APA Executive Board Meeting Minutes
Wednesday, July 13, 2016
Bernhard Center Faculty Dining Room

ROLL CALL


Absent: Mario Galbreath, Caroline Ray, Kitty Scheffers, Margaret von Steinen, Stacy Thinnes

The meeting was called to order approximately 11:42 am by Lynda Hunt and the agenda was approved.

PRESIDENT’S REPORT

Lynda Hunt reported on the meeting with Jan Van Der Kley and Warren Hills:

1. Enrollment/Budget Updates
   a. Tuition and budget approved by Board – have a balanced budget. Based on a 3% decline in main campus enrollment. Enrollment forecast is predicting a little less that a 3% decline. If enrollment is more than a 3% decline then there may need to be mid-year reductions. Tuition was capped just below the restriction set by the state and this was based on our ‘block’ tuition. Tuition amounts outside of the ‘block’ increased by 10%.
   b. The new budget includes money for the student signature program and student safety application program. It also included the 3% raises for non-bargaining staff (thank you to them!). Fringe was increased by .5% (mainly due to health costs).

2. FLSA Question
   a. Warren Hills reported that they have been working on this and have the same attorneys looking at it that they used for the last compensation changes. The rules are very complex and the salary is just one part of the calculation – the responsibilities and other qualifiers are still in place from the previous law. There are also Higher Ed exclusions. After the first go-around it appears that there are 223 positions that are being reviewed. Positions in IT are being fine-tuned (very hard to define) and many of these positions are considered academic administrator. Each position will be reviewed individually.
   b. Discussion on how to handle work load and hours to work. There may need to be some training for managers so they can better schedule hours for non-exempt staff. There will also be a discussion happening about whether comp time can be used.
   c. They hope to meet the December 1 deadline. HR will send out a communication about the timeline and what is happening soon.

3. Is the scale adjustment happening before or after the 3% increase?
   a. The scale adjustment happened after the 3% increase. Once everyone received their 3% increase they were above the bottom of the scale even when it went up 2%. They redid the scale by taking the minimum and maximum and multiplying by 2%. Then the mid-point was recalculated based on the new minimum and maximum. Any year that will involve a change to the scale will be handled in the same order – increase to staff first, then increase to scale.
4. Issues with titles and silos and consistency between silos
   a. There are still some employees who think they are in a lower pay grade than someone in another department doing a similar job. Since job descriptions are not currently available it is hard to make any comparison. The difference may be in details that the person is not aware.

5. PIO Agreement
   a. PIO has ratified their new agreement – 5 years. Nothing should really affect us in APA.

6. Construction Projects
   a. Dining will open this fall. They have occupancy.
   b. Pond will be open this fall.
   c. Overlook by Heritage Hall – completed and open
   d. Road and Parking projects have started
   e. Aviation – State gave us $15 million but we will need an additional $7 million
   f. Walwood – Graduate College – redo will be done by fall

7. Other items of interest
   a. Alternative Healthcare Committee – have brought forth a proposal of a less expensive health care option – Healthy Blue HMO. It should be around 19-20% less. It is a wellness based option. Those on this plan will still be able to do the Wellness option on campus and get that discount. Warren Hills needs to present it to all the employee groups to see if they want to add it to their options.
   b. Discussion going on about annual leave/sick leave buy outs – will give us more information once it is finalized.

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

**TREASURER’S REPORT**
- Nick Griffith handed out reports for May and June. Reported an ending balance of $9,915.78. We received a few more memberships and a charge for the projector at the general meeting. Report approved.

**CORRESPONDING SECRETARY’S REPORT**
- Suzanne Beals reported that the meeting time for the board meetings will be the 2nd Wednesday of the month except for when it falls on the first week of classes.

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

**STANDING COMMITTEE REPORTS AND DISCUSSION**

**Membership**
- No report.

**Nominations and Elections**
- No report – we have no open positions on the board.
Professional Development
- Tiffany White reported she had met with Warren Hills to discuss training opportunities. Suggestions we had were:
  - Discussions with your supervisor regarding workload
  - Learn about supervision skills including having difficult conversations with direct reports and increasing engagement and/or morale for direct reports.
- HR is interested in the 2nd request but wanted more specifics for what we wanted to see. Tiffany suggested this:
  - Three Faces of Leadership
  - Difficult Conversations with Direct Reports
  - Having Difficult Conversations with Supervisors
  - Working Effectively and Efficiently with Wexchange
- Approved her going forward. We did ask if these trainings could be video recorded for people who cannot make it at the time when it is offered. We also noted that some people work outside of main campus and traveling for training is not easy.

Awards and Recognition
- Liz Teviotdale gave her final report on the Awards Luncheon. Income was $4,325 and expenses were $1,696.68. She noted that next year will be her last year to head this up and asked for a volunteer to shadow her.

Special Events
- Michelle Loedeman is just getting started on planning the ‘bags’ tournament. Would like to make it a time for people to bring others to encourage new membership. Since August is already busy a suggested date was September 22.
- She asked about a replacement for the Gail Kurtz event – wondered if anyone with lake property would like to host. Those with lake property are around 40 minutes away and so not sure it would make sense to travel that far. Since we are doing the ‘bags’ tournament in September maybe we should skip this and just plan the holiday event. Or maybe do a 5:05 event or tail gate event in November.

Other Committees
- No report.

OLD BUSINESS
- The mass email policy had been sent out to everyone. We need to request an APA eligible list.

NEW BUSINESS
- APA members who move to non-exempt. Due to the changes that have happened and more to happen we discussed how to handle members who are no longer exempt. We decided if they are an active member, they will be asked to stay as part of APA. It was proposed and approved: Any active APA member whose status changes, is invited to continue membership in APA.
It was noted that many active members have not renewed so on the next email that goes out about the minutes, a note will be included to renew their membership.

How do we increase membership?
- Try to use the ‘bags’ tournament as an incentive to get people interested
- Need to update our list of accomplishments on the website
- Someone could attend department meetings and talk about APA (could ask PSSO if they also want to do this with us)
- Send out more information about meetings and what was discussed. Maybe just list bullet points and then point them to the web for the full minutes.

ANNOUNCEMENTS
- The PSSO invitation to the Chicago Bus Trip was included in our email.
- Liz Teviotdale noted that one of our members, Tom Krol, is an uncle to Michael Krol who was one of the police officers killed in Dallas.

Meeting adjourned approximately 1:21 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:
- TBD