
APA Executive Board Meeting Minutes
Friday, January 13, 2012
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Julie Nemire, Amy Seth, Lynda Hunt, Sue Kohlert, Faith Wicklund, George Broomell, Randy James, Michelle Loedeman, Randy Ott, Mary Ramlow, Kitty Scheffers, Liz Teviotdale, Chris Voss

Absent: Gina Betcher, Michele Cole, Mario Galbreath, LouAnn Grover, Julie Lenczycki, Sue Oole, Laura Vine

The meeting was called to order at 11:40 a.m.

Motion to approve today's agenda made, seconded, and passed without dissent. The minutes from the December executive board meeting were also approved accordingly.

PRESIDENT'S REPORT

Julie reported on Monday's meeting with administration. Topics discussed included the thanking the administration for the \$400 stipend for healthcare in our January 3 paychecks; annual leave carryover balance requirements; the search for an associate VP for HR, hopefully resulting in restoration of training opportunities through HR and improvement in visibility of the department; and the committee that has been established to review the WMU hiring process.

The general membership meeting on Jan. 25 will focus on membership; it is time for current members to renew and we hope the comprehensive work life satisfaction survey [more below under "Compensation"] will bring in new members as only members will be allowed to participate in the survey.

Randy J. has agreed to serve as APA's webmaster. He will begin website updates next week.

VICE-PRESIDENT'S REPORT

No report other than noted below in Awards and Recognition.

TREASURER'S REPORT

The treasurer's report from December was submitted; motion made, seconded, and approved unanimously to accept the report. The current balance as of December 31 is \$3441.63.

CORRESPONDING SECRETARY'S REPORT

No report.

RECORDING SECRETARY'S REPORT

No report, minutes on file.

COMMITTEE REPORTS AND DISCUSSION

○ Membership

Sue K reported that the notepads have been ordered. The approved amount was \$300, but the total, with shipping, came to \$309.82 for 400 notepads. The estimated date of receipt is January 27. Motion made to approve this amount, seconded, and approved without dissent.

○ Nominations and Elections

Elections will take place the third week of March.

○ Compensation

A work life satisfaction survey will be administered to all APA members, which will assist in determining priorities for the compensation letter. The survey will be done this spring and will cover a broad variety of topics including compensation, benefits, the performance evaluation system, workplace morale, etc. We have not done such a comprehensive survey since 2006 (and thus not since President Dunn has been here). Randy O. will be heading up the committee implementing the survey.

Kitty shared some compensation data from the Society for Human Resource Management.

Julie N. noted that the lack of movement in the pay scale was discussed with administration. Felicia agreed to take a look at it.

Julie N. was able to locate a an appointment letter confirming that use of AL is required for P&A employees who teach FYS classes during regular working hours.

○ Professional Development

Amy has asked a representative from the Discover Kalamazoo program to speak at the April 9 Lunch and Learn; location to be determined.

○ Awards and Recognition

Randy O. will take Julie L.'s place on the Make A Difference awards committee until she is able to resume the duty.

Awards nomination forms are available on the APA website; none have been received to date.

The APA/PSSO spring luncheon will be May 17 in the Bernhard Center. The committee met yesterday and is soliciting door prizes.

- Special events/committees

No report.

OLD BUSINESS

There was no old business at today's meeting.

NEW BUSINESS

Julie N. is putting together a slide show to honor Joyce DeRight, former active APA officer and member, at the January 25 general meeting. Slides from APA past history will also be included.

The APA bylaws will be reviewed at upcoming meeting(s.)

ANNOUNCEMENTS

Amy reported that additional evening hours are available at Read Fieldhouse track for walking or running on Monday/Thursday from 7:30 to 9:30 pm.

Meeting adjourned 12:55 p.m.

Respectfully submitted,

Sue Kohlert

Upcoming meetings:

- Wednesday, January 25, noon to 1 p.m., Bernhard Center Rooms 157-158 – general meeting
- Friday, February 10, 11:30 a.m. to 1:30 p.m., Faculty Dining Room – executive board meeting
- Friday, March 9, 11:30 a.m. to 1:30 p.m., Faculty Dining Room – executive board meeting