APA Executive Board Meeting Minutes
Wednesday, February 8, 2017
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Suzanne Beals, Nick Griffith, Lynda Hunt, Toni Latham, Michelle Loedeman, Patty Mikowski, Julie Nemire Rickert, Kitty Scheffers, Teri Schrimpf, Amy Seth, Margaret von Steinen, Stacy Thinnes, Tiffany White, Faith Wicklund

Absent: Mario Galbreath, Julie Lenczycki, Monica Liggins-Abrams, Karen Steeno Oberhill, Mary Ramlow, Caroline Ray, Liz Teviotdale, Chris Voss,

The meeting was called to order approximately 11:40 am by Lynda Hunt and the agenda was approved once a quorum was reached

PRESIDENT’S REPORT

• Lynda Hunt reported on the meeting with Jan Van Der Kley and Warren Hills that was held on January 10, 2017:
  • Enrollment/Budget Updates
    o Not sure where we stand on spring tuition as an upload was missing. We are normally worse off than fall and since fall was low, spring is expected to be even lower. Right now retention between fall and spring is down.
  • Employee contribution for insurance
    o There was a large increase in the insurance cost, mostly due to some very expensive claims this past year. Also medical costs just keep rising and we have an aging work force.
    o Amy asked if we could get a summary about what happened this past year – mainly for the Wellness Committee to use in their decisions for what is needed for education on campus. Warren will give us that which will include the top 4-5 diagnosis. He noted that diabetes is one of the top ones and Amy noted that a program had been offered about it but there were no interested employees.
    o A question was raised concerning removing children from a plan once they are on their own and have their own insurance. A staff member should just have to notify HR and they will be removed within the month – it did not happen that way so Warren will follow up on that one. – Discussion at table included that the staff has not heard back from Warren and will follow up again with him.
    o Warren thought there were around 33 employees who took the new HMO plan. – Discussion at table included some noting they had heard from a few employees in the new HMO plan and they were not too happy with it.
  • Mass Email
    o Lynda was not able to get approval to send a mass email to the APA eligible staff. Jan felt that it should have been approved so Lynda will send her the email trail to get it straightened out. – Discussion at table included that Lynda has handled all the paperwork and is waiting for the final approval.
  • Update on Job Description project
Still working on it. There is a graduate student working on it and it is next on the list to get accomplished but Warren did not want to set a completion date as other projects may bump it.

- **FLSA Update**
  - We are on hold, not making any changes concerning it until a final decision has been made. Warren noted that he read in a CUPA newsletter that the department of labor may be bringing a suit against the judge that ordered the stay. But with the new administration starting soon, no one knows what may happen. – Discussion at table included someone stating they had heard the proposed new Secretary of Labor is opposed to the change.
  - Warren did note that it has been rumored that the new president (President Trump) may require E-Verify for all public employees.

- **Other Discussion**
  - Amy asked about what will happen with ‘Row the Boat’. Jan responded that WMU owns the slogan and the University of Minnesota cannot start using it. She is not sure if we will continue to use it or not. – Discussion at table included that University of Minnesota is not interested in buying it.

**VICE-PRESIDENT’S REPORT**
- No report

**TREASURER’S REPORT**
- Nick Griffith reported that our beginning balance for December was $8,298.07 with an ending balance of $8,293.69. It was noted that the members with perpetual memberships will have their payment taken out of paychecks this month. Report approved.

**CORRESPONDING SECRETARY’S REPORT**
- No report.

**RECORDING SECRETARY’S REPORT**
- No report.

**STANDING COMMITTEE REPORTS AND DISCUSSION**

- **Membership**
  - Suzanne Beals will report next month on where the membership stands after all renewals have been handled.

- **Nominations and Elections**
  - Amy Seth distributed the Executive Board Members list with highlighted names of those up for renewal. She asked that everyone contact her with their interest of remaining on the board or not. She would also like names of staff that may be interested in joining the board.

**Professional Development**
• Margaret von Steinen reported on the ‘Behind the W’ program. It is available in three half day workshops or a full day workshop.
• Margaret also noted that anyone who does marketing for their office should contact her about the Integrated Marketing Team.
• Tiffany White noted the following upcoming events:
  o Spring Convocation on February 17 at Fetzer Center. All day event includes Research and Dessert and ends with a Gold Gathering. The university would like to get a better attendance at the convocation.
  o Assessment Conference in March
  o She also asked that the officers follow up with Warren Hills about the professional development she had pursued with him as we have not heard back from him about it.
• Margaret noted that she is part of the Academic Leadership Academy and she would strongly encourage others to apply next year as it has helped her understand leadership and leadership character types.

Awards and Recognition
• Liz Teviotdale was not present but it was noted that she is moving ahead with the Awards Luncheon on April 18. Once we get the APA All email list, an email will go out asking staff to hold the date and nomination information will also be included.

Special Events
• Michelle Loedeman reported that she will check with Liz to see if she needs any help on the Awards Luncheon.

Other Committees
• None

OLD BUSINESS
• None

NEW BUSINESS
• Lynda Hunt said she had received an email from Greg Lozeau that there is a Toastmasters Club meeting every third Wednesday of the month and APA members are welcome to join. She will send out an email.

ANNOUNCEMENTS
• Broncos 4 Broncos is Friday, February 10. It was noted that part-time staff and graduate assistants can participate in this.
• Shows coming to Miller include, Annie, Drum Line, and Menopause the Musical.
• Wellness is offering a ‘Fight the Fatigue’ challenge.
• A doctorate in Physical Therapy will be starting in 2019.
• A question was asked concerning the new Secretary of Education and how that will affect our funding.
It was noted that we will be expecting a decline in international students due to the travel ban. There is already a large decline in applications. We need to make sure our international students feel safe here.

Amy Seth noted that she had been out to the Aviation campus and thought it would make a great tour for APA members.

It was asked to put on our agenda with Jan and Warren to discuss the budget model at our next officer meeting. Why are there charges between departments?

Meeting adjourned approximately 12:56 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:
- 3/7 – Officers meet with Jan & Warren – noon – 1:30 pm – BC Faculty Dining Room
- 3/15 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room
- 4/18 – APA Awards Luncheon – noon – 1:00 pm – Fetzer Center