APA Executive Board Meeting Minutes
Wednesday, May 11, 2016
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Suzanne Beals, Mario Galbreath, Nick Griffith, Julie Lenczycki, Monica Liggins-Abrams, Michelle Loedeman, Patty Mikowski, Julie Nemire, Mary Ramlow, Caroline Ray, Kitty Scheffers, Teri Schrimpf, Margaret von Steinen, Tiffany White, Faith Wicklund

Absent: Lynda Hunt, Randy Ott, Kelsey Patterson, Amy Seth, Roxie Swank, Liz Teviotdale, Chris Voss

The meeting was called to order approximately 11:41 am by Suzanne Beals and the agenda was approved.

PRESIDENT’S REPORT

Lynda Hunt was not here so Teri Schrimpf reported on the meeting with Jan Van Der Kley and Warren Hills:

- Enrollment/Budget Updates:
  - Same as last time. The forecast meeting was going to be held the next day. Still expecting a 2.33% decrease and for budget purposes they will plan on 2.5-3.3% decrease. We will hear from the state by the end of May what they will be doing.
  - The Trustees meeting for tuition will be June 29 and we will be the last public university in Michigan to make our decision. Most likely tuition will be as close to the state’s maximum increase as possible.
  - Orientation numbers are up. Housing numbers are also up but housing has changed their process so it may be that enrollments in housing are just coming through faster. Jan Van Der Kley said we should not read too much into that number at this time.

- Exempt vs Non-exempt update
  - There were two town hall meetings yesterday to discuss this. All processing is done and supervisors and staff will be notified next week of any changes. As new positions are being filled any change in exempt vs non-exempt is being handled individually.
  - New job descriptions – these are now next on the list of projects.

- Discussion on program review
  - Not sure what will happen with it or what departments will be reviewed. There did not seem to be many changes made based on the academic program review so that may affect when other departments will be reviewed.

- Identity Theft
  - There were WMU employees who had their tax returns compromised. Looking at what happened and when, it appeared that a few were hit in the early stage of returns, a few in the middle, and then a few more at the end. It appears all of the Michigan universities had some compromised. WMU cannot find a common tie
between those that compromised here on campus. As far as they can tell, it was not a university breach. OIT has added some tips to their web site of steps to take if breached.
  o It was noted in our meeting today that a 3rd party vendor handles the distribution of our W-2’s.

- Concern about FT employee and FT students
  o Question about why employees have a credit cap of 4 for the summer sessions: No increase due to some economic factors and the employees primary relationship with the university under the government's purview. For example student vs employee. With allowing increased credits or even bundling of credits during certain semesters (i.e. summer I & II) this can move the employee from full-time employee to full-time student which results in problems with the economics factors of the process.

- Holiday Closure
  o Jan Van Der Kley asked if we had reviewed the holiday schedule for the coming year. None of us had – looking at it we are getting an extra day before the Christmas holiday.

- Other items of interest
  o Davis Street – there is no signage anymore and Amy Seth is concerned about people hanging out there. Right now it is under SRC and they can schedule it.
  o WMU has a ‘no’ drone policy
  o Solar panels – we are a hosting site for Consumer’s Energy

VICE-PRESIDENT’S REPORT
- No report

TREASURER’S REPORT
- Nick Griffith handed out reports for April. Reported an ending balance of $10,111.41. We received more sponsorships for the spring event and the payments of those that attended. We also expended the cost of the spring event. Report approved.
- A question was asked whether the payments of those attending covered the cost of the spring event. Nick responded that it does not, the sponsorships do help defray the cost.
- Suzanne Beals noted that she had found a fund labeled APA Seita Scholarship fund and wondered what it was for. No one was sure but wondered if we had collected money for Seita Scholars once and had created a fund to house the money. Nick will see if there is anything left in it. – After the meeting Lynda Hunt reported: “That was an account we set up for one of the golf outings. We had them register online and part of the registration was a $5 gift to Seita program. The funds were transferred to the Seita Program. This was a special gift fund established for the purpose of the golf outing and no funds remain in it. If we ever do something similar, we can use the account again. Just to be clear, it is a gift fund through the WMU Foundation, not an APA fund.”

CORRESPONDING SECRETARY’S REPORT
- Shari Glaser would like to use our storage room to store some T-shirts until they are distributed. Approved.
RECORDING SECRETARY’S REPORT

- No report.

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- No report.

Nominations and Elections

- Amy Seth was not present but had let us know that the ballots are out, we have a full ballot and so far 21 have been returned.

Professional Development

- Tiffany White reported that Laura Weber no longer has time to prepare professional development activities and would like Tiffany to take over. Approved.
- Tiffany said she would start looking into activities. She noted that the ‘Everyone Counts Diversity Learning Communities’ is now seeking applications. Monica Liggins-Abrams also reported that the Broncos First Professional Learning Community is also seeking applications. If interested – please apply.

Awards and Recognition

- Liz Teviotdale was not here but everyone noted how nice the awards banquet was and wanted to thank her for her work on it.

Special Events

- Michelle Loedeman does not have anything at this time but would look into setting up another ‘bags’ tournament for early August.
- Someone asked about the golf outing we used to host and it was decided that we had dropped it due to conflicts with other WMU golf outings.

Other Committees

- No report.

OLD BUSINESS

- None

NEW BUSINESS

- Discussed the town meetings about compensation
  - There is a proposed 3% across the board increase going to the board at the end of June. For staff who are over the maximum, they will receive a 1.5% lump sum payment (42 staff). This would be on the July 20, 2016 pay check.
  - After the increases have been given, then the compensation pay structure will be increased by 2% - both minimum and maximum. The mid-point will then be recalculated.
  - There will be a market recalibration in mid-2018 to be implemented in 2019.
MINUTES

• Discussed the Fair Labor Standards Act and the compensation project which caused some jobs to be reclassified. 22 job titles were reviewed and 57 employees will have their classification changed: 31 will go from exempt to non-exempt and 26 will go from non-exempt to exempt. Due to changes in benefits (mainly the extra cost of health care premiums) all 57 employees will receive a $900 increase to their base pay before the 3% increase.

• It was noted by Jan Van Der Kley that since we noted a discrepancy in the exempt vs non-exempt classifications while doing the compensation project we had an obligation to make changes. It was also noted by the presenter that even though the federal government is looking at making changes to the FLSA in near future, we do not know when these changes will take place and we could not wait for such an unknown.
  • Margaret von Steinen noted that she had attended the candidate’s presentations for the associate provost for enrollment management position and all had noted our poor retention rate. She was wondering what our staff to student ratio is as compared to our peers. Are the students not getting good support from staff?
  • It was asked whether there is any news on reviews for those in ‘Z’ positions. We will ask that at our next administration meeting.

ANNOUNCEMENTS

• Teri Schrimpf announced that there are many activities happening through the Western Wellness committee and people should check out the new website.
• The speaker for the general meeting will be on the new dining hall.

Meeting adjourned approximately 12:56 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:

• 05/25/2016 APA General Meeting – BC 158-159 noon – 1 pm
• 06/08/2016 APA Executive Board Meeting – BC Fac Dining Room 11:30-1:30
• 06/29/2016 APA Officers plan agenda for meeting w/Jan and Warren – via email
• 07/12/2016 APA Officers Meeting with Jan and Warren in BC Fac Dining Room 12:00-1:30