

APA Executive Board Meeting Minutes

Tuesday, November 14, 2023
2 to 3:30 p.m. In Person

Minutes

Roll Call:

Present: Jennifer Clements, Valaree Kyser, Michelle Loedeman, Tracey Lawie, Doug Mathews, William McQuitty, Jordan Olson, Bonnie Pfingst, Malia Roberts, Sara Volmering, Elena Wood

Absent: David Birkam, Laura Ciccantell, Ron Dillard, Bonnie Gabriel, Jhauncey Jacobs, Phillip Koch, Ariel Palau, Anthony Perez, Eleonora Philopoulous

Land acknowledgement statement: “We would like to recognize Western Michigan University is located on lands historically occupied by Ojibwe, Odawa, and Bodewadmi nations. Please take a moment to acknowledge and honor this ancestral land of the Three Fires Confederacy, the sacred lands of all indigenous peoples and their continued presence.”

- I. Call to order @2:06 pm Approval of Agenda delayed until quorum was met - William
- II. Special Guest – Eric McConnell, University Ombuds
 - a. The University Ombuds serves students, staff, faculty, and all other university stakeholders
 - b. Eric has worked at the University for 17 years in a variety of roles. Became Ombuds shortly before the pandemic and was reduced to a part-time position. He returned to full-time in May. He is a one-person office with a graduate assistant.
 - c. Reports directly to President and his goals are to expand and grow the office
 - i. Outreach and awareness needed so students and staff know he is there
 - ii. Philosophy is to do what is best for WMU and shareholders
- III. Officers’ Reports
 - a. President – William
 - i. Health and Wellness Expo event went great and thanks to Tracey Lawie, Doug Mathews, Jennifer Clements, Jayne Fraley-Burgett, Laura Ciccantell, and Bonnie Pfingst for helping at the APA table
 - ii. Meetings that have happened:
 1. President –
 - a. Staff Appreciation efforts – spoke well of Drs. Sara Nelson and Danyelle Gregory
 - b. Topics brought up that the president wrote down: Staff who are still working at a reduced FTE; Increasing the Western Wellness Incentive; Volunteer time off; professional development
 - c. Other topics brought up: more telecommuting; overloaded work schedules; paid parental leave
 - d. Persistent and pervasive negative perceptions of the SRM

- e. A Juneteenth holiday has been thoroughly explored, but adopting it is much more complicated than it seems because of when it falls on the academic calendar and the necessary negotiations with the AAUP.
 - 2. Jan & Warren – discussed appreciation efforts and it seems easier for smaller divisions to run them
 - a. HR has 4 new hires and onboarding in progress
 - b. Removed one level of approval for new hires
 - c. New Travel Partner starting Jan. 1, training to come (Collegiate Travel)
 - d. Online reimbursement for travel expenses to speed up and make easier
 - e. New printing partner in Fed Ex
 - f. Health Insurance discussed, open enrollment ends this Friday, Nov. 17
 - 3. Upcoming meeting with Warren to discuss health insurance strategy in the future
 - 4. William will attend a meeting with the LatinX Employee Association in December to discuss possible future partnerships
- b. Vice President – Sara
 - i. Pursuing work on revamping APA Website
 - 1. Changes to help with recruiting/engagement
 - 2. Refocus to be more about the APA brand
 - 3. Reorganize pages for ease of use, removing old/outdated info
 - 4. Will ensure proper archival of documents and organization
- c. Treasurer – Jennifer
 - i. \$8123.34 beginning, added 2 memberships
 - ii. \$8147.34 ending balance
 - iii. Budget approved
- d. Corresponding Secretary – Bonnie – nothing new to report
- e. Recording Secretary – Tracey – nothing new to report
 - i. Will updated officers on Teams

IV. Committee Reports

- a. Membership – Sara & Malia
 - i. Got great feedback on benefits expo
 - ii. William will give list gathered there for membership to reach out to
 - iii. Discussion of possible new names and when we should look at updated swag, we have enough to get us through Feb. 2024 and hope to have all updates done by Jan. 2024 and can order new swag then.
 - iv. Discussed Holiday Gathering Dec. 6 from 5:30 – 7:30 at One Well, open to guests and families, invitation will be extended to PSSO to join us.
 - v. Will hold a mixer in January 2024, more info to come
 - vi. Spring awards ceremony will be in May, open discussion of ideas for when and where
 - vii. Sara would like to move away from role as chair of Membership Committee in January 2024. If anyone is interested in helping serve in this manner, please reach out to Malia or Sara.
- b. Nominations and Elections – Malia
 - i. Process will start with nominations in Feb. Malia will alert everyone as to where they are in their term
 - ii. Open election for any APA members
- c. Awards and Recognition – Michelle
 - i. Scholarship process – goes up on website and will be highlighted here, open to active APA member's children attending WMU \$500, must be registered in Fall 2024 and meet all requirements as outlined on APA website
- d. University Committees
 - i. William is on health committee
 - 1. Western Wellness is about 53%

- 2. Flu and Vaccines are available, but covid is only on PPO
- ii. Make a Difference Awards selection Committee – Dec. 4 awards ceremony, meets in March and gives awards in April, meets over the summer and give awards in Fall.
- iii. If any members serve on other committees, please let William know

- V. Area Reports – It is requested that executive board members from each representative area start bringing news/updates to these meetings so APA can be better informed of all that is happening on campus.
 - a. Academic Affairs
 - b. Administrative Affairs
 - c. Business & Finance
 - d. Student Affairs

- VI. Old Business
 - a. Strategic Planning Group Updates
 - i. Goal 1 – Jennier & Malia
 - 1. Meeting this week to continue and will have ready for Dec. Ex. Board meeting
 - ii. Goal 2 – William & Erica
 - 1. Met yesterday and were able to finalize. We are ready to present in December
 - iii. Goal 3 – Tracey & Sara
 - 1. Final meeting coming up. Last meeting had major changes and rewrites to ensure everything aligns. Will have all set for Dec. meeting

VII. New Business

- VIII. Announcements
 - a. The APA Holiday Party will be held on December 6th at One Well Brewing Company from 5:30 to 7:30pm
 - b. University-wide Staff Holiday Party - December 14, 1 to 3 p.m., Student Center Ballroom
 - c. Request of Members: Please reach out to us with any questions you would like us to ask of Chief of Staff Kahler Schuemann, General Consul Keith Hahn, or VP Government Relations Jeffrey Breneman
 - d. Request of Members: Please reach out to us about what university committees you’re serving on so we can begin to collect that information.
 - e. Sign up for lunch with Provost is available at wmich.edu/provost/lunch

IX. Upcoming Meetings & Events

Date	Time	Topic	Location
Wednesday, Dec. 6	noon to 1 p.m.	APA & PSSO officer Meeting with Kahler Schuemann, Keith Hahn & Jeffrey Breneman	In Person – Waldo Library
Tuesday, Dec. 12	2 p.m. to 3:30 p.m.	Executive Board Meeting	Webex
Tuesday, Jan. 9	2 p.m. to 3:30 p.m.	Executive Board meeting	Webex
Friday, Jan. 12	noon to 1pm	APA & PSSO Officer Meeting with Diane Anderson & Dr. Candy McCorkle	In Person – Waldo Library

- X. Meeting unofficially Adjourned at 3:29 pm (unofficially due to lack of quorum)