
APA Executive Board Meeting Minutes
Wednesday, July 8, 2020
Webex Meeting

ROLL CALL

Present: Lauren Carney, Laura Ciccantell, Jennifer Clements, Laura Large, Julie Lenczycki, Michelle Loedeman, William McQuitty, Alice Molvern, Nathan Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Leah Smith, Liz Teviotdale, Margaret von Steinen, Faith Wicklund, Jake Woods

Absent: Alexia Alexander, Mike Berdowski, Mario Galbreath, Lynda Hunt, Amy Seth

Malia Roberts called the meeting to order at 11:38. The agenda was approved.

PRESIDENT'S REPORT

- Malia Roberts reported on the officer's meeting with Jan Van Der Kley and Warren Hills.
 - Warren reported that the first pass of bumping notifications should be complete by the end of this week for all areas except for Academic Affairs which should be done by the end of July. HR tries to find the best fit possible within the VP area based on the information in the compensation system. There is no formal interview process but questions can be asked. The hiring unit can decline the move but HR would then follow up to find the reason for the decline.
 - Malia asked if there were any guidelines for supervisors to help them manage workloads and expectations with the reduced staff. Warren said there were no formal guidelines and that staff should meet with their supervisor to help prioritize tasks. If a staff takes on more responsibility, they can go through the regular process to look at reclassification (remembering that the budget must be available for any increase in pay).
 - Jan reported that each unit will be working on their own plan to return to campus but a university wide announcement will be made in the next week or two. She said it will be noted that the university is 'open for business' in mid-August but remote work will continue.
 - Warren said that if units need help in handling low morale or other issues, they should contact EAP. We asked about getting a list of those laid off but that will not be available (partly due to some staff wanting privacy).
 - Fall Enrollment Projections – Jan reported that is next to impossible to predict what fall enrollment will be until the students actually show up. WMU received a 12.3M reduction in the budget from FY20 and we are expecting more for FY21. She is estimating we will be in the \$65-\$85M deficit area. Students will find out in late July how their classes will be offered in the fall and we expect a lot of schedule changes at that time.
 - Faculty retirements are not finalized yet. Faculty had until June 30 to apply and that included via regular mail so by the end of next week we should have a count of those planning on retiring.
 - Jan reported on some reorganization in her area: General Counsel will now house Compliance and Internal Audit. Business Technology will report be under Warren. Patti VanWalbeck has retired and been replaced by Colleen Scarff.
 - AFSCME staff are starting to return – maintenance have been recalled, custodial is in the process of being recalled, and dining will be reviewed when needed.

VICE-PRESIDENT'S REPORT

- Laura Large had no Vice-President report but wanted to report for the Nominations Committee that they will wait until fall to get a new list from HR for membership counts. It was noted that any staff who was a current APA member can remain as an APA member even if their status changes to non-exempt.

TREASURER'S REPORT

- Faith Wicklund reported that there has been no activity except for the fix of the \$500 invalid entry. She will email us the June report.

CORRESPONDING SECRETARY'S REPORT

- Janice Quakenbush has posted the tentative executive board meeting schedule for the next year on Teams. Jan and Warren want to continue their meetings with us.

RECORDING SECRETARY'S REPORT

- None

OLD BUSINESS

- None

NEW BUSINESS

- Discussion of what is happening on campus and the current layoffs.
- It was noted that special parking spots (like visitor, dean, etc.) are now being charged to the department.
- Dorms that will be open this fall are the Valleys and Western Heights. Apartments are open. Arcadia Flats will not be open for fall due to the delay when construction had to shut down. Contracts for students living on campus are strong at this point.
- A survey was sent to students to get their feedback on the plan for fall return and included questions about their enrollment plans, activities on campus, and how covid is affecting their educational goals.

ANNOUNCEMENTS

- Next meeting is August 12.

Meeting adjourned at 12:54.

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings/Events:

- 8/12 – Executive Board Meeting