



Meeting Minutes
Thursday, July 12, 2018

1. Call to Order: 9:03 a.m.
2. Introductions: **Stephanie Willis, Dan Arnold, Tiffany LeDonne-Smith, Denica Holzworth, Joel Morrah, Jaclyn Fortier, Jess Tess-Navaro, Meaghan Cole, Holly Carruthers, Stephanie Blast (First Meeting), John Meldrum, Holly Toggweiler, & Kelsey Zuchowicz**
3. Take Away Activity:
 - a. Desk stretches; squats, step touch, wall push-ups with heel lifts
 - b. Other ways to incorporate activity: print to far away printer, sit outside for a few minutes
4. Approval of Minutes:
 - a. Approved by Meaghan Cole
 - b. Seconded by Tiffany LeDonne-Smith
5. President's Report (Ann Voorheis-Sargent reported by Stephanie Willis)
 - a. Goals for 2018-19 year
 - AP Recognition:** continue shout outs, anniversary e-cards, recognition breakfast, recognition for APs who win awards (May)
 - Criteria for Awards:** new and rising professional awards were new, fine tune and transparent on requirements of nomination
 - Branding and Linking to Diversity:** engage new and retain AP participants
 - b. Share the AP Association All AP Meeting PPT in newsletter
 - c. Nominate an AP for employee of the month, 200 words or less (Dan)
 - d. Idea regarding meeting held at 1 pm to encourage attending a group x class (Holly C)
 - e. Join committees if you are interested!
 - f. Spirit wear sale coming in fall
6. Vice President's Report (Dan Arnold)
 - a. New Google team drive for committees
 - b. Working on improving efficiencies
 - c. Also pushing towards branding and diversity
7. Past President Report (Stephanie Willis)
 - a. No new business
8. Treasurer Report (Tiffany LeDonne-Smith)
 - a. Expenses form for committees approved at meetings
9. Secretary Report (Kelsey Zuchowicz)
 - a. Working on organizing minutes and agendas in Google Team Drive
 - b. Will link previous meeting minutes and agenda to meeting events on calendar
 - c. Dan will now be recording meetings and links available in calendar event
10. AP Association Report
 - a. No new business
11. Senate Report (Paul Battle & John Meldrum)



- a. No new business
- 12. Senate Committee Reports (Stephanie Willis)
 - a. Healthiest Campus in Michigan Committee
 - i. Health survey sent out to students in previous years
 - ii. Working on making survey available for faculty and staff as well
 - iii. Would be first institution in nation to roll this out to all campus members
- 13. AP Assembly Committee Reports
 - a. Communications (Kelsey Zuchowicz)
 - i. Working with Andrea Lewis and Kaitlyn Barbas
 - ii. More lenient on lead time for events, at least a week out
 - iii. Newsletter now includes Google form for AP email list sign up for updates
 - b. Community Engagement (Paul Trumbull & Lauren Leve reported by Stephanie Willis)
 - i. Continued 5:01 p.m. events
 - ii. Also incorporate service projects, one per semester
 - iii. Spirit wear sales
 - c. Professional Development (Meaghan Cole & Jaclyn Fortier)
 - i. July 24th – Crucial Conversations in 110 O’Dowd
 - d. Voice of the AP (Denica Holzworth & Joel Morrah)
 - i. Added with new charges
 - ii. Will respond and distribute emails as necessary
 - iii. Maintain and monitor AP list
 - iv. Review AP Assembly Constitution
 - e. AP Recognition (Stephanie Willis)
 - i. See above
 - ii. Looking for new committee members, can join at anytime
- 14. New Business:
 - a. Agreed upon the goals, would like to notify and distribute to APs in newsletter
 - i. Send out an all AP campus mailing in September or October
- 15. Good & Welfare:
 - a. Kickball game next Tuesday, 7/17 (12:10 to 12:50 p.m.) between Rec team and Skilled Trades
- 16. Next Meeting: **Thursday, August 9, 2018 at 9 a.m. in Recreation Center Herman Room**
BRING A FRIEND! ☺
- 17. Adjourn: 9:41 p.m.