I. Welcome and Introductions
   a. President Lynda Hunt welcomed everyone. Introductions were made by all attending.

II. Officers’ Reports
   a. President – Lynda Hunt
      i. Lynda gave a quick update of our last meeting with Warren Hills and Jan Van Der Kley. Highlights included: enrollment is looking down for fall 2016; trustees are starting to discuss the presidential search committee; job descriptions will be developed from the job content tool; discussion was held concerning the leave exchange for contribution to the 403(b) and possibility of donating sick leave to someone who needs it.
      ii. Warren Hills will discuss many of these in his talk.
   b. Treasurer – Nick Griffith
      i. Ended the year with $6,952.71 in our account.
      ii. More activity will be happening as it is time for members to renew their memberships.

III. Committee Reports
   a. Professional Development
      i. Tiffany White reported that Kim Ballard will be doing a workshop on February 16 on proofreading. More information will be coming out about this.
   b. Awards and Recognition
      i. Elizabeth Teviotdale reported that the deadline for nominations for the three APA awards is March 15. The spring luncheon and awards ceremony will be Wednesday, April 20, at noon in the Fetzer Center.
      ii. The drawing for the APA scholarship was held. APA had donated enough money for a second scholarship. The two winners are: Ryan Benjamin and Justin Benjamin, both children of Deb Benjamin.

IV. Guest Speaker – Warren Hills
   a. Compensation System is now down to sub-projects. The main one being the exempt/non-exempt changes that will happen due to the change in job descriptions. Aon Hewitt has finished with compiling their list of changes and now 2 groups of attorneys are reviewing it. There will be less people on it than projected with people moving in both directions. They hope to be completed by mid-February and then it will be sent up to the president. One thing being discussed is the difference in insurance cost between the two groups. The law is extremely complex and that is why it is taking so long. A new law with new requirements will be coming but since no one knows when it will take effect it was decided to not wait and move forward with the current law. There are many rumors flying around about what the new law will be, but until it is finalized it does not pay to spend much time worrying about it.
   b. New job descriptions – these will be automatically generated by the job content tool. In the process of getting it developed but no projected completion date.
   c. Will the university be reviewing staff that have many years of experience but are at the bottom of their pay grade level? This will not be a university wide project. It is being handled at the unit level and there has been activity in all areas.
Reviews will be held for any increase that is proposed. But the process needs to start in the staff’s unit.

d. How often will WMU be doing market comparisons going forward? It was originally stated that they hoped to do it every 18-24 months and that is still the plan.

e. Will there be any gender equity studies for staff? This was part of the compensation review so it had been done. No inequities were found.

f. Will department head or supervisors be involved in the change to exempt/non-exempt status? They will be involved once the decision is made but there will not be a debate over whether the position should be exempt or non-exempt.

g. Is there a plan to look at workload issues? Not known of any plan at this time.

h. Both PSSO and APA asked the question about increasing the $300 given for sick leave turned in. There are many concerns about this whole process and he is looking into it. Along with this was the question about donating sick leave to someone who needs it. He has run both of these questions by external legal counsel and is waiting for an answer. They did say that there is some way to donate sick leave but it is a very cumbersome administrative process.

i. There will be an announcement coming out the week of February 8 stating that employees will be getting a total compensation statement. This statement is by individual and will be sent to the employee’s home. He is interested in receiving feedback on the design of the letter.

j. October 26 will be the next Benefits Expo – put it on your calendars!

k. Some reorganizing of the rep teams in HR is in process. Hopes to have 3 teams with each team handling one-third of the university.

l. Is there any consideration of creating a maternity/paternity policy? Not at this time. Follow up question: What would it take to get the University to consider creating such a policy? He said that APA could suggest a policy to start the discussion if it feels that this is something worth considering.

m. Is it common for universities to have more than one tier of insurance costs? Yes, very common practice. Most places have two or three tiers. One thing they are doing is looking at alternative healthcare options that could be less expensive. A committee is meeting on this and making good progress. They are not looking to just shift the cost from one area of payment to another – looking for real savings. If it is to be in effect for next year, then it must be ready by June.

n. Has there been any discussion of lower premiums if both spouses work here? It was looked at in the past but is not in current discussion. It could be reviewed again.

Lynda Hunt thanked Warren Hills for his time and adjourned the meeting.