

APA Executive Board Meeting  
Tuesday, August 8, 2023  
2 to 3:30 p.m. | Webex

## Minutes

### ROLL CALL:

**Present:** William McQuitty, Erica Martinez, Jennifer Clements, Sara Volmering, Tracey Lawie, Laura Ciccantell, Phillip Koch, Ariel Palau, Doug Mathews, Jordan Olson, Malia Roberts, Bonnie Pfingst, Michelle Loedeman, Eleonora Philopoulos

**Absent:** Jhauncey Jacobs, David Birkham, Ron Dillard, Anthony Perez, Elena Wood, Bonnie Gabriel, Janice Quakenbush, Valaree Kyser

**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 @ 2:05pm and Approval of Agenda - William
- II. Officers’ Reports
  - a. President – William
    - i. Moving forward with new officer meeting schedule with APA, PSSO and University Leadership
      1. Seven groups of university leaders
      2. Meetings spread throughout to cover important issues that align with their areas, some meet multiple times within a year.
      3. Suggested to meet with Deans once as well
  - b. Vice President – Erica – Nothing to report
  - c. Treasurer – Jennifer
    - i. \$7417.38 beginning balance, had a few memberships come in a few past due payments went out leaving an ending balance of \$7147.42.
    - ii. More memberships to come in late August
    - iii. Treasurer’s Report was approved
  - d. Corresponding Secretary – Sara
    - i. Notifications about renewals and dues have been sent out
    - ii. Updates to the APA website will be made soon. Call for assistance helping with this.
  - e. Recording Secretary – Tracey – nothing to report

### III. Committee Reports

- a. Membership – Sara & Malia
  - i. Adding new members
  - ii. Just got new list from HR
  - iii. Kudos to Sara for reaching out to all to recruit
  - iv. Need to schedule meet ups and firm up details
  - v. Reminder to go into list of members to reach out to
  - vi. TEAMS needs some cleaning up and organizing
- b. Nominations and Elections – Malia – Nothing to report, early in year and no vacancies currently
- c. Awards and Recognition – Michelle – nothing to report

### IV. Old Business

- a. Potential Name Brainstorming
  - i. People new to Western don't know what APA stands for or who we are.
    - 1. Suggested other names Top Three
      - a. Professional Staff Association of Western (PSAW)
      - b. Professional Staff Association (PSA)
      - c. Staff Association of Western (SAW)
    - 2. Other contenders
      - a. Western Staff Advisory Group (WSAG)
      - b. Staff Advisory Council (SAC)
      - c. Staff Employee Association (SEA)
      - d. Staff Advisory Association
      - e. Professional Staff Council
      - f. Association of Professional Staff
      - g. Salaried Staff Association of Western (SSAW)
- b. Strategic Planning
  - i. We now have initiatives and goals, now plans to execute
    - 1. Assign 2 officers as co-chairs to each goal
      - a. Goal 1- Jennifer & Malia
      - b. Goal 2 – William & Erica
      - c. Goal 3 -Tracey & Sara
    - 2. Assign EB members to each goal
      - a. Goal 1 – Laura, David, Bonnie P. and Michelle
      - b. Goal 2 – Jhauncey, Ron, Anthony, Eleonora and Janice
      - c. Goal 3 – Phillip, Valaree, Elena and Jordan
    - 3. Call for general members to serve on committee
    - 4. Work through Fall on overall plan to have complete by December
    - 5. February meeting presentation to full membership
    - 6. Chairs will determine how often to meet to get work done and all committee members are expected to attend as many of the meetings as possible
    - 7. William sending email with full info to entire group

## V. New Business

- a. Staff recognition and appreciation
  - i. William met with Kahler and discussed more recognition for APA staff
    1. Suggestions about chords to wear at graduation
    2. APA pins that can be worn
      - a. Years of service?
      - b. Executive board, full membership?
    3. Kahler might have budget to help cover expense
    4. Other ideas for recognition
      - a. Interview members and publish story/photo in newsletters
      - b. Shoutout on APA website (similar to previous Provost initiative)/handwritten note
      - c. Approach leadership for recognition
      - d. Elevate the kudos to supervisors so they see what their staff is doing and being recognized for
      - e. Compile all the recognitions and once a month send an email out so supervisors/vp's, etc. see all the good work.
      - f. Larger discount for Western attire for APA members
      - g. Larger discount for event tickets
      - h. A free meal (maybe 1X a month or year) at dining centers, perhaps tied to recognition, but limited to no more than 1 per person.
    5. Many staff are also Alumni – maybe tie in with pin idea so staff who are alumni can be recognized and available to answer questions
      - a. Doug and Ariel will investigate how to get these
  - b. Policy writing groups – met with Provost and he came back asking for us to provide policies that he can put forward
    - i. Policies we hope to put in front of him
      1. Paid Parental Leave
        - a. This seems to be the most vital policy we all agree on needing to go forward
        - b. Policy is laid out and just needs some tweaking
      2. Volunteer Time Off
      3. Central funding and PTO for professional development
      4. Release time for public service
      5. Release time for military service
        - a. This one already is laid out and just needs some tweaking
      6. Juneteenth as a holiday
        - a. Needs to be pushed out as well, it's vital to have all staff represented, boost morale and it is a state and federal holiday.
        - b. Nothing really needed other than what it is
    - ii. Next step is to put together what the actual asks are
    - iii. Take the Paid Parental Leave and Juneteenth to Provost right away?
    - iv. Take the other for to the AVP for initiatives to help write

## VI. Announcements

- a. New Bronco ID cards are available at Parking Services. Please get your ID before fall.
  - i. FYI – Don't punch a hole in them for a lanyard. It will make the card unusable and cost \$30 to replace.

VII. Upcoming Meetings

- a. Thursday, September 7, noon to 1:30 p.m.: Officers meeting with Jan Van Der Kley and Warren Hills (In-person, Waldo Library, Room 3027).
- b. Tuesday, September 12, 2 to 3:30 p.m.: Executive Board meeting (Webex)
- c. Tuesday, October 10, 2 to 3:30 p.m.: Executive Board meeting (In-person, Location TBD).
- d. Wednesday, October 25, noon to 1 p.m.: General Membership meeting (Webex)

VIII. Adjournment – Meeting was adjourned at 3:30p.m.

Respectfully submitted by the recording Secretary Tracey Lawie