

**Administrative Professional Association
Executive Board
January 20, 2021
Minutes**

Present: Stacie Ballard, Laura Ciccantell, Jennifer Clements, Lynda Hunt, Jennifer Klauth, Laura Large, Julie Lenczycki, Patty Mikowski, Alice Molvern, Janice Quakenbush, Malia Roberts, Sara Volmering, Jacob Woods

Absent: Mike Berdowski, Lauren Carney, Mario Galbreath, Michelle Loedeman, William McQuitty, Nathan Nguyen, Teri Schrimpf, Amy Seth, Leah Smith

Approved Agenda. Welcome new board members Jennifer Klauth and Sara Volmering.

President's Report: Malia Roberts gave an update from the recent officers' meeting with Warren Hills and Collen Scarff.

SRM: Colleen discussed the SRM implementation which goes into effect July 1 with a review and necessary changes when needed. There have already been some trainings for staff with more planned. President Montgomery sent an email outlining this new program which highlights enhanced transparency of financials and the budget.

Bumping: Warren will be providing an update now that phase II is complete.

Telecommuting Policy: Warren said that most suggested changes were incorporated and the final policy has been posted. There was a discussion about concerns of the .69 FTE requirement and the rationale for why that requirement was added. This goes into effect post-covid.

<https://wmich.edu/policies/telecommuting>

HR Workshops: Warren said that the initial leadership group will not be done remotely but will be completed at a later time. New funding could support other programs. There is interest in having HR host some workshops virtually for such topics as discover your strengths, time management and performance management. Warren announced that there will be an Academic Affairs manager/supervisor training developed. This also includes faculty who become supervisors.

<https://wapps.wmich.edu/workshops/>

Employee Engagement Survey: No new updates. <https://wmich.edu/employee-engagement/qa>

Performance Management: Warren reported that he is still waiting for guidance about performance reviews which are due in May. It was noted that there some employees have no review in their file and that a satisfactory review at minimum is needed for the participation in the new telecommuting policy. Warren said that if anyone is doing work that is not included in their JCT, please encourage them to have it reviewed, redone and submitted. He said that there has been an uptick for the JCT review committee.

Budget: Colleen said that it is too early to project potential budget changes due to waiting on state appropriation and spring census. We asked whether the salary reduction of 2.25% will be reinstated. It was noted that healthcare premiums went up as of January 1 which is a further reduction. This will be discussed at the next meeting.

Vice President: No report.

Treasurer: No changes this month. There is a new file in Teams for activity. There is also a new template for reimbursements and a policy will be drafted. Annual membership dues are set to come out of paychecks on Feb 20. An email communication will be sent in advance of this.

Corresponding Secretary: No report.

Recording Secretary: No report.

Membership: Sara Volmering reported on the December virtual event which was attended by about 20 people. It was a lot of fun! Thanks to those who coordinated this event.

Nominations: Welcome again to the two new members. An updated APA board roster is posted in Teams. Laura Large noted that there are two vacancies in Academic Affairs which will be filled during the upcoming election in March. The number of representatives by area (Academic Affairs, Business & Finance, Student Affairs and Administrative Affairs) will be reviewed and might be affected due to the RIF.

Awards and Recognition: No report

Service: No report.

OTHER BUSINESS:

HR/RIF bumping letter: A draft was posted in Teams. Any other suggestions should be provided by the end of January. The letter will be sent ahead of time and discussed at the March officers' meeting.

General Membership Meeting Wed February 24: Potential topics suggested: interdisciplinarity; telecommuting policy; SRM update; trivia. Encourage conversation during meeting with polling questions. There will be an invitation for Dr. Bott to attend.

Awards Spring Luncheon Thu April 15: Committee chair was absent. It was decided that the plan is to hold it virtually. The awards will be presented and new board members will be announced. Invitations need to be sent to administrators/officials to attend. The nominations for awards should be announced during the general membership meeting. <https://wmich.edu/apa/awards>

Parental Leave draft: The workgroup has completed their research and a policy has been drafted. Next steps are drafting a cover letter and asking for support from other areas prior to submission and discussion with leaders.

Next Executive Board Meeting: Feb 10.

Respectfully submitted,

Laura Large
Vice President