
APA Executive Board Meeting Minutes
Wednesday, March 11, 2020
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Mike Berdowski, Steve Booher, Lauren Carney, Laura Ciccantell, Jennifer Clements, Mario Galbreath, Lynda Hunt, Laura Large, Michelle Loedeman, William McQuitty, Nathan Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Amy Seth, Faith Wicklund, Jake Woods

Absent: Alexia Alexander, Julie Lenczycki, Alice Molvern, Caroline Ray, Leah Smith, Liz Teviotdale, Margaret von Steinen

Malia Roberts called the meeting to order at 11:35. The agenda was approved.

PRESIDENT'S REPORT

- Malia Roberts announced that The President's Leadership Series is hosting Trustee David B. Beher on March 12 at 6:30pm. He will speak on 'Leading Happiness'.
- Malia reported on the last meeting with Jan Van Der Kley and Warren Hills:
 - Warren reported there would be a notice coming out about performance reviews.
 - Both were personally invited to our Spring Award Luncheon.
 - Warren reported that FMLA workshops are being added to the schedule. There is still a problem of staff signing up but then not attending.
- Names of APA volunteers were submitted to the Office of the Provost who is launching a new professional development series in Fall 2020.
- Malia reminded us of the Engagement Town Hall that will be held March 26 from 8-10.
- She discussed the agenda we have for the next meeting with Jan and Warren (Friday, March 13): COVID-19, Performance Management Process, Update on SRM.
- She led a discussion on the options for producing a compensation letter. It was decided to put it on hold at this time and it was also noted meeting personally with the President may be more important than a letter.

VICE-PRESIDENT'S REPORT

- Laura Large thanked Margaret von Steinen for her work on the general meeting. More than 60 attended it.
- She also noted that nine people attended the Photography Lunch and Learn.

TREASURER'S REPORT

- Faith Wicklund reported on the February treasurer's report. The only activity was the membership dues from payroll deduction. The ending balance is \$7,371.97. Treasurer's report approved.
- Malia Roberts discussed having a budget set up for next year. A budget will be proposed at an upcoming meeting.

CORRESPONDING SECRETARY'S REPORT

- Janice Quakenbush reported that APA thank-you cards have been sent to the speakers for the general meeting. She noted that she is almost out of cards. She will check to see if Margaret von Steinen has any more. \$200 was approved for printing new cards.

RECORDING SECRETARY'S REPORT

- Teri Schrimpf discussed the process for approving the minutes via Teams. It was decided that the minutes will be posted on Teams and an email will be sent to all board members reminding them to review the minutes. A thumbs up on the original minutes means you have read and approve. If no changes are made then that is the final approval. If changes are made, a new version will be posted and then final approval needs to be made on the revised version. 13 thumbs up are required to approve the minutes. A review of the bylaws revealed this process is within guidelines.

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- Malia Roberts reported for Margaret Von Steinen on upcoming Lunch and Learns (Open Educational Resources, April 8 at 9 a.m. in the Bernhard Center Café), Coffee and Connections (April 14 at noon at Waldo Library), and Lunch Meet Ups (April 9 at noon in Walwood Commons, Walwood Hall and May 7 at noon in the Bernhard Center Café). She also noted that the committee will follow up with those that attended the general meeting but are not current members.

Nominations and Elections

- Laura Large and Lynda Hunt reported that there are six retiring from the board. Thank-you cards were passed around to sign for the six. We have full slates for all areas except for Student Affairs. The election will be held the first week of April.

Awards and Recognition

- Michelle Loedeman reported she has sent out the invites for donations from senior leadership for the Spring Award Luncheon. She has only received one nomination for the three awards so the deadline will be extended to March 20. A \$2000 budget was approved.

Special Events

- Janice Quakenbush reported for Sara Volmering that according to the mini-survey taken at the general meeting a weekday evening event is the most popular time for an activity.

OTHER COMMITTEES

Service

- No report – they will be meeting next week.

OLD BUSINESS

- None

NEW BUSINESS

- Discussion was held concerning the changes to the APA quasi-endowment scholarship fund criteria. A survey will be sent to members asking about the changes proposed.

ANNOUNCEMENTS

- None

Meeting adjourned at 12:57.

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings/Events:

- 3/13 – Officers meet with Jan & Warren
- 4/08 – Executive Board Meeting
- 4/16 – APA Spring Award Luncheon

Coffee and Connections

- Monday, March 16, 9am, Bernhard Center Café (meet at entrance)
- Wednesday, April 8, 10:30am, Bernhard Center Café (meet at entrance)

Lunch Meet Ups

- Thursday, April 9, noon to 1pm, Walwood Commons, Walwood Hall
- Thursday, May 7, noon to 1pm, Bernhard Center Cafe