

## APA Executive Board Meeting Minutes

Tuesday, October 10, 2023  
2 to 3:30 p.m. In Person

### Minutes

#### Roll Call:

**Present:** David Birkham, Laura Ciccantell, Jennifer Clements, Bonnie Gabriel, Tracey Lawie, Doug Mathews, William McQuitty, Jordan Olson, Bonnie Pfingst, Malia Roberts, Sara Volmering, Elena Wood

**Absent:** Ron Dillard, Jhauncey Jacobs, Phillip Koch, Valaree Kyser, Michelle Loedeman, Erica Martinez, Ariel Palau, Anthony Perez, Eleonora Philopoulous, Janice Quakenbush

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 @2:05 pm Approval of Agenda - William
- II. Officers’ Reports
  - a. President – William
    - i. Thank you to the Membership Committee for the great event at Lee Honors College. Great attendance.
    - ii. Continuing to schedule officer meetings with university senior Leadership with PSSO through June 2024.
    - iii. Had first meeting with Sara Nelson, Assistant VP for Strategic Initiatives and Cristobal Rodriguez, Associate Provost for Equity-Centered Initiatives. It was a “getting to know you” type of meeting to build rapport. This went exceptionally well and we are looking forward to working with them more closely.
    - iv. Met with Danyelle Gregory, Assistant VP of Diversity and Inclusion. She has been tasked with overseeing solutions to employee dissatisfaction. She is approachable and open to hearing from staff.
      1. Employee appreciation has been moved to the VP level where each VP is responsible for executing any appreciation for their divisions.
    - v. Sara Nelson is confirmed to attend and plans are to invite Danyelle Gregory as well to the next APA general membership meeting on Wednesday, October 25.
    - vi. 10/17 there is another meeting with Sara and Cristobal with PSSO and APA,
  - b. Vice President – Vacant, nothing to report
  - c. Treasurer – Jennifer
    - i. Starting budget \$8311.42, One new membership came in, bringing ending budget to \$8323.42
    - ii. No Change to Scholarship
    - iii. Membership luncheon will be reflected on next budget report
    - iv. Budget was approved
  - d. Corresponding Secretary – Sara

- i. Once all meetings are set, invites will go out
    - e. Recording Secretary – Tracey – nothing to report
      - i. William requested meeting minutes are turned around quickly and executive board members respond in a timely fashion to ensure no delay in final minutes getting approved within a week of meeting since minutes often include important upcoming dates for general membership.
- III. Committee Reports
  - a. Membership – Sara & Malia
    - i. Major news was the successful Meet & Greet with over 30 in attendance. Plans to hold another next semester.
    - ii. Nov. 9<sup>th</sup> Benefits expo will be from 9am – 3:30pm and volunteers are needed to work the APA table. A signup sheet with time slots will be put up on TEAMS.
  - b. Nominations and Elections – Malia
    - i. Executive Board Vice President’s position became vacant. Sara Volmering was nominated prior to the meeting, and was unanimously elected by the Executive Board per APA Bylaws.
    - ii. Sara being voted in as the new Vice President created a vacancy in the Corresponding Secretary position. Bonnie Pfingst was nominated; prior to the meeting and was unanimously elected by the Executive Board per APA Bylaws.
    - iii. Bonnie being elected Corresponding Secretary creates a vacancy on the Executive Board for an APA member from Academic Affairs. Nominations can be submitted by emailing them to Malia at [malia.roberts@wmich.edu](mailto:malia.roberts@wmich.edu). Please send all nominations by 5pm on Tuesday, Oct. 31.
  - c. Awards and Recognition – Michelle – Absent.
- IV. Old Business
  - a. Strategic Planning Group Updates
    - i. Goal 1 – Jennifer & Malia
      - 1. Recruited Nathan Nguyen and Lynda Hunt from general membership to be on committee.
      - 2. First meeting identified goals and second meeting is set for later this week.
    - ii. Goal 2 – William & Erica
      - 1. First meeting went well with first two initiatives locked in
      - 2. Second meeting is later this week.
    - iii. Goal 3 – Tracey & Sara
      - 1. First meeting went well getting through first objectives.
      - 2. Second meeting set for Thursday.
    - iv. William reminded strategic planning committees that all work should be done and goals established in time for December general membership meeting.
- V. New Business
  - a. October 25 General Membership Meeting (virtual)
    - i. Currently Sara Nelson is confirmed to be with us.
    - ii. William is inviting Danyelle Gregory as well
    - iii. Meeting will include breakout rooms with “getting to know you” games/activities
  - b. Employee Engagement
    - i. 1 year post survey, met with President, his staff and other members of the Committee. William will be sending out the notes from this meeting to membership but reviewed with the Executive Board at meeting.
      - 1. Some concerns were shared about large decisions that affect staff being made without staff input.
      - 2. Concerns about staff who are a department of one not being able to take part in any of the additional training or professional development being offered.
      - 3. HR issues are being addressed and brought to the attention of leadership.

4. University still struggling with enrollment
5. Still struggling with staffing shortages
6. University has plans to continue Employee engagement
7. Faculty feeling left out as it seems communications stop at the Dean level and are not funneled further.
8. Board discussion around equity, flexibility, and needing employer to trust that employees will do their work.

**\*\*President William McQuitty needed to leave for another commitment. Meeting was handed over to Vice President Sara Volmering to finish.\*\*\***

VI. Announcements

- a. International Festival is taking place at Miller on Sunday, Oct. 15
- b. Danyelle Gregroy is hosting listening sessions until the end of the month. Participation strongly recommended.
- c. HR training coming up. There will be limited space and you must sign up in advance.
- d. Waldo Library has 3 different free meeting places for anyone on campus to reserve and use. Swain Library in Sangren has two additional conference rooms available.
- e. Possible membership fun event at an upcoming Miller show.

VII. Upcoming Meetings & Events

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Location</b>
<b>Wednesday, Oct. 25</b>	noon to 1 p.m.	General Membership meeting	Webex
<b>Thursday, Nov. 9</b>	9 a.m. to 3:30 p.m.	APA table at Benefits-Wellness Expo	Student Center
<b>Tuesday, Nov. 14</b>	2 to 3:30 p.m.	Executive Board meeting	Webex

VIII. Meeting Adjourned at 3:25 pm