**Meeting of the AP Assembly Executive Board**

**Thursday, April 26, 2012**

**Meeting Minutes**

**Members in Attendance:** Carmen Etienne, Sarah Mullin, Ryan Mostiller, Steve Shablin, Allison Webster, Holly Reed, Dan Bettman, Anthony Gallina, Shawn Moore, **Laura Christensen Saims**, Chris Jensen, Amanda Benjamin

1. Call to order at 10:12am
2. Guest Speaker: Dr. Mary Beth Snyder came to speak on the First Year Center
	1. The start of the center was because OU wanted to put more emphasis on freshmen advising, to help with retention
	2. OU wanted to create a new office, in which they did not have to create a ton of new positions. They tried to utilize the personnel they already had. Advising resource center, academic skills center, first year programs, orientation, pulled into one unit. The net budget is $460,000 (new dollars) to run the center. The Three main areas are; Orientation and New Student Programs, Advising Outreach, Communications and Technology.
	3. Helps with the transition from when students are considering OU- into their first year. Aids in getting students a good fit in their major, 55% have changed major only within the first year. The center will help give an expedient path to graduation. The center will also identify and help students with challenges.
	4. Retention is all about messaging. OU needs consistent messages in terms of retention and getting the word out to High School students, and students within their first year. The Student Affairs retreat will be about improving retention and how to utilize the First Year Center.
	5. The First Year Center is just a first step in aiding with retention. It is just one piece. The goal is to get at least 50% of students to retain at the university.
	6. One of the big pieces is how to get students advising during their first year at Oakland.
	7. Sara Webb will serve as the Director of the Center.
	8. The hope is to utilize technology at much as possible in the center. An online component has not been discussed yet, but hopefully discussions will begin. Perhaps an option is to hook the orientation program into Comm. 101.
	9. A lot of the elements will be in place during the fall 2012, but the entire center and how it is being run will most likely not be complete at that time.
3. Approval of Minutes
	1. Approval of March 29th meeting minutes
4. President’s Report
	1. Working on the website to get it updated, including of uploading meeting minutes.
	2. Shawn, Melinda, Kelly and Jean met with Dr. Russi who approved The Grand Idea. The meeting went well, and Dr. Russi wanted a $2,000 prize and wanted to approve two ideas per semester. The launch will begin September 2012 including the start of the cycle. Only AP’s are allowed to submit for the Grand Idea, and right now submissions are done on an individual basis. Dr. Russi will be evaluating the submissions and selecting the winner.
	3. Getting ready to meet with Carmen to transition.
5. Vice-President’s Report
	1. Nothing new to report other then getting ready to transition.
6. Treasurer’s Report
	1. Current budget is $878.02, which continues until the end of June.
	2. AP Outstanding awards is at $4,276.00
	3. The AP Bonus awards have been increased to $1,500 thus we will increase the Outstanding AP Awards to $1,500 as well.
7. Secretary’s Report
	1. Nothing to report
8. Senate Report
	1. There is a meeting on May 10th. Two programs went to Senate that were first reading ineligible, The Master of Education, Higher Education Leadership and PhD, Applied Computational Physics.
	2. Betty Youngblood spoke of the Macomb University Center, there are a number of institutions in state that are looking into Macomb County. If we do not focus on Macomb County, there are other institutions that might become the primary institution.
9. Senate Committee Reports
	1. Campus Development Committee
		1. They did not host the meeting, and two minor issues were approved. One of the issues was for occupying more chicken coops for the student garden. The other was about cutting down a tree for putting up campus map kiosks.
		2. Facilities provided a list of upcoming construction projects- the Athletics parking lot is going to be completely repaved.
	2. Teaching and Learning
		1. Met last time to vote on stipend awards.
10. AP Assembly Committee Reports
	1. Communications
		1. Deadline for newsletter today
	2. Spirit
		1. Nothing new to report
	3. Personal and Professional Development
		1. Had the first part of the StrenghsFinder workshop last week
		2. Influencing Up workshop went well, working on compiling the survey results. The Droste Group in Troy put on the event. A little over 30 attended the event
	4. Special and Social Events
		1. Creating a monthly summer lunch group, the second Wednesday of each month at noon. Each event will be “hosted” by a different office or person (to encourage a different group to attend). Hosting merely consists of getting people to attend the event and choosing the restaurant.
		2. Wed. May 9th will be hosted by the Special and Social Events Committee at Buddy’s Pizza
		3. Wed. June 13th
		4. Wed. July 11th
		5. Wed. Aug 8th
	5. New AP Welcome
		1. Wanted to know if there is a set budget on the event every year. Right now since the event is late in the afternoon, the food is not getting eaten. The conversation is whether we want to change the time it takes place
	6. Nominations and Elections
		1. There is a new slate of officers.
		2. Amanda Benjamin is leaving the university and so her position on AP Assembly is now vacant. Nominations were now being taken for new people to fill the spot.
11. Old Business
12. New Business
	1. The Poker Walk- Employee Health and Wellness Day is coming again and they wanted to know how much funding we are willing to give. Last year the AP Assembly bought poker chips to last two years for the event. The hope is that there is still poker chips left from last year to aid in this year’s event. We are going to commit giving more poker chips for the event if they are needed. The actual event is May 16th.
13. Good and Welfare
	1. Chris provided a list of books that we can possibly use for a book club.
14. Next Meeting: May 31st, 10:00am
15. Meeting was adjourned: 11:35am