APA Executive Board Meeting Minutes  
Wednesday, April 12, 2017  
Bernhard Center Faculty Dining Room

ROLL CALL


Absent: Mario Galbreath, Karen Steeno Oberhill, Mary Ramlow, Stacy Thinnes, Tiffany White

The meeting was called to order approximately 12:07 am by Lynda Hunt and the agenda was approved.

PRESIDENT’S REPORT

- Lynda Hunt reported from the meeting with Jan Van Der Kley and Warren Hills this month.
- Enrollment/Budget Updates
  - Currently forecasting a 1% decline but will probably budget for a larger decrease due to international travel restrictions by the federal government.
  - The state budget is still unknown but thinking there will be a 1-2% increase. A question was asked if there were many complaints from current non-resident students about the new lower non-resident tuition rate. There have been a few but most students realize they can apply to become a resident after one year here which will give them a better tuition rate. We don’t know if this new tuition rate will bring in many more students this year as it was rolled out after many students had already made their decisions.
    - Discussion held about how a student becomes a resident and if the process is widely known.
- Are there any staff funding opportunities for research or conference presentations?
  - This is handled with each vice-president area. It is noted that some areas do have more money for conferences than others.
- WMU’s Budget Model, why are there charges between departments and why such increases from year to year?
  - Each area has the ability to set pricing. Everyone has the ability to ask what that covers and for a break down. If people feel the cost was unfair, they can ask the director and then the VP for help if they think the charge was unfair.
- Personal Development Opportunities
  - Warren has been working with specific departments on some training which he is hoping will be usable for other groups. He does think a more specific training to departments may be better than a general training to a group like APA. He is developing a program on “inclusion and sensitivity” and “managing work flow, getting the job done”. He is also working with Tim Greene on the leadership academy.
- Tax filing fraud.
Jim Gilchrist and OIT have developed a website for staff for help if they have been breached: [http://wmich.edu/security/reporting-identity-theft-irs](http://wmich.edu/security/reporting-identity-theft-irs) Jim should be notified if anyone has problems. No breaches have been linked to WMU data. Jim has heard of 9 staff having some sort of breach. Warren noted that last year it was only federal returns that our staff had problems, this year it is both state and federal.

- Is university looking at retirement projections and the affect they will have at the university? Any plans to offer an early retirement incentive?
  - Patti noted some VP areas are looking at it but it is not a university wide review. There are no plans for an early retirement incentive. The past early retirement incentives did not appear to save the university much money.

- Progress on job description project
  - Coming along well and if no other projects take over priority they are hoping to have the first batch available May 1 and completed by September.

- Extra question about flextime
  - Warren knows nothing about a 4 day 10 hour a day week trial run. There is a policy in place and no changes have been made to it. [http://wmich.edu/hr/handbook-schedules](http://wmich.edu/hr/handbook-schedules)

- More discussion was held on student’s activities being restricted. The Campus Classic may not be held next year. Question asked about trainings offered on WMU systems – should we have people responsible for the systems meet with us to give us information or should we try to put together a list of documentation that is available on the web but hard to find? Kitty Scheffers said she had an old list that could be used as a starting point and Monica Liggins-Abrams noted she also had some documentation.

- Kitty Scheffers noted that the last time she had a new hire, Human Resources did not provide a pay recommendation. She asked whether anyone else had experienced that but no one else had a new hire within the last couple of weeks.

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

**TREASURER’S REPORT**
- Nick Griffith reported that our beginning balance for March was $8,431.69 with an ending balance of $9,421.80. It was noted that the rest of the perpetual memberships have been taken out of paychecks. We have received $2,000 in sponsorships for the Awards Luncheon. We transferred $2,000 to the quasi-endowment fund per our vote last month. Nick also noted that there is a $2,000 commitment to the Awards Luncheon for expenses. 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 noted that we need 2 people in the Academic Affairs area and 1 person in the Business and Finance area.

Professional Development
- Lynda Hunt reported for Tiffany White that the Learning Communities and Academic Leadership Academy applications are open. An email has gone out to APA members about volunteering for proctor exams for Disability Services.

Awards and Recognition
- Liz Teviotdale noted that tomorrow is the last day to sign up for the Awards Luncheon and we need more people to sign up. She is working with Michelle Loedeman on the door prizes.

Special Events
- Michelle Loedeman reported that she is still working on the trip to tour the Aviation campus. Only 16 people responded to the poll about dates. Since it was tied, the board voted on June 15 as the date. We will work to get more people interested in attending.

Other Committees
- None

OLD BUSINESS
- None

NEW BUSINESS
- None

ANNOUNCEMENTS
- WMU’s new President, Dr. Edward B. Montgomery, was announced this morning and there will be a campus-wide introduction event in the ballroom at 1:30. It was noted that APA should get on his calendar. In his acceptance speech he spoke passionately about staff.

Meeting adjourned approximately 1:20 pm

Respectfully submitted,
Teri Schrmpf

Upcoming Meetings:
4/18 – APA Awards Luncheon – noon – 1:30 pm – Fetzer Center
5/9 – Officers meet with Jan & Warren – noon – 1:30 pm – BC Faculty Dining Room
5/10 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room
5/16 – APA General Meeting – noon – 1:00 pm – BC 157-158