



**AP Committee Meeting Agenda**  
**Thursday, February 4<sup>th</sup>, 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
Provost Liaison	Mary Albrecht

1. Convene and welcome
  - a. Members present: Marla Wick, Kayla Grice, Kate Stoetzner, Karen Matchett, Gregory Wilson, Jason Durham, Deb Sanders, John Offerman, Casey Thelenwood, Clayton Pelon, Mary Albrecht, Mike Stoll, Daniel Vainner
  
2. Guest Speakers: [Reach Higher 2025](#) Steering Committee Representatives—Tara Bivens, Jennifer Schick, Mark Schaub, Cori Kahler
  - a. Made sure to capture all thoughts, themes, ideas that were shared in previous huddles
  - b. Inclusion & equity has been a large part of the discussion
  - c. Deans are gathering feedback as well
  - d. BOT meeting will approve the strategic plan and updated m/v/v at next meeting
  - e. Group feedback to draft mission:
    - i. The word inclusive vs. equity/equitable – why inclusive learning environments? Equitable may not be fully explicit in mission statement
    - ii. Wanted it to be memorable and to be able to repeat it, unlike the current one
    - iii. Feels like the 2<sup>nd</sup> sentence could be used at any university. Does the 2<sup>nd</sup> sentence take away from the power of the 1<sup>st</sup> sentence?
    - iv. Strange that education isn’t in the first sentence because it’s what we do
    - v. Transforming professions/communities but what about transforming us (people)?
    - vi. In favor, inclusiveness of liberal and professional education needs to be there
  - f. Group feedback to draft vision:
    - i. This feels more inspiring than the mission, “lifetime of growth and purpose” is attractive
    - ii. Can we incorporate some of the vibe of the vision to the mission?
    - iii. Vast improvement over current, shorter than current, easier to recite, inspiring overall
    - iv. Can they be combined into 1 sentence by removing “we live this”?
    - v. What does it mean to “integrate liberal and professional education”?
      1. Purpose of GV / foundation has been liberal education but as we think about our professional education, it’s intertwined (you can’t have one without the other)

- 2. Reads that the learner experience at GVSU will be intrinsically integrating these 2 things, but what does that mean for students who are majoring in classics or liberal studies, religious, etc?
      - vi. Vision has more favorable response than the mission
  - g. Group feedback to draft values (Inclusive and Equitable Community, Integrity, Inquiry, Innovation)
    - i. Love the alliteration, like them overall
    - ii. [Feedback grid](#) is helpful in seeing how you formulated these 4 values
  - h. If you want to give a written wordsmith submission, share in the [feedback form](#)
  - i. Perspective: You may be thinking how do I fit in? Together, we are all GV and we all have the ability to live out the mission, vision, and values. We all have to think about how can we live into this. If you get this question, encourage others to leave feedback.
  - j. Next steps:
    - i. Moving to phase 3 of drafting strategy (What are our priorities? What will we need to succeed moving forward? How do we live into the mission, vision, and values?)
    - ii. Upcoming huddles
- 3. Meeting minutes from 1/7/21: approved!
- 4. Officer/Liaison Reports
  - a. Chair- Marla
    - i. New Group 2 Rep—Daniel Vainner
    - ii. Open Vice Chair Position – send Marla a note if you’re interested
    - iii. RH 2025 Steering Committee (Karen Matchett) – develop strategy then KPIs
    - iv. Ombuds Search Committee (Clayton Pelon) – hired Elisa Salazar, cancelled open forums
      - 1. Would be interesting to see hierarchy of the position. When does someone utilize? If an employee doesn’t feel uncomfortable, they can talk to Ombuds to get feedback. Position will also keep track of trends of fac/staff discussions.
      - 2. Potential to create joint Ombuds office – will student ombuds be part of this?
  - b. Liaison/Subcommittee Updates
    - i. Awards – Clayton Pelon
      - 1. Reminder to nominate for awards!!
      - 2. Luncheon alternative ideas: [HR Service Awards Video](#)
        - a. Zoomed out, watching a long video feels hard rather than celebratory, video doesn’t seem as effective
        - b. Webpage and GVNext article with highlight/recap that people could click on their own time rather than prolonged period of sitting?
        - c. [Faculty Convocation](#) – virtual celebration + website
    - ii. PD Liaison (Greg Wilson) – no updates
    - iii. SJ Liaison (Kate Stoetzner)
      - 1. Email feedback on this statement to Kate soon: The purpose of the AP Social Justice Subcommittee is to act as a representative body for the AP Committee on issues regarding Social Justice. This includes creating awareness to inspire action for Social Justice issues through program offerings and advocacy. To report to the AP Executive Committee any recommendations on Social Justice policies that affect the AP staff. The AP Executive Committee will review and

make final recommendations, which are reported to the appropriate Executive Officers for approval.

2. Election process

- iv. S&B Liaison (Jason Durham) – provided update on pending changes in HR
- v. UAS Liaison (Mike Stoll) – no updates

c. Human Resources Updates (Deb Sanders)

- i. EPDP Evaluations – in progress, good response
  - 1. 360 and glint engagement surveys are on the radar/vision moving forward
- ii. Successful How to Retire Happy Webinar – 70 participants attended
- iii. HealthEquity transition from United Bank
- iv. Personal Travel Guidelines – will be published/revamped soon
- v. AVP Human Resources Search Committee – scheduled to wrap up next week

d. Provost Office Updates (Mary Albrecht) – no updates

- i. “No longer having snow days” – experiential education (ie: labs) cannot “work from home”, who makes the call for that when we have bad weather? Instead of “snow day” we will be getting a “remote day” so it’s up the faculty member discretion what to do

e. Old Business

- i. [Scholarship](#) (Casey and Karen)
  - 1. Promotional materials draft feedback: simple, eye-catching, review next mtg
- ii. [Website](#) (Karen) – tagging, photos, add SJ Committee

f. New Business

- i. Switch newsletter system to EMMA (Kayla)
  - 1. Karen created an EMMA account
  - 2. Currently goes out the last week of each month
- ii. Shared folder/google drive (Marla) – create/organize a Google Drive folder
- iii. AP Survey (Marla) – standard part of practice to gauge where fac/staff are at?
  - 1. Every year or every other year for priorities/direction/goals
  - 2. In favor, would be good to see how people are doing
  - 3. SB Committee used to have one, one last year re: budget reductions

5. Adjourn. Next meeting: March 4<sup>th</sup> 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.*