**Meeting of the AP Assembly Executive Board**

**Thursday, February 23, 2012**

**Meeting Minutes**

**Members in Attendance:** Carmen Etienne, Dan Bettman, Petra Knoche, Aniesha Mitchell, Anthony Gallina, Sarah Mullin, Jean Szura, Ryan Mostiller, Amanda Benjamin, Shaun Moore, Kelly Garnett

1. Call to order at 10:03
2. Approval of Minutes
   1. Thursday, December 15, 2011 minutes approved
   2. Thursday, January 26, 2012 minutes approved
3. President’s Report
   1. Still collecting names of new employees for the New AP Welcome
   2. Recommends adding a line to e-newsletter that states: “Please do not reply to this email; if you require more information on any of the items contained in the newsletter, please contact our president at…”
4. Vice-President’s Report
   1. Nothing to report
5. Treasurer’s Report
   1. Treasurer not in attendance
   2. Sarah Mullin recommended the assembly follow up on the unidentified bills that Chris Jensen mentioned receiving at our last meeting.
6. Secretary’s Report
   1. Nothing to report
7. Senate Report
   1. The senate approved a Bachelor of Arts in Graphic Design degree.
   2. Diversity and Inclusion statements were added to the senate mission statement.
8. Senate Committee Reports
   1. Campus Development and Environment – Dan Bettman
      1. Specifications and plans for a crosswalk from the new Human Health building to campus proper were discussed.
      2. They will be implementing test procedures for various options, including stop signs, flashing lights, etc. in coming months.
   2. Teaching and Learning – Shaun Moore
      1. Committee did not meet
9. AP Assembly Committee Reports
   1. Communications – Kelly Garnett
      1. Things continue to go well
   2. Spirit – Ryan Mostiller
      1. Homecoming tailgate saw windy and snowy weather, but was still fairly successful; scarves were given away to staff members who attended, and the food was delicious. There were about 75 bags of leftover potato chips; Dan Bettman recommended sharing those chips with Becky Lewis for the second annual Poker Walk at the Rec Center.
   3. Personal and Professional Development – Shaun Moore
      1. The *Strengths Finder 2.0* workshop has filled quickly, and books have been distributed.
      2. There will be a Social Media Strategies workshop on March 28, from 9-11 a.m., in the Lake Michigan room in the Oakland Center. The event will be open to 50 employees. Food will cost the assembly $56.55. This event needs to be advertised in the next e-newsletter.
      3. Amanda Benjamin has been working on “Influencing Up” workshop proposal. Cost is estimated at $3,000. $1,000 in funding has been secured from UHR, and $1,000 has been secured from Student Affairs. Aniesha Mitchell moved that the AP Assembly sponsor the remaining funds. The motion was seconded by Shaun Moore, and unanimously approved by the assembly.
   4. Special and Social Events – Dan Bettman
      1. Bowling league is going well
   5. New AP Welcome – Carmen Etienne
      1. Invites have gone out to new APs. Volunteers are needed for check-in table, and other tasks. Shaun Moore and Dan Bettman both volunteered for check-in; Sarah Mullin and Jean Szura both volunteered for set-up.
   6. Nominations and Elections – Sarah Mullin
      1. Call for nominations has been sent out. Period for nominations lasts until March 5, 2012.
      2. The Marketplace will not be used for AP Association elections this year; this will hopefully simplify the process.
      3. Because Aniesha Mitchell is leaving the university, her senate position will have to be filled, and will be filled by the person who received the second most votes.
10. Old Business
    1. A Grand Idea – Sub-committee will be presenting the idea to the President’s council in March.
11. New Business
    1. Dan Bettman spoke on behalf of the Rec Center with regard to the second annual Poker Walk. Snacks and volunteers are needed, as is a possible give away (perhaps a larger giveaway for first arrivals, and a small keepsake for everyone). Walk will take place on Wednesday, May 16 (hopefully outside, based on the weather). Dan Bettman will contact Chris Jensen regarding what money is available for support.
12. Good and Welfare
    1. The call for UHR AP Awards has gone out.
    2. Aniesha Mitchell recommended having Mary Beth Snyder, Nancy Schmitz, or Susan Awbery come in to talk to the assembly about the First Year Center, which is due to open in July.
13. Next Meeting: Thursday, March 29, 2012
14. Meeting was adjourned 10:45