APA Executive Board Meeting Minutes  
Wednesday, October 12, 2016  
Bernhard Center Faculty Dining Room

ROLL CALL  
Present: Nick Griffith, Lynda Hunt, Julie Lenczycki, Michelle Loedeman, Julie Nemire, Kitty Scheffers, Teri Schrmpf, Karen Steeno, Liz Teviotdale, Margaret von Steinen, Tiffany White, Faith Wicklund  
Absent: Suzanne Beals, Mario Galbreath, Toni Latham, Monica Liggins-Abrams, Patty Mikowski, Mary Ramlow, Caroline Ray, Amy Seth, Stacy Thinnes, Chris Voss

The meeting was called to order approximately 11:48 am by Lynda Hunt and the agenda was approved later – once a quorum was reached.

PRESIDENT’S REPORT  
Lynda Hunt reported the officers have not met with Jan Van Der Kley and Warren Hills. They will meet next month so if anyone has any questions, they should send them to Lynda.

1. One question is to clarify what Jan meant when she talked about reduced hours affecting retirement. It was noted that a person can work at 69% and still be considered full-time and retirement is based on full-time status.

2. There was a discussion regarding exempt employees and flex time. Although WMU does not have a compensatory time policy, flex time is permitted with the supervisor's approval. Since the policy is not detailed on how this can be implemented, each supervisor is implementing it a little differently. This creates inconsistencies and inequities across campus. The APA Executive Board determined not to inquire with Warren Hills and Jan Van Der Kley about it again as it was evident during the last meeting it was discussed, that the current policy will not change. One board member is discussing it in further detail with the Human Resource representatives and will report back to the APA Executive Board.

3. Someone noted a concern about equity across job titles in the new compensation system. A new employee to WMU commented that they had applied for 2 jobs on campus with the same job title but very different responsibilities.

4. The APA Executive Board members had an email exchange regarding the WSA Solidarity Statement and planned to discuss it during this meeting. Since several APA Executive Board members who would be integral to this conversation were unable to attend the meeting, no vote was taken. Instead, the decision was to wait for more Board members to be present for the discussion or to wait until WSA has their statement finalized and on their website so that APA could endorse their statement. This way, students are leading the process and staff members are supporting the work that was conducted. This conversation will be revisited.

VICE-PRESIDENT’S REPORT  
• No report

TREASURER’S REPORT  
• Nick Griffith handed out the report for September. Our beginning balance for the month was $9,540.16. Reported an ending balance of $9,585.16. It was noted that the $45 of
income from the APA fall social will need to be returned as the social was cancelled. Report approved.

CORRESPONDING SECRETARY’S REPORT
- No report.

RECORDING SECRETARY’S REPORT
- No report.

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership
- A question was raised as to who was getting on our new employee APA list. It appears we have given memberships to executives who are not eligible. Faith Wicklund will work with HR to define the list better.

Nominations and Elections
- No report.

Professional Development
- Tiffany White noted that Warren Hills will work with the officers in planning the training sessions we wanted. She then discussed activities that are available on campus – please see websites for details: [http://www.wmich.edu/diversity/events](http://www.wmich.edu/diversity/events) and [http://www.wmich.edu/diversity/events/real-talk-diversity-series](http://www.wmich.edu/diversity/events/real-talk-diversity-series).
- It was noted that there are two meetings that will inform the campus community about the impact of the federal FLSA changes.
- Lynda Hunt noted that there is training available through Lynda.com about our new email system. In the email system there are some problems with emails sent to yahoo.com being kicked back. This is a Microsoft problem.

Awards and Recognition
- Liz Teviotdale reported she had met with PSSO President Shannon Rininger and then with Michelle Loedeman about the possibility of the PSSO and APA again hosting a shared awards luncheon as soon as spring 2017. The current direction of the thinking is that a shared awards luncheon would be principally organized by one person from each organization, with others welcome to participate in the execution. The focus of the event would be on the awards. A related idea is that the APA Special Events Committee would be principally responsible for a holiday gathering. It was noted that this holiday gathering may be a great place for doing door prizes. Liz reported that this reorganization will not happen until both Boards are convinced of the merits of the rearrangement. In the interim, Liz has tentatively reserved a room on Tuesday, April 18, for the Spring Awards luncheon. The board asked Liz to keep working with PSSO to make the new arrangement happen for this academic year.
Special Events
- Michelle Loedeman will check into Bell’s for the holiday gathering. $1000 was approved for the budget.

Other Committees
- None

OLD BUSINESS
- None

NEW BUSINESS
- General Meeting in January
  - Would like to have a marketing presentation

ANNOUNCEMENTS
- Make a Difference Award nominations are due October 31
- Margaret Von Steinen asked if we had any ideas of characteristics we would like to see in the new president for WMU. The search committee is in the process of writing the job description.

Meeting adjourned approximately 1:24 pm

Respectfully submitted,
Teri Schrmpf

Upcoming Meetings:
- 11/8 – Officers meet with Jan & Warren – noon – 1:30 pm – BC Faculty Dining Room
- 11/9 – APA Executive Board Meeting – 11:30 am – 1:30 pm – BC Faculty Dining Room