APA Executive Board Meeting Minutes  
Wednesday, November 9, 2016  
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Suzanne Beals, Mario Galbreath, Nick Griffith, Lynda Hunt, Toni Latham, Julie Lenczycki, Monica Liggins-Abrams, Michelle Loedeman, Patty Mikowski, Caroline Ray, Kitty Scheffers, Teri Schrimpf, Amy Seth, Liz Teviotdale, Chris Voss, Tiffany White,

Absent: Julie Nemire, Mary Ramlow, Karen Steeno, Stacy Thinnes, Margaret von Steinen, Faith Wicklund

The meeting was called to order approximately 11:40 am by Lynda Hunt and the agenda was approved.

PRESIDENT’S REPORT

Lynda Hunt reported on the meeting the officers had with Jan Van Der Kley and Warren Hills.

1. Enrollment/Budget updates –
   a. Fall was down 3% and that was the budgeted amount so we should be ok.
   b. Spring enrollment is normally 5-10% behind fall and it is currently under that. 
      Michelle Loedeman commented that this may be due to financial aid being behind in awarding fall and so many students still have balances on their accounts and have holds.
   c. One time money will be tight this next year – partially due to the expense of the presidential search. It was also noted that Dan Litynski will be on sabbatical this next year and will then return to faculty.

2. Clarification on the reduced FTE question asked earlier – By reducing your work load your retirement amount will probably be reduced some. But this proposal is not very feasible for people in our position as our jobs cannot be handled by a reduced hour load and there is normally not money to bring in an extra person to learn the job. Also if a person reduces their hours, their salary may fall below the minimum FLSA amount and the position will then be hourly (with reduced benefits), not exempt. Also it would be hard to make this a fair proposal across campus as departments will bear the responsibility for the extra cost.

3. Any recourse for supervisors not included in the FLSA process for their employees – Not really. If a supervisor feels the position did not get classified appropriately they should review the Job Content Tool or go to the vice-president. Most people were happy with how the process was handled.

4. Does WMU have strategy in place for all employees, including market wages, compression for long-time employees and keeping pace with FLSA thresholds? – The increase in salaries for those that got raises to keep them as exempt is not considered as compression by Jan and Warren. They view compression as jobs where a new employee is brought in at the same pay as long term employees. A concern was raised about supervisors being paid less than their staff. This is a concern we will keep on the agenda for these meetings.

5. New job descriptions – not being done yet – will be a long ways off. It was noted that if you need to see a JCT for business purposes, you can ask for it from HR.

6. A new project underway is the review of retirement plans.
7. Lynda commented on the email sent out to APA about the special meeting concerning the presidential search. She apologized for the confusion over the date. It was also noted that there are 3 all campus meetings and many special group meetings.

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

**TREASURER’S REPORT**
- Nick Griffith handed out the report for October. Our beginning balance for the month was $9,585.16. Reported an ending balance of $9,630.16. It was noted that the $45 of income from the APA fall social was refunded. Also received some membership dues. Not on the report is the $1,000 estimated for the winter social and the $400 check that has been written to Bells for the winter social. Report approved.

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

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

**STANDING COMMITTEE REPORTS AND DISCUSSION**

**Membership**
- It was decided to go ahead with the membership drive even though some positions may be moving from exempt to non-exempt (those staff are eligible to stay in APA if they desire).

**Nominations and Elections**
- No report.

**Professional Development**
- Tiffany White asked if Warren Hills had talked to the officers about the planning sessions she had pursued. He had not mentioned them so we will add that to the agenda for the next meeting with him.
- There is a Gold Gathering event on Thursday, November 10.
- There are training sessions being held for payroll and disbursements concerning the Accounts Payable travel system. There is one for approvers and one for initiators.
- Other campus events include:
  - 21st Marine Corps Birthday Celebration – November 10
  - Visiting scholar lecture – “The Atmosphere’s Detergents” by Dr. Marsha I. Lester – November 10
  - Real Talk Diversity Series – “Native American Heritage: Tradition and Modernity” by Jason Wesaw – November 10
  - Concert – Collegium Musicum – November 10
  - Retirement planning presentation – “Essentials of a Successful Investment Strategy” by Dr. Ahmed Issa – November 11 and 18
Awards and Recognition
- Liz Teviotdale reported she has not heard back from PSSO about the joint awards luncheon. We will move forward with reserving Fetzer for our spring awards ceremony.

Special Events
- Michelle Loedeman has reserved Bell’s on Wednesday, December 14, for the holiday gathering. It will start at 5:01, is free to APA members and will cost $5.00 for guests. There will be a free taco bar. RSVP by November 30.

Other Committees
- None

OLD BUSINESS
- None

NEW BUSINESS
- None

ANNOUNCEMENTS
- There is a position for the director of advisors in the College of Education and Human Development.
- Congratulations to Julie Lenczycki for an award for Heritage Hall.
- Congratulations to Julie Nemire on her recent marriage.

Meeting adjourned approximately 12:55 pm

Respectfully submitted,
Teri Schrimpf
Upcoming Meetings:

- 12/14 – APA Executive Board Meeting – 11:30 am – 1:30 pm – BC Faculty Dining Room
- 1/10 – Officers meet with Jan & Warren – noon – 1:30 pm – BC Faculty Dining Room
- 1/18 – General Meeting/Exec Board Meeting – noon – 1:30 pm – BC 157-158?