
APA Executive Board Meeting Minutes
Wednesday, December 9, 2020
Webex Meeting

ROLL CALL

Present: Mike Berdowski, Stacie Ballard, Lauren Carney, Laura Ciccantell, Jennifer Clements, Mario Galbreath, Lynda Hunt, Laura Large, Michelle Loedeman, William McQuitty, Patty Mikowski, Alice Molvern, Nathan Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Leah Smith, Liz Teviotdale

Absent: Julie Lenczycki, Amy Seth, Jake Woods

Committee Members: Jennifer Klauth, Sara Volmering

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

PRESIDENT'S REPORT

- Malia Roberts reported that the officers met with Jan Van Der Kley and Warren Hills.
Discussion topics:
- What advice or suggestions can you offer staff who may be tasked with the work of 2-3 people? Warren responded that if the work is going to be permanent then the staff should work on rewriting their job description and go through the Job Reclassification Process. If their supervisor is not supportive, then they should contact HR. Jan responded that the staff should ask for priorities if there is too much to get done within their normal work time. Look at the value of the task and see if there is a way to do it differently. She said the staff need to make sure they take care of themselves and to access EAP if needed. She said the volume of work has increased for staff and will most likely remain at that level. The officers asked them if overtime had increased and there was no answer to that as they don't track overtime in that way. They also asked if the JCT process had seen an increase and Warren responded that there may be a little more at this time.
- Should we anticipate more layoffs? Jan responded that there is no certainty in that but for the next three months there should be no layoffs. She is watching spring enrollment which has recently taken a nosedive and noted that there are 500 housing contracts signed by students who have not registered yet. She said most universities are seeing the same trends.
- Does it appear that the budget will support a reinstatement of the 2.25% salary reduction at the end of this fiscal year? Jan said the Cabinet has already discussed this and will review it again in the new year.
- Is there any opportunity to extend the COVID-19 leave allowance due to expire Dec 31, 2020? That leave will not be extended but a new policy will roll out. The President sent an email concerning this new policy on December 9. Jan said that 41% had used all their COVID-19 leave as of November.
- Other topics included the financing of Dunbar may be looked at during the lame duck session. The spring term classes are set on how instruction method but that could change depending on the COVID-19 situation. There should be no changes to the spring calendar. When asked about health care benefit changes for 2021, Warren reported that there were none.
- Malia thanked the committee for hosting the APA Holiday Extravaganza last night. There was trivia and JackBox and an ugly sweater contest (which Amy Seth won). Prizes were awarded. She wished more had attended but those that did had a great time.

MINUTES

- Malia also noted that this is Liz Teviotdale's last meeting as she is retiring. We all thanked her for her years of service.

VICE-PRESIDENT'S REPORT

- Laura Large noted that the telecommuting policy is still open for comments and there are other policies available for comment too. Malia noted that she had reviewed the telecommuting policy and had sent in comments for APA.

TREASURER'S REPORT

- Patty Mikowski reported that there has been no activity on our account. She is still learning about the membership list and will work with Lynda Hunt on it.

CORRESPONDING SECRETARY'S REPORT

- No report.

RECORDING SECRETARY'S REPORT

- No report.

COMMITTEE REPORTS

Membership

- Sara Volmering reported that 19 attended the Holiday Party and they will meet in January.

Nominations and Elections

- Laura Large noted that we have several vacancies (Margaret Von Steinen, Alexia Alexander, Liz Teviotdale) to fill. Sara Volmering and Jennifer Klauth were appointed to fill two of the vacancies in Academic Affairs until the end of the year. Leah Smith has moved to Administrative Affairs. There are still two vacancies (Patty Mikowski and Leah Smith) in Academic Affairs that we will look to fill possibly before the next election.

Awards and Recognition

- No report.

Service

- Jennifer Klauth reported they had not met and will regroup in the spring.

OLD BUSINESS

- HR/RIF bumping letter – Lauren Carney reported that she had not finished revising the letter after receiving comments but it will be completed this week and put in Teams for review.

NEW BUSINESS

- Parental leave subcommittee update – William McQuitty shared their current document. Discussion was held. The document will be revised and placed in Teams for review.
- General Membership Meeting agenda discussion – The next general meeting is set for February 24, 2021. Ideas for the agenda included a speaker on the new Interdisciplinarity process, a speaker on the new Student Center, or a follow up on what we have done and then a trivia game. Other ideas can be put on Teams.
- Liz reported that once she retires we only have one person (Malia) who has access to update our website. William McQuitty, Nathan Nguyen, and Laura Ciccantell volunteered to help.

ANNOUNCEMENTS

- None

Meeting adjourned at 1:01.

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings/Events:

- Thursday, Jan 14, 2021 Officers w/Jan Van Der Kley and Warren Hills 1:30-2:30
- Wednesday, Jan 20, 2021 Executive Board 11:30-1:00
- Wednesday, Feb 10, 2021 Executive Board 11:30-1:00
- Wednesday, Feb 24, 2021 General APA Meeting Noon-1:00
- Thursday, March 4, 2021 Officers w/Jan Van Der Kley and Warren Hills 1:30-2:30
- Wednesday, March 10, 2021 Executive Board 11:30-1:00