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

ROLL CALL


Absent: Patty Mikowski, Caroline Ray, Kitty Scheffers, Tiffany White

The meeting was called to order approximately 11:37 am by Lynda Hunt and the agenda was approved as amended (Added item to Old Business: Margaret von Steinen’s place on the board).

PRESIDENT’S REPORT

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

1. Enrollment/Budget Updates
   a. Census is tonight. There have been some big daily swings so not sure where we will end up. As of last Friday the credit hours were down 3.06%, we had budgeted for 3.0%. There should not be an issue with the budget.
   b. Jan Van Der Kley brought up the FLSA process. Each unit will have to handle any changes within their budgets. Decisions are still being discussed. They hope to have all decisions made by the end of September but the implementation date may be modified – watch the website for more information. If a vice-presidential area has a position that is unique in their area, then they can make the decision of how to handle the position (change it to hourly or move up the salary to make it exempt). If a position is in more than one vice-presidential area, then the areas must meet and come to a decision on how to handle all the staff in that position – they must be handled the same.
   c. Discussion of ‘on-call’ vs ‘on-duty’. Generally speaking if a person is ‘on-duty’ – has to be available to come in – then they must be paid for the full time. If a person is ‘on-call’ – can handle situations via the phone and not come in – there is not pay for the full time.

2. Comp time – can it be official and equal across campus
   a. Current policy will stay as is.
   b. In FLSA there is a provision that instead of paying overtime a person could receive comp time. But there has to be a compensation system set up to handle this and we don’t have it and won’t have it.
   c. Changing a person’s work schedule/hours is not comp time. A person who normally works 8-5 can be asked to work noon -9.

3. Staff that get reimbursed for traveling on campus
   a. Hard to state a blanket policy. But if the travel is something that is set in a schedule and is part of the person’s duties, the supervisor can ask for permission to pay travel – must be approved through Business and Finance. A log with dates and mileage must be kept.

4. Expansion of the Tuition Remission Policy at WMU to include an eligible designee.
a. There is a cost to the university. We get the same state funding every year – not based on enrollment. Jan would not advocate for the change. It is an employee benefit. Making changes to it would make it a much more complicated benefit to administer. Jan noted that she is not interested in increasing enrollment, unless there is a net increase in tuition.

5. Permit reduced FTE immediately prior to retirement for employees who have met all other retirement eligibility criteria and their supervisors approve the reduced FTE.
   a. Faculty can have a reduced work load before retirement. Easier for them to do it as a course can be handled by another person but our work loads would be hard to split up. Again Jan noted that work demand is up, not enough people to get it all done but it has to get accomplished. She also noted that if an employee falls below .69 FTE then they no longer receive contributions to their retirement; if they go below .5 FTE then they would no longer receive any benefits. Also social security is based on the last earnings and so if a person reduces their earnings in their final years, then their social security will probably be reduced. (A question was raised concerning this last statement about social security so Lynda will see if she can get more clarification)

6. No APA representative on the presidential search committee
   a. The trustees selected the committee.
   b. There were several areas that did not receive representation.
   c. The sole representation for non-bargaining employees is PSSO president Shannon Rininger.

VICE-PRESIDENT’S REPORT
- No report

TREASURER’S REPORT
- Nick Griffith handed out the report for August. Our beginning balance for the month was $9,551.84. Reported an ending balance of $9,540.16. Report approved.

CORRESPONDING SECRETARY’S REPORT
- No report.

RECORDING SECRETARY’S REPORT
- No report.

STANDING COMMITTEE REPORTS AND DISCUSSION
Membership
- No report.

Nominations and Elections
- Amy Seth had left word that she will start looking for replacements.

Professional Development
• Tiffany White left word that Dr. Hills told her HR plans to gain leadership support for the professional development and then he will speak to the APA officers.

Awards and Recognition
• Mary Ramlow reported that PSSO had contacted her about getting back together for the spring awards event. Discussion followed. It was noted that our emphasis on the event had changed over the past years and we are not sure we want to change. A suggestion was made that two different events could be held: the awards ceremony in the spring would be similar to our current awards event and a staff appreciation with a service project in the fall. Liz will explore these ideas.

Special Events
• Michelle Loedeman reported that the fall social is set for September 22 – a bags tournament at Fountain Plaze. Expenditures up to $500 were approved.

Other Committees
• None

OLD BUSINESS
• Thank you letter to administration for the salary increase
  o It was decided that it was a little late to send an official letter. Many people had personally sent their thanks.
• Margaret von Steinen place on the board
  o Margaret has changed jobs and is now in a different area for APA representation. It was approved that she can continue in her current position until that position reaches its end date.

NEW BUSINESS
• Presidential Search Committee
  o Discussed in the President’s report.
• General Meeting
  o Options for speakers: Terry Curran, Associate Vice President for Enrollment Management; Chris Hunt, new brand identity; Chris Pyzik, Way Finding Project (signage)

ANNOUNCEMENTS
• Kitty Schefers had left word that she wondered if APA should acknowledge service anniversaries.
• Congratulations to Amy Seth who will receive the University’s Distinguished Service Award at Fall Convocation.
• Chris Voss announced there are two new fitness programs starting. He also handed out the new SRC brochure.

Meeting adjourned approximately 1:23 pm
Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:

- 9/21 – General Meeting – noon – 1 pm – BC Room 157-158
- 10/12 – APA Executive Board Meeting – 11:30 am – 1:30 pm – BC Faculty Dining Room
- 11/8 – Officers meet with Jan & Warren – noon – 1:30 pm – BC Faculty Dining Room