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## *AP Committee – Summer Retreat Meeting Minutes 6.15.17*

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### **Attendees:**

Rence Meredith, Samantha Minnis, Colleen Lindsay-Bailey, Karen Matchett, Beth Thimmesch-Harpold, Joshua Stickney, Kourosh Khatir, Bill Cuppy, Casey Thelenwood, Mary Albrecht, & Jarrett Martus

### **Opening & Position Appointments:**

1. Welcome
2. Introductions
3. Meeting Times Leadership Positions
  - a. AP Chair: Lawrence Meredith
  - b. Vice Chairperson: Samantha Minnis
  - c. Past Chair: Colleen Lindsay-Bailey
  - d. Newsletter: Karen Matchett
  - e. Webmaster: Samantha Minnis
  - f. Secretary: Beth Thimmesch-Harpold
  - g. Liaisons
    - i. Awards: Jarrett Martus
    - ii. Professional development: Bill Cuppy
    - iii. Salary and Benefits: Joshua Stickney
    - iv. Public Safety: Casey Thelenwood, Kourosh Khatir

### **General Information:**

- AP Committee meetings will be held the first Thursday of each month from 3:00-4:30pm. The first meeting will be in September and located downtown. The meetings will rotate monthly between Pew and Allendale campus.
- The role of the AP Committee is to serve as liaisons on behalf of our constituents to share concerns with upper management and provide information to constituents when appropriate. The committee has been working to be more present and involved across the institution i.e. Provost Search, other big searches, faculty senate presence, etc.
- The AP committee publishes a monthly newsletter that is sent to every AP staff member and posted on the web.
- The chair will attend Faculty Senate each Friday from 3-5pm. Colleen Lindsey-Bailey will continue to fill this role with Rence's assistance.

### **Committee Agenda Items 2017-2018:**

- Salary, Raises, & Promotions
  - Concern: Pending department/position you may or may not have access to promotion opportunities, salary/raise caps, etc. Goal is to create equity in promotion/title/salary access across the institution (carried over from 2016-2017).
- EPDP Timeline & Execution

- Concern: There are current challenges with the EPDP process i.e. timeline dates, inequity in salary/raise decisions tied to the evaluation process, etc. (carried over from 2016-2017)
- University Development
  - Initiative: This is the 1<sup>st</sup> campaign year for a four year project to raise money for university development.

**Other Areas of Concern:**

- Adjunct AP Staff
  - Concern: who represents staff on Adjunct AP contracts, how do contracts affect them, how do they effect full time staff, what are the concerns, etc.
- Satellite Campus Resources
  - Satellite campuses don't have the same access to resources as employees on the Allendale campus i.e. childcare, gym access, lactation spaces, etc.
- Childcare Access
  - GVSU does not provide adequate access to childcare facilities i.e. no infant care, no decreased price break, only available on Allendale campus, etc.
  - Program could partner with Early Childhood academic program
- Parking Passes
  - Staff are only issued one parking pass per person, this is challenging for staff with dependents and partners that switch cars
- Professional Development
  - There is not equitable access to professional development opportunities. There are no formal mentorship programs set up for entry/mid-level staff, no structured job shadowing opportunities available, etc.

**Possible Meeting Speakers 2017-2018:**

- Salary, Raises, Promotions, EPDP Process, Professional Development Opportunities/Equitable Access & Professional Mentorship– Dev Butler & Linda Yuhas
- Fall Accreditation – Chris Plouff
- Provost Office Update – Maria Cimitile
- Dean of Students Update – Stephen Glass
- Sexual Assault, Title IX, Victim's Advocate, Public Safety – Theresa Rowland, Ashley Schulte, Brandon DeHaan, & Scott Ayotte
- Food Service & Armark – Doug Wentworth & Tom Minor (Rence will get Aramark information and bring back to committee)
- I&E, Inclusion Advocate Hiring Program, Salary/Raise Equity, Etc. – Scott Ayotte
- Student Senate President – Jonathan Bowman
- Enrollment Management – Lynn Blue
- Campus Master Plan – James Moyer & Tim Thimmesch
- University Development – Carolyn Clayton & Jennifer Wardrop
- Inclusion & Equity – Diversity and Student Populations

**Committee Meeting Restructure:**

*How do we use our time most effectively? Interest in restructuring time to include both speakers and work time. We are representatives of the AP university staff. It is important to share space with upper management to share constituent concerns and bring information back. The committee sometimes drive*

*change but also make sure needed information gets out to staff. Examples: FMLA, Dining location/hours/date information.*

- Every committee meeting there will be a time to check-in and every members will provide an update on what is happening in their area
- Committee structured around more dialogue about constituent concerns.
- Send 5-6 prep questions to speakers, stage the speakers and have an agenda to have structured dialogue

**Considerations/Updates:**

- Where can with partner with academic departments on committee goals/initiatives
- Women's Commission: working on family leave policies, planning to bring initiatives to AP Committee