

**APA Executive Board Meeting Minutes**  
**Wednesday, August 25, 2021**  
**WebEx Meeting**

**ROLL CALL:**

**Present:** Lauren Carney, Jennifer Clements, Brianna Galli, Laura Large, Douglas Mathews, William McQuitty, Jackie Michels, Nathan Nguyen, Eleonora Philopoulos, Stephanie Radant, Malia Roberts, Amy Seth, Sara Volmering, Elena Wood

**Absent:** Stacie Ballard, Laura Ciccantell, Jennifer Klauth, Michelle Loedeman, Patty Mikowski, Alice Molvern, Bonnie Pflingst, Teri Schrimpf

**Call to Order and Agenda:** William McQuitty, President, called the meeting to order at 11:35 am. The agenda was approved.

**OFFICERS' REPORT:**

**President: RIF/Bumping Policy:** William reported that he has joined RIF/Bumping task force to review and update the policy. Lauren Carney and Nathan Nguyen are also serving on it and a variety of other areas and levels seem to be represented. Their goal is to have an outside company write a policy for us and then review criteria with a final draft expected by the November 2021 BOT meeting. This seems like an ambitious timeline. It was recommended in our APA letter addressed to the cabinet that the Office of Institutional Equity be involved in providing oversight of the RIF/bumping process. The task force is considering seeking a change from longevity to an assessment/merit-based criteria. Many in the taskforce were concerned about the chaos of how the RIF was handled and how staff were notified in 2020. There was a comment from a board member about how many new job posts are/have been posted as both internal and external. It was noted that the HR policy states that RIF and internal candidates are to be given priority for any open position, unless a unit seeks and obtains OIE approval to post it both internally and externally simultaneously\*. There were concerns and questions about how essential staff and their working hours were determined and how staff were "forced" to use their leave time after COVID leave was used. The *essential* and *conditional essential* labels negatively impacted morale, too.

*\*Actual wording from RIF Policy: During a reduction in force, essential open positions may be filled within the reduction in force unit or across reduction in force units without being subject to the posting requirements of the [job opportunity program](https://wmich.edu/hr/manual-reduction), by temporary reassignment or by permanent reassignment. <https://wmich.edu/hr/manual-reduction>*

**Vice President:** No report from Nathan Nguyen.

**Treasurer:** In Patty Mikowski's absence, Laura Large reported that there was no activity in the month of July and the ending balance is \$9,262.44. The report was posted to the Teams Channel. The July 30, 2021 financial report was approved.

**Corresponding Secretary:** No report from Jennifer Clements.

**Recording Secretary:** Laura Large will post minutes in Teams Channel and approval is needed.

**COMMITTEE REPORTS:**

**Membership:** William reported that the General Membership meeting was changed to Wed. Sep. 29. The plan is to host it virtually. The committee is seeking a guest speaker. See Membership Form: <https://wmich.edu/sites/default/files/attachments/u434/2020/apa-membership-form-Dec-2020.pdf>

**Nominations and Elections:** No report from Malia Roberts.

**Awards and Recognition:** No report from Michelle Loedeman.

**Wellness Committee:** No report from Teri Schrimpf.

**Service Committee:** Inactive.

**OLD BUSINESS:**

**WeTalk series.** William recently attended the latest WeTalk series and encouraged everyone to attend future ones (9/20-21): <https://wmich.edu/wetalk>

**Welcome back to campus events:** Staff Bash had a fairly good turnout. Many were wearing their APA Buttons! Thanks to Mike Berdowski for his assistance and congratulations to the raffle winners.

**NEW BUSINESS:**

**Staff Engagement Survey:** Laura Large posted in the Teams Channel that Kahler Schuemann, Chief of Staff, mentioned that they would like an APA representative to serve on task force about another Staff Engagement Survey, hopefully to convene later this fall. If anyone is interested in helping, please let William know. To re-familiarize yourselves with the results from 2019: <https://wmich.edu/employee-engagement/qa>

**Other Concerns:** Some in our membership have expressed concerns about vaccine requirements. Guidance about leave after exposure would be helpful in addition to another COVID leave provision. There was a discussion about equity and inconsistencies of policies such as these and telecommuting have been across campus. [Staff across campus experienced policy enforcement inconsistencies and inequities related to masking, telecommuting and related issues.] William, Jackie and Amy will draft a letter to cabinet about some of these concerns.

**UPCOMING MEETINGS:**

Thursday, September 16, 2021 - Officers w/Jan Van Der Kley & Warren Hills, Noon - 1:30 pm

Wednesday, September 22, 2021 - Executive Board, 11:30 am-1:00 pm

Wednesday, September 29, 2021 - General Membership Meeting 12-1 pm, virtual

**ADJOURNMENT:** The meeting was adjourned at 12:35 pm.

Respectfully Submitted,

Laura Large  
Recording Secretary