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

ROLL CALL


Absent: Mario Galbreath, Toni Latham, Michelle Loedeman, Patty Mikowski, Karen Oberhill, Margaret von Steinen

The meeting was called to order approximately 11:35 am by Lynda Hunt with roll call and introductions. 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
  - The Board of Trustees has extended the 2016-17 budget for 90 days into 2017-18 due to all the unknowns – enrollment, compensation, and health care. It is anticipated that the 2017-18 budget will be decided on at the September meeting.
  - Enrollment is looking positive for first time students – in all 3 areas – admissions, orientation attendees, and housing contracts. The main increase is from domestic non-resident. Transfer students are also slightly up.
  - Concerned about retention – the colleges are working on their list of students who have not returned – focusing on those that are close to graduation and financial aid is also focusing on those students.
  - International students are a big unknown as we are not sure all will get visas. Graduate students are also a big unknown - there was an unprecedented shift between fall and spring.
  - Also unknown is whether our largest competitor, MSU, will open up more opportunities for students.
  - Jan noted there will be a budget reduction in order to have a balanced budget.
- A question was asked about the admissions counselor positions – Warren did not know much about the replacements but said they were in the works.
- APA/PSSO Survey
  - There were many questions from both Jan and Warren about the survey. Some concerns: making sure it was very clear the survey was coming from APA/PSSO and not the university; some of the questions were felt to be beyond an employee group realm – should be handled by a university climate survey; concern about sending it to staff who have chosen not to join APA/PSSO.
  - Discussion held amongst the board. No definitive decision on our next step.
- Question about a staff member required to regularly work six days a week
  - This should be handled by Human Resources if the staff member has concerns about the hours being worked.
- Negotiations
The Police are done and the AAUP is moving along.

- Pay scale adjustments
  - No decision has been made about when the next adjustment will be made to the pay scale. When it is made again, the same process will be used as the last time which was to increase both the bottom and the top of each group and then recalculate the mid-point.
  - A question was asked about what happens if a new employee is being brought in at a salary that is comparable to others in the same position. Warren said they make recommendations to the department to increase the salary of the current staff. Jan noted that this was just done with a group of employees in her area.

- Meet with President Montgomery
  - We should set up a meeting date with Michelle Hruska.

- Progress on job description project
  - Warren gave us a chart showing the progress: 41% have been published to web, 13% in review, and 46% not yet drafted.

**VICE-PRESIDENT’S REPORT**

- Monica Liggins-Abrams would like to set up a one drive folder to share APA documents with the board.
- She also brought up the idea of having a planned ‘series’ for the general meetings - something that could be advertised for the whole year.

**TREASURER’S REPORT**

- Nick Griffith reported on May and June since we did not have a June meeting. Our beginning balance for May was $9,421.32 with an ending balance of $9,748.28. We have received more memberships, spring luncheon registrations, and sponsorships for the spring luncheon. There were also expenses for the spring luncheon. Nick noted that there may be a few more adjustments due to year end. Report approved.

**CORRESPONDING SECRETARY’S REPORT**

- Faith Wicklund asked everyone to review the schedule she sent out so we can finalize dates at the next meeting. We should discuss and decide on the speaker or theme of the September general meeting at the next meeting. The date of the September general meeting was set at 9/19/2017.

**RECORDING SECRETARY’S REPORT**

- No report.

**STANDING COMMITTEE REPORTS AND DISCUSSION**

- There were no reports as committees have not been assigned. The 3 required committees are:
  - Membership
  - Nominations and Elections
  - Awards and Recognition
• Julie Rickert is interested in serving on the Membership committee but does not want to head it.
• Amy Seth will head Nominations and Elections as past president.
• Michelle Loedeman has shown an interest in Awards and Recognition – will check with her. Liz Teviodtale will serve on this committee.
• It was noted that Faith Wicklund attends the new staff orientation to introduce staff to the APA. Liz Teviodtale will be her back-up when Faith cannot attend. It was noted that our brochure is out of date. Natalie Nguyen has volunteered to review it.

Other Committees
• None

OLD BUSINESS
• None

NEW BUSINESS
• Lynda has a report about how many hours of annual leave are forfeited and she will report on it at the next meeting.
• Margaret Von Steinen asked if we would like to donate $500 to Invisible Needs. After some discussion it was determined that the APA should not give money to special student needs but that we could ask members to donate. We may highlight a special student need at a general meeting and then ask for donations – will be discussed more.
• Liz gave her final report on the Awards Luncheon. We received $3,900 in subventions and $460 in registrations. Expenses were $1,939.91. Thanks given to Liz!

ANNOUNCEMENTS
• Lynda now has access to the APA Eligible email list.
• Natalie is looking to form an LBGT faculty and staff group. More will be coming on this.

Meeting adjourned approximately 1:20 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:
• 8/9 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room
• 9/12 – Officers meet with Jan & Warren – noon – 1:30 pm – BC 157
• 9/13 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room