



AP Executive Committee Meeting Minutes
 Wednesday, October 4, 11:00 – 12:00
 JHZ 3000

Name	Group	Expiration Term
Kyle Barnhart	Central Admin/Development/I&E	2027
Cassonya Carter	CHS, KCON	2027
Jason Cronkrite	CECI, PCEC	2027
Myesha Gholston	Academic Affairs Student Support Units	2026
Jaime Guizor	Finance & Admin	2027
Michelle McCloud	BCOIS, CLAS	2026
Justin Melick	Information Technology	2027
Bobby Nielsen	Student Affairs	2025
Michael Przydzial	Student Affairs	2025
Heather Taylor	Finance & Admin	2027
Daniel Vainner	Enrollment Development	2025
Jen Torreano	SCB/Library or University Relations	2027
Ex-Officio		
Mary Albrecht	Provost Office Liaison	
Tara Bivens	HR Liaison	
2023-24 Sub-Committee Chairs (optional)		
Keigh-Cee Bell	Social Justice Sub-Committee Chair	
Vacant	Awards Sub-Committee Chair	
Jon Dean	Salary & Benefits Sub-Committee Chair	
Paul Cullen	Professional Development Sub-Committee Chair	

Member present in person

Member present virtually

Welcome

Response to Student Senate

AP Committee will add a Student Senate Representative, to be identified

Committee Updates

- Social Justice:
 - No Update
- Salary and Benefits
 - Charges are being reviewed
 - First memo anticipated to be completed in October, this is earlier than precedent
- Professional Development
 - Conflict Resolution Panel



- Finalizing date
- Anticipated to be a 60 minute zoom
- Clift Strengths Session
 - Anticipated to occur in November in Allendale
- Charges will be posted to the website imminently
- Three vacancies and three individuals interested
- Awards
 - Date set for April 17th in Grand River Room from 11:30 – 1:00, buffet style luncheon
 - Website updates are being reviewed
 - Tutorial: the team is pulling together a short tutorial on what content and context should be included in Nominations
- UAS Liaisons
 - Michelle reporting back – no major updates applicable to AP
- UAS - Equity and Inclusion (EIC)
 - Social Justice Committee Member Possibly?
 - Social Justice is researching who could be an appropriate candidate
- Activation & Accountability Leadership Team (AALT)
 - N/A
- Public Safety Liaison Committee (PSLC)
 - N/A

Sub-Committee Charges

- Ready to be posted to the website to communicate with AP what we are working on for the year?
- Once confirmed – have your committee chair upload or send to Mike P
 - Awards
 - Professional Development
 - Salary & Benefits
 - Social Justice

AP Survey Update

- Survey is closed
- Quantitative data should be available soon
- Qualitative data will take longer to process

Openings

- Awards – 1
 - No interest yet
- Professional Development – 3
 - Hunter Birdwell – IT (Justin recused)
 - Megan Farmer – Laker Store



- Renee Malkowski – OSCCR
 - Mike P moved and Jen 2nd – approved
- Salary & Benefits – 1
 - Clay Pelon – AA – CECI, PCE, College of Computing
 - Mike P moved and Jen 2nd – approved

Approve Minutes

- September 4th AP EC Minutes
 - Justin made minors edits that show in the track changes
 - Michelle Moved and Mike P 2nd - approved

Old Business Updates

- AP “Handbook”
 - Chelsea Best is working on updating to show policies that apply to AP similar to what is shown on the faculty handbook page
 - Original AP “handbook” page would be removed
- Bylaw changes for Awards Subcommittee
 - Awards SC
 - Out of election appointments (more than one person interested)
“A recommendation to amend the Bylaws shall be decided by the affirmative vote of an absolute majority of the voting members of the AP Committee (i.e., a majority of the entire voting membership). The recommendation takes effect when it has been published on the AP Committee site, unless another effective date has been specified. If applicable, the Senior Leadership Team will be notified.”
 - The Committee will endorse candidates, then send out individually with appropriate polls stating that they’re coming with Executive Committee endorsement. Voting will note a date range
 - Reminder that SLT can’t be nominated
 - Out of Election Taskforce
 - Melanie, Megan and Jen worked on a new bylaw amendment which picks up the first nominee and creates a waitlist for others

New Business

- Next newsletter?
 - Tutorial
 - Team will pull together a tutorial on “how to submit content” for the newsletter to streamline editing



- Timing?
 - Discussion around monthly, or quarterly with or without non-scheduled updates for timely announcements
 - Aim for next one at the end of October
- Board Meeting
 - October 18th @ SCB
- VP of People, Culture, and Equity
 - Chair & Co-chair will meet with Dr Shorty privately
 - Proposing Dr Shorty attend Executive Committee meeting in November with full committee meeting opportunity in Winter or Spring
- Adjunct AP Listening Session w/Employee Ombuds
 - Update from Session
 - Occurred on 10/03/2024 with Justin, Jaime, Jen, Casey & Jason in attendance
 - Former and current adjunct APs were in attendance
 - Tool Kit: Consider a Hiring Tool Kit for those departments that utilize Adjunct AP
 - Benefits & Orientation: Consider clarifying to incoming Adjunct AP the difference between their status and traditional AP to encourage better understanding
 - HR confirmed that we are opening some benefits this year to Adjunct APs: vision, critical insurance, etc.
 - Recruiting: Consider discussions with I&E to ensure that search waivers are being handled equitably.
 - Discussed difference between hiring Adjunct AP with and without a full search and how that impacts search waiver opportunities or restrictions at permanent hire
 - Vocabulary: Consider aligning definitions of Adjunct AP with those in existence for Adjunct Faculty and Visiting Faculty
 - Demographic Review: Committee is undertaking a review, to the extent possible with the data available, of the demographic makeup of full-time Adjunct AP staff to foster understanding and validate equitable standing
- Ombuds Open House



- “My name is Genna Brong and I work with Elisa Ortega-Schultz in the Employee Ombuds Office. I am emailing you on behalf of our Office and inviting you to our National Ombuds Day lunch on Thursday, October 10th from 11:30am - 1:00pm. If you have never been to our office, this is the perfect opportunity for you to check it out! This is a drop-in event and does not require an RSVP.”
- Reach Higher Collaborative Leadership Network
 - Justin and Jason have been invited to participate within their role as Chair & Co-chair
- FLSA Memo
 - No follow up received, to date from SLT