APA Executive Board Meeting Minutes
Wednesday, December 14, 2016
Bernhard Center Faculty Dining Room

ROLL CALL


Absent: Mario Galbreath, Nick Griffith, Julie Lenczycki, Patty Mikowski, Julie Nemire Rickert, Kitty Scheffers, Stacy Thinnes, Tiffany White

The meeting was called to order approximately 11:46 am by Lynda Hunt and the agenda was approved.

PRESIDENT’S REPORT
• No report but it was discussed that the January meeting is a combined General Meeting/Executive Board Meeting. Since January 18 is so early to get the scholarship information ready, it was determined to move the meeting to January 25. Chris Hunt will give a presentation on the Gold Campaign and bring along some giveaways.

VICE-PRESIDENT’S REPORT
• No report

TREASURER’S REPORT
• Lynda Hunt reported for Nick Griffith. Our beginning balance for November was $9,630.16. Reported an ending balance of $9,276.16. It was noted that we have received some income for the APA Holiday Gathering and some of the expenses have been paid but more to come. Report approved.

CORRESPONDING SECRETARY’S REPORT
• No report.

RECORDING SECRETARY’S REPORT
• No report.

STANDING COMMITTEE REPORTS AND DISCUSSION
Membership
• Suzanne Beals and Lynda Hunt are working on getting the eligible APA email list. Emails will be going out to perpetual members about the renewal.

Nominations and Elections
• We will need a new president for next year so please talk to people about it. Would also be good to get more males on the board.
• A discussion was held about what issues are affecting our employees. Since we have not done a survey in several years, Margaret von Steinen will head up a committee to design one. Monica Liggins-Abrams and Amy Seth also volunteered to be on the committee. We
would like to do this in conjunction with PSSO so Mary Ramlow will ask the PSSO board for volunteers – would be nice to get a newer employee on this committee.

- Also discussed what APA should do for President Dunn’s retirement party. Possibilities include donating to the four suggested projects (Seita Scholars Program, WMU Marching Band, University Art Collection, and Student Emergency Relief Fund). Also suggested was a letter from APA or letters from individuals put together and sent to him as a group.
- It was noted that Liz Teviotdale was recognized for her 5 years as a certified tourism ambassador for Discover Kalamazoo.

**Professional Development**

- Tiffany White was not present but Monica Liggins-Abrams discussed the possibility of Broncos FIRST partnering with the Office of Faculty Development. She was wondering if staff were aware that the Office of Faculty Development offered training opportunities for staff. Their training opportunities are open to staff but many times they are not well known among the staff. Concerns were raised about online classes and if they are being reviewed. Also the problems with graduate assistants paying for online classes.

**Awards and Recognition**

- Liz Teviotdale reported she will be putting out information about the scholarship due date.

**Special Events**

- Michelle Loedeman reported that 64 people have signed up for the Holiday Gathering at Bell’s. 35 of those are APA members.

**Other Committees**

- None

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Margaret von Steinen asked about the tax implications on the money we can donate to our 403 plan via sick/vacation leave. It was noted that you currently have to be donating to your 403 plan to be able to donate the sick/vacation leave. We are very happy they have changed the amount and value that we can donate.
- Monica Liggins-Abrams asked how staff reacted to the reversal of the FLSA changes. It was noted that staff had been told that the changes were going to be based on the FLSA decision being approved.

**ANNOUNCEMENTS**

- None

Meeting adjourned approximately 1:09 pm
Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:
- 12/14 – APA Holiday Gathering – 5:01 pm – Bells Eccentric Cafe
- 1/10 – Officers meet with Jan & Warren – noon – 1:30 pm – BC Faculty Dining Room
- 1/25 – (change of date) General Meeting/Exec Board Meeting – noon – 1:30 pm – BC 157-158??