

**APA Executive Board Meeting Minutes**  
**Wednesday, November 17, 2021**  
**WebEx Meeting**

**ROLL CALL:**

**Present:** Laura Ciccantell, Jennifer Clements, Brianna Galli, Douglas Mathews, William McQuitty, Jackie Michels, Patty Mikowski, Nathan Nguyen, Bonnie Pfingst, Stephanie Radant, Malia Roberts, Teri Schrimpf, Julia Primavera Kuntz, Sara Volmering, Eleonora Philopoulos, Michelle Loedeman, Elena Wood  
**Absent:** Amy Seth, Alice Molvern

**Call to Order and Agenda:** William McQuitty, President, called the meeting to order at **11:33 am**. The agenda was approved.

**Guest Speaker: Margaret von Steinen:** William presented the request for Margaret that APA co-host the December 10<sup>th</sup> WeTalk series. There was a discussion about whether the event should be held on campus or downtown. We thought there was value in co-hosting the event and that it should be on campus. Co-hosting the event on campus would allow us to bring people together on campus and be more convenient for attendance. The event is a professional development opportunity which aligns with our mission. The motion to co-host was approved.

Malia introduced new executive board member, Julia Primavera Kuntz. Julia has been at the University for fourteen years and is very excited about the opportunity with APA.

**OFFICERS' REPORT:**

**President:** William reported on the Officer's meeting with Jan and Warren. Several topics were addressed during that meeting: strategic planning initiative; changes to health care benefits; staff engagement forums; letter to the president and paid parental leave.

**Strategic planning initiative:** APA will be represented by individuals on various committees of the strategic planning initiative. Amy Seth and Nathan Nguyen are both serving as co-chairs on different committees. The committee framework shows APA/PSSO/LatinX/BFSC as being part of the steering committee. Julia is going to reach out to confirm our representation on the steering committee.

**Changes in health care benefits:** Discussion about the changes to our health care benefits and the analysis in deciding benefits. The university performs a difficult balancing act to keep our premiums low, while offering among the best benefits. Evaluates our benefits with other institutions in the state and what Blue Cross Blue Shield offers their employees. As part of this discussion, we asked if there was a plan in place to address the difference between inflation and our raises. There is not currently a plan, except for the annual evaluation by Aon Hewitt. We are one of the last institutions in MI to have a PPO plan. Communication of these changes and how they are determined is important.

**Staff engagement forums:** These forums seem to be an effective way for the upper administration to hear our voice. There was discussion about how to get a more diverse group of people to participate in these forums. Some suggestions were; offering more options to engage, offering anonymous options, providing incentives for participation, having leadership come to departments/colleges/units. We also suggested that it would be helpful to have the questions in advance so we could better formulate our thoughts. Paid parental leave did not come up as a theme in the staff engagement forums. It was confirmed that the staff engagement survey will still be coming out. We need to be honest and transparent with how we are feeling in this survey.

**Letter to the President:** The request for reinstating COVID leave has been denied because the COVID pandemic is now no longer an emergency and existing leave policies are able to cover those

circumstances. Furthermore, current VP management of telecommuting policy is acceptable. The message we were given is units should be flexible and fair. There was discussion regarding our concerns with policies not being adhered to.

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

**Treasurer:** Patty Mikowski reported. Beginning balance for October was \$9,274.44. We had two payroll deductions of \$24 and one check (\$15) for membership. Another request for membership came through in November. Final balance for October is \$9,313.44. The report was posted to the Teams Channel. The October 31, 2021 financial report was approved. Accounting Services has asked Patty to review our account and will be moving our account to a different type of fund.

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

**Recording Secretary:** Stephanie Radant will post minutes in Teams Channel and approval is needed. Then they will be sent out to apa-all email distribution list.

#### **COMMITTEE REPORTS:**

**Membership:** Sara is transitioning to chair the membership committee. Our discussion was about the holiday gathering. The membership committee requested a \$1,500 budget for this year's gathering. Typically, this budget covers meals, drink tickets, rental fees, door prizes and décor. There is also a nominal fee (\$10 for members; \$15 for non-members) to those attending the gathering. There was a discussion about location, potential dates, and potentially including family members. There was strong support for keeping the event in person and moving the date, if needed. Date and venue are still being determined. There was a motion for the budget of \$1,500. The budget was approved.

**Nominations and Elections:** Update from Malia. In conversation with someone in Academic Affairs to fill Staci Ballard's position on the board. No nominations have been received at this point in time.

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

**OLD BUSINESS:** There was a question about the RIF policy review committee and where things were. William reported he is serving on the committee and they have chosen a company to review the policy. The timeline is still in place to have something by the end of the year.

#### **NEW BUSINESS:**

**Employee Engagement Forum Topics:** Covered above.

**Holiday Gathering:** Covered above.

#### **ANNOUNCEMENTS:**

The Turkey Trot is this Saturday, November 20<sup>th</sup>. Still need volunteers. Contact Mike Berdowski [michael.t.berdowski@wmich.edu](mailto:michael.t.berdowski@wmich.edu) if interested.

#### **UPCOMING MEETINGS:**

- Wednesday, December 15, 2021 Executive Board 11:30 a.m. – 1:00 p.m.
- Thursday, January 5, 2022 Officers, Jan and Warren 1:30p.m. - 2:30 p.m.

- Wednesday, January 12, 2022 Executive Board 11:30 a.m. – 1:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at **12:45 pm.**

Respectfully Submitted,

Stephanie Radant  
Recording Secretary