
APA Executive Board Meeting Minutes
Wednesday, March 10, 2021
Webex Meeting

ROLL CALL

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

Absent: Mario Galbreath, Jennifer Klauth, Julie Lenczycki, Michelle Loedeman, Sara Volmering, Jake Woods

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

PRESIDENT'S REPORT

- Malia Roberts reported the meeting the officers held with Jan Van Der Kley and Warren Hills on March 4.
 - Parental Leave Committee – William McQuitty and Jennifer Klauth presented the Parental Leave Policy to them. They thanked the committee for their hard work and have already forwarded it to the President. A meeting for some administrators to discuss it has been scheduled for late March. They appreciated receiving the document ahead of time so they could review it.
 - RIF/Bumping Summary – Warren noted that there is a report on the Human Resources web page. We asked for some different details than what was noted in the summary and he said they will work on it.
 - Telecommuting Policy (.69 FTE Significance) – They again noted that this is what the committee had decided on as eligibility for full benefits starts at .69 FTE.
 - State Budget Update – Jan noted that we have received \$24M from the Second Cares Act. Half of that will go to financial aid and the rest can be used for expenses incurred after December 27.
 - Fall 2021 Enrollment Update – It is too early to have a specific goal but as of today they are planning on a 5.2% decline in credit hours (as opposed to 5.9% a little earlier in the year). Jan noted that transfers and graduate student applications are down but new first-time student applications are up.
 - Performance Management Process – We ran out of time before we got to this topic so will look at scheduling a meeting to discuss this.

VICE-PRESIDENT'S REPORT

- Laura Large had put an announcement in Teams announcing that the Academic Leadership Academy (ALA) will be back for the 2021-22 academic year. Applications are due by April 16.

TREASURER'S REPORT

- Patty Mikowski reported that the only activity was a donation from the Graduate College for our virtual awards ceremony. Balance as of the end of February is \$8,311.15. Report approved. She also reported that she will be emailing perpetual members to announce their membership dues will be charged via payroll deduction next month.

CORRESPONDING SECRETARY'S REPORT

- No report.

RECORDING SECRETARY'S REPORT

- No report.

COMMITTEE REPORTS

Membership

- Nathan Nguyen reported that they are working on the virtual awards ceremony. They requested a \$200 budget for door prizes which is being reviewed for approval. They will have some contests to play and a video of member testimonials will be running as staff sign on. You are asked to send a video clip to Brianna Galli if interested. More information about the clips will be sent out. Suzie Nagel-Bennet, Associate Vice President for Student Affairs and Dean of Students, and President Montgomery will be invited to share comments.

Nominations and Elections

- Laura Large reported that the due to the RIF, the representation number in Academic Affairs will be reduced by 2 members on this Board. There are 8 positions in Academic Affairs, 3 positions in Business & Finance, 2 positions in Student Affairs and 3 positions for Administrative Affairs. Current incumbents will be staggered with one year or two-year terms. Those interested in an officer position, please let her or Malia know. So far, there have been 3 new potential new names for the ballot and we are still taking names to add to the ballot until April 1st, please have anyone interested reach out to us. She will post an updated slate before the election. As a reminder, the votes will be cast by active, dues-paying APA members, so you may or may not be elected just by being on the ballot based on the outcome of the election.

Awards and Recognition

- Patty Mikowski reported that they have received one nomination for each award. The due date for nominations is March 15. Laura Ciccantell and Jennifer Clements volunteered to help read the nominations.

Service

- No report

OLD BUSINESS

- HR/RIF bumping letter – The letter was approved by the board and will be sent to the whole Cabinet.
- Performance Management Guidance – Discussion held concerning performance reviews and the telecommuting policy. It was decided that an email will be sent to Warren Hills to ask for clarification on what happens when a staff does not have a performance review but would like to sign up for telecommuting.

NEW BUSINESS

- May 2021 general membership meeting – Tabled until next month.

ANNOUNCEMENTS

- None

Meeting adjourned at 1:00.

Respectfully submitted,
Teri Schrimpff

Upcoming Meetings/Events:

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| • Wednesday, April 7, 2021 | Executive Board | 11:30-1:00 |
| • Thursday, April 15, 2021 | APA Award Luncheon | Noon – 1:00 |
| • Thursday, April 29, 2021 | Officers w/Jan Van Der Kley and Warren Hills | 1:30-2:30 |
| • Wednesday, May 5, 2021 | Executive Board | 11:30-1:00 |
| • Wednesday, May 12, 2021 | General APA Meeting | Noon-1:00 |
| • Thursday, June 3, 2021 | Officers w/Jan Van Der Kley and Warren Hills | 1:30-2:30 |
| • Wednesday, June 9, 2021 | Executive Board | 11:30-1:00 |