmed)
- ix. Offered students to be contact tracers to health dept on multiple occasions, haven't taken us up on it (don't have the capacity for required training). Suggest talking to Tina B to make offer again.
- b. General Updates on Finances:
- Approved by Board of Trustees
  - 2-year disruption in traditional enrollment + 5-year disruption in state appropriations
  - Structural vs. temporary changes for personnel
    - Structural – elimination of a position (ie: less students in MI)
    - Temporary – vacant position not being filled until later (ie: COVID)
  - Rolled funds into reserve (COVID relief fund) – paying for testing, one-time costs
  - Bringing money out of reserves into FY21 to soften blow of impact
  - Hired a lot more adjuncts to cover space restrictions
  - A lot of uncertainty with state appropriations (potential for mid-year adjustment)
  - 90 positions fewer now than start of year (23 were open positions already, 11 total eliminated, 105 total VRIP (50 of them were no backfill))
  - Ended up with \$18M more in revenue than we had planned/budgeted for
  - \$12M set aside for uncertainty + \$5.7M doesn't have a claim on it (to address shortfalls) – need to see where end up with W21 enrollment (potential to restore deferred salary)
  - W21 enrollment falling behind than projections, some indications that we're catching up
  - Everyone (except IT) down; needed to make significant investments in IT infrastructure
  - A lot of sensitivity, will have more info as models are refined
  - Had a plan, completed the plan, lot of uncertainty, should have some flexibility if we hit W21 enrollment
  - Net price approach = investments in financial aid can drive down over net price, which can drive enrollment
- c. W21 Enrollment
- i. Raises is #1 priority, along with getting fac load back to where it needs to be
  - ii. Would like to see we hit our W21 numbers, the \$5M could go towards pay raise we missed back in the base, so there's a compounding effect if there is a pay raise next budget year
  - iii. Sweet spot for enrollment = budgeted to be down 8%, right now greater than 10% down
  - iv. Students waiting to see if we go all online, if we go all online, students may not return
    1. Also true for F21 = applications significantly less than last year same time
  - v. SLT discussions about posting F21 schedule = drive enrollment decisions
  - vi. Spring Break change = major student concern, too long to be online with no breaks
    1. Repopulation events are challenging (virus control)
    2. Student Senate approved occasional days off, being discussed now

- vii. SLT to investigate the potential to reduce or maybe eliminate the out-of-state tuition differential
  - 1. GV never had to in the past (strategic enrollment plan being developed will be good)
- viii. GV overall enrollment has gone down over the last 4 years
  - 1. Tuition increase offset enrollment amount; this is 1<sup>st</sup> year tuition did not offset
  - 2. This year, down over 9% in FTIACs
  - 3. GV has done a much better job than other MI public university (we've been done 1-2% and some peers down 10% in enrollment over last couple of years)
- d. How do we close the gap?
  - i. Every % is \$3M, if we don't close the gap, we've used up the reserves already
  - ii. University is still in a strong financial position (liquidity not an issue, etc)
  - iii. Would like to avoid a mid-year budget adjustment (but depends)
- e. THANK YOU FOR ALL YOU'RE DOING!!!
  - iv. Everyone is working way harder than normal, keep up the good work, disappointing we can't reward you in pay increases
  - v. Thank you for the extra effort you put forth to serve on this committee, it's an important committee!

*(EXECUTIVE COMMITTEE BUSINESS MEETING)*

Members present: Beth Thimmesch, Kayla Grice, Mary Albrecht, Marla Wick, Kate Stoetzner, Jason Durham, Deb Sanders, John Offerman, Mike Stoll, Karen Matchett, Casey Thelenwood, Clayton Pelon, Greg Wilson, Mary Kooyer, Quincy Williams, Adriana

3. November 5 Meeting Minutes Approval – approved

4. Officer/Liaison Reports

a. Chair- Beth

- i. Open Group 5 position – Salary & Benefits
- ii. Scholarship Marketing – awards committee didn't have capacity to advertise
  - 1. Difficult time to take on more / not feasible compared to what they already manage
  - 2. To do: create plan + framework – newsletter, image, website, timeline, outreach, posting (Casey, Kate, Karen)
- iii. Steering Committee Updates (4:00-4:10pm)
  - 1. Beth to send an update
  - 2. Virtual Staff (Dec 3, 2020 from 10a-12p) & Faculty Huddles (Dec 3, 2020 3-5p) <https://www.gvsu.edu/reachhigher2025/>
  - 3. In strategy shaping – theme discussions, other ways to gather feedback

b. Liaison/Subcommittee Updates

- i. Awards – Clayton Pelon (no update)
- ii. PD Liaison – Greg Wilson (no update)

- iii. SJ Liaison – Kate Stoetzner
    - 1. Goal to work on structure this year, potential for new Ombuds to be a member
  - iv. S&B Liaison – Jason Durham
    - 1. In holding, what are new charges for this year? Jason to get info from Jackie
    - 2. Promotional opportunities honored, other mid-year salary adjustments on hold
  - v. UAS Liaison – Mike Stoll
    - 1. VAT update provided by Greg
    - 2. Student Senate motion for W21 breaks/gaps
- c. Human Resources Updates – Deb Sanders
- i. No updates on Maureen’s replacement
  - ii. Vacation rollover update + 3 extra holiday closure days
  - iii. EPDP transition year plan presented to SLT, RFI/RFP for new platform early Jan
  - iv. Potential to add vacation bank to AP staff? PSS has that option, HR can look into it
  - v. Promote Encompass to colleagues
- d. Provost Office Updates – Mary Albrecht
- i. W21 attendance policy recommendation moving to ECS, pending Provost approval
  - ii. Alternative spring break discussions taking place with fac/stu
- e. Other
- i. Old Business
  - ii. New Business
5. Adjourn. Next meeting: January 14<sup>th</sup> 3:00pm-4:30pm, Virtual/Zoom

*Enjoy the extra days off! See everyone in the new year!*

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.*