
**APA Executive Board Meeting Minutes
Wednesday, February 12, 2020
Bernhard Center Faculty Dining Room**

ROLL CALL

Present: Steve Booher, Laura Ciccantell, Jennifer Clements, Lynda Hunt, Laura Large, Michelle Loedeman, Julie Lenczycki, William McQuitty, Malia Roberts, Teri Schrimpf, Liz Teviotdale, Margaret von Steinen, Faith Wicklund, Jake Woods

Absent: Alexia Alexander, Mike Berdowski, Lauren Carney, Mario Galbreath, Alice Molvern, Nathan Nguyen, Janice Quakenbush, Caroline Ray, Amy Seth, Leah Smith

Special Guest: Provost Jennifer Bott

This was a special meeting with Provost Bott to provide updates and discuss activities on campus.

Before Dr. Bott arrived Faith Wicklund gave the Treasurer's report for January. The only activity was the expense for the new mugs that have been ordered. It was noted that the payroll deduction dues will be processed soon. The ending balance as of January 31, 2020 is \$5,604.97.

Announcements:

- Steve Booher announced they are looking for instructors for the First Year Experience Seminar courses. The hiring process has been restructured and staff will now be interviewed. Information is available on the FYE website. A master's degree is required.
- Laura Large noted that the Professional Development Institute will be holding a workshop on Building Cultural Competencies at the end of April.

Provost Bott arrived and Malia Roberts welcomed her. Introductions were made. Dr. Bott thanked Malia Roberts and Margaret von Steinen for their help with the WeTalk program that was held on Tuesday, February 11.

Discussion on Staff Training Opportunities - Continued:

- Provost Bott noted that she does not have much insight to what Human Resources is doing with their training. She asked what we thought about the Employee Leadership Development Program and Malia replied that she thought it was going very well, she liked that it was focusing on WMU, and the only drawback she had was that it was limited to 25 seats.
- Provost Bott reported that there will be changes coming to the Academic Leadership Academy. Announcements will be made on Friday concerning some restructuring which will include the change to EUP becoming a service unit.
- Provost Bott stated that Megan Way in her office will be forming a group to look at professional development opportunities and would like some volunteers from APA. She would also like suggestions for what is needed.
- Laura Large noted that the HR trainings are 3 hours long which can be hard for staff to do. But it appears HR has not taken note of suggestions we have made for changes to the format.
- Liz Teviotdale asked about training for chairs and Provost Bott responded that it is handled by Nancy Mansberger but may not be attended by all new chairs. She agreed that more training is needed.

Discussion on Performance Management Expectations and Tools:

- Provost Bott noted there is a desire to move to a new system, something with less paper. She noted the important thing is to get everyone using it. There are no consequences on not doing performance reviews so why do them. The system should manage performance and it should hold people accountable. Right now, they are going to focus on training. It was asked whether one of the measures for a supervisor should be whether they had completed the performance reviews of those that report to them. Another comment was to have the performance review show the employee how they fit into the strategic plan.

Employee Engagement Q & A Topics:

- Provost Bott reported that many units have had meetings with staff concerning results of the Employee Engagement Survey. But it was noted that many staff have not heard anything specific to their area. Some areas were grouped together because of the number of staff and so those results will not be very useful to individual units. She was surprised at the differences between the colleges. A town hall is being planned.

Provost Bott thanked us for meeting with her and reminded us to report to her any ‘good news’ stories as there is an ‘Appreciation Station’ where good news stories are shared.

Respectfully submitted,
Teri Schrimpf