

**APA Executive Board Meeting  
Wednesday, May 10, 2023  
11:30 a.m. to 1 p.m.  
WebEx Meeting  
Agenda**

ROLL CALL:

Present: William McQuitty, Jackie Michels, Elena Wood, Malia Roberts, Teri Schrimpf, Erica Martinez, Doug Matthews, Tracey Lawie, Phillip Koch, Jordan Olson, Jennifer Clements, Sara Volmering, David Birkam, Bonnie Gabriel, Ariel Palau, Jhauncey Jacobs, Anthony Perez, Laura Ciccantell,

Absent: Ron Dillard, Janice Quakenbush, Valaree Kyser, Eleonora Philopoulos, Michelle Loedeman

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 (11:34am) and Approval of Agenda – William McQuitty
  - a. Thanks, and gratitude to Teri Schrimpf for her long service on the Executive Board.
  - b. Welcome New members and review Roberts Rules
    - i. Bonnie Gabriel, Anthony Perez, David Birkam, Bonnie Pfingst
  - c. Thanks to Eleonora, Elena, and Jackie for their service as officers for the past year. Congratulate and welcome Erica, Sara, and Tracey as new officers starting next week.
  - d. TEAMS is our primary method of communication of meetings, conversations and documents.
  
- II. Officers' Reports
  - a. President – William McQuitty
    - i. Update on the last Exec Officer Mtg with Jan and Warren
      - a. AON Staff Compensation
        - i. The two Town Hall meetings to be held on May 16th will include the announcement of the new scale and system
        - ii. Supervisors will contact employees about specific changes. Every employee will get a letter whether or not there is a change ONE OR TWO days after the town hall.
        - iii. There has been A LOT of tweaking by VPs on down to make changes to JCTs: a ton of work by leaders, AON and OIE; extremely thorough; lots of time looking at each person and market; conversations across VP divisions for similar positions.

- b. Performance Review and Merit Discussion – An RFP is in progress for a new system for reviews, with merit being in a later stage. William has stressed, on behalf of APA and all staff, that training in any system is a “must”, along with a system that does not force merit to fit a bell curve.
- b. Vice President – Eleonora Philopoulos – no report
- c. Treasurer – Jennifer Clements
  - i. Jennifer reported a beginning balance of \$8598.89 with some income (sponsorships for the upcoming luncheon and membership dues), and a deduction for the APA reception bill. Final balance is \$9842.19. The report was Approved.
- d. Corresponding Secretary – Elena Wood
  - i. Next Executive Board meeting is June 14, in person (one of three/year) in Ellsworth Hall. A new time for the meeting has been set (11:50-1:00) and the agenda will include teambuilding and a catered lunch (a motion to approve the lunch budget was approved for \$150).
  - ii. Elena is working to transition this position to Sara Volmering.
- e. Recording Secretary – Jackie Michels
  - i. Please approve the minutes in Teams.
  - ii. Jackie will be transitioning this position to Tracey Lawie.

### III. Committee Reports

- a. Membership – Sara Volmering
  - i. The Spring Luncheon and Awards Ceremony is next week on May 17, 2023 in the Fetzer ballrooms. 88 members have RSVP’d. \$1700 collected from sponsors to support event.
  - ii. Malia is co-chairing this committee and was thanked for adding the new members to the TEAMS communications.
  - iii. This committee is always looking for new members; any member of APA may join it.
- b. Nominations and Elections – Malia Roberts
  - i. The election process went smoothly, and all seats were filled. Spring Luncheon and Awards Ceremony will include installation of the new board members.
  - ii. Given an increase in APA-eligible employees, the Executive Board will now have 22 members and officers (up from 20) after new officer installations.
- c. Awards and Recognition – Michelle Loedeman (absent)
  - i. William reported that awards are in progress (engraving, printing).

### IV. Old Business

- a. Strategic Planning Year-to-date – William McQuitty
  - i. William shared and reviewed the scope and timeline of the process, with focus on the next phases and deadlines.
  - ii. Phases 1 and 2 are complete, with a variety of changes suggested as we move forward with planning and decision-making (e.g., meeting times, dues).
  - iii. SWOT Analysis is complete. This will be used in determining more detailed goals moving forward, keeping strengths/opportunities and weaknesses/challenges in mind.
  - iv. Phase 3 is coming, with an email invite coming soon from William requesting participation from all who are interested.

V. New Business

- a. AGB Presidential Assessment Survey – William McQuitty
  - i. William is part of a team for the new Presidential Assessment, which is in the process of being designed.
    - a. Potentially includes an annual survey and assessment, and a “360 Analysis” every 5-7 years.
  - ii. The survey instrument is in the design phase, with APA input requested.
    - a. The initial version of the survey has 60 items, and the plan is to narrow this to 30.
    - b. William will share the survey, and is requesting comments back by Friday, May 12 at noon.
- b. New Officer Inductions
  - i. William will be working to on-board the new officers, after the May 17 meeting.

VI. Announcements

- a. Henry Hall and New Student Center – Janice was unable to attend, but William provided some key dates regarding the facility
  - i. July 17 - Tours opportunities for Student Center will be available to learn in depth about the meeting rooms and other spaces. Look for an announcement in WMU Today.
  - ii. July 28 – Final day for the Bernhard Center
    - a. The BC will be accepting limited reservations through late June based on space and resource availability.
  - iii. July 31 – The new Student and Dining Center (SDC) opens!
  - iv. August 21 – New fall full hours will begin.
  - v. September 28 - Dedication of the new facility
- b. Poker Walk May 16<sup>th</sup>, 11am to 1pm – APA is sponsoring a table; contact William to volunteer.
  - i. Motion was made for \$50 sponsorship fee. Approved.
- c. Staff Pickleball Summer League – League play begins today, and teams are full. However, Jordan noted that members can check with the Rec Center to hear about other options for playing such as being a substitute.

VII. Upcoming Meetings

- a. Wednesday, May 17, 2023 Awards Luncheon 12:00 p.m. – 1:15 p.m.
- b. Wednesday, June 14, 2023 Executive Board. **In Person.** 11:50 – 1:00 p.m.
- c. Thursday, July 7, 2023 Officers, Jan and Warren 12:00p.m. - 1:30 p.m.
- d. Wednesday, July 12, 2023 Executive Board. **Virtual.** Time TBD

VIII. Adjournment - Meeting was adjourned at 12:14 pm.

Respectfully submitted by the Recording Secretary, Jackie Michels