

**APA Executive Board Meeting Minutes**  
**Wednesday, July 13, 2022 - WebEx Meeting**

**ROLL CALL:**

**Present:** William McQuitty, Douglas Mathews, Jackie Michels, Val Horwath, Malia Roberts, Julia Primavera Kuntz, Teri Schrimpf, Eleonora Philopoulos, Sara Volmering, Laura Ciccantell, Phillip Koch, Ariel Palau, Erica Martinez, Jennifer Clements, Janice Quakenbush

**Absent:** Michelle Loedeman, Elena Wood, Jordan Olson, Jhauncey Jacobs, Valaree Kyser

**Guest:** Margaret Von Steinen – One Small Step

**Land Acknowledgement Statement (read by the President):** “We would like to recognize Western Michigan University is located on lands historically occupied by Ojibwe, Odawa, and Bodewadmi nations. Please take a moment to acknowledge and honor this ancestral land of the Three Fires Confederacy, the sacred lands of all Indigenous peoples and their continued presence.”

**Call to Order and Agenda:** William McQuitty, President, called the meeting to order at 11:34am. The agenda (attached to the meeting invite) was approved.

**OFFICERS' REPORTS:**

***President - William***

1. Update on Employee Survey Results: The committee is still reviewing the results, which are decidedly negative and one-sided. A report will be delivered to the Cabinet on 7/17/22, where discussion will hopefully focus on needed changes.
2. Leadership Training: This program still has spots open if interested parties want to sign up. William reiterated the value of this program
3. Update from the bi-monthly HR/ B&F Meeting (Warren Hills and Jan Van der Kley):
  - a. AON Analysis of Compensation – This is scheduled for September 2022-May 2023, with rollout in 2023 and 2024. The focus will be on adjusting pay scales to match market rates and updating JST (job descriptions), particularly in this post-pandemic situation where many job descriptions and/or roles have changed. The plan is to evaluate those roles, to determine which might need to be broadened and which might need to be split. The suggestions from AON will be implemented; this is not an option. All APA members are encouraged to give input on JSTs, so that information is correct and up to date.
  - b. State Funding for WMU – This year’s funding is “disappointing”, as a 5% increase was expected and WMU only received a 2% increase. Calculations on spending for this year were based on a minimum \$ figure per student, which had both positive and negative impacts across the state, based on the institution. While tuition dollars remain the largest source of funding for WMU, state funding is very important.
  - c. Student and Dining Center Update – Changes to the building are out of the design phase, with a plan to reinforce the building in hand. Next step is materials ordering and then revised construction.

- d. Telecommuting and Flex Time – Once these two topics are defined, plans regarding implementation will be communicated to campus leaders. Expect an announcement soon.

***Vice-President - Julia***

1. Summer Hours – APA members are encouraged to let anyone in leadership, or the Cabinet know how positive this program has been this summer. While some areas are clearly informed of how appreciative the staff is about this (e.g. VP B&F), other areas have not had as much input.
2. Recognitions of Juneteenth – Julia noted that the communication from the University regarding Juneteenth did not have the APA included as a supportive party. She has requested that APA be involved in future communications like this, to show University-wide involvement.

***Treasurer – Jennifer***

1. Reports for June and July – These were not available, due to issues with the report format. Jennifer is working on this for the August report.
2. Balance – Some minor expenses for recent events (e.g. Poker Walk sponsorship) were noted, and Jennifer reported an ending balance of \$9203.32.
  - i. Jennifer’s oral report was seconded and approved.

***Corresponding Secretary – Val***

1. Future Meetings – Following discussions below (see New Business), Val will schedule the remaining meetings for this FY.

***Recording Secretary – Jackie***

1. Meeting Minutes – Jackie reviewed the process for meeting minute approval. The notes are first sent to the President for review, then posted as a DRAFT in TEAMS for changes and edits, and then posted as EDITED in TEAMS for approval (10 members must read and approve). Once ten members have approved, the FINAL version is posted in the TEAMS files in the current year folder.

**SPECIAL GUEST: Margaret Von Steinen, Government Affairs – “One Small Step”**

Margaret shared information on the “One Small Step” program, the civil discourse initiative on campus, started in early 2020. The program works to help all campus members to develop communication skills, particularly focusing on working through difficult conversations (talking with “strangers”, sharing differing perspectives, and seeing our humanity not our politics). As part of this initiative, Dave Isay from StoryCorps came to campus to speak. StoryCorps is dedicated to creating an oral history of the United States which will reside in the Library of Congress. This organization is recruiting now for a pool of candidates to participate in recorded conversations. Participants register and complete the form and are later matched to another individual. Their conversation (up to 15 conversations will be recorded from WMU) is recorded for the oral history project.

If interested, please visit [www.wmich.edu/wetalk/onstep](http://www.wmich.edu/wetalk/onstep) for information on registering, viewing samples, and reviewing promotional materials. Margaret is hoping to have some great participants from APA involved. APA Board will communicate this program to the collective members.

**COMMITTEE REPORTS:**

***Membership - Sara***

1. First Year Membership Fees – New members should have a free membership for their first year. Since it’s unclear what happened during the pandemic, with various changes, this committee will work with the Treasurer to ensure that eligible new employees from 2020-present will get a free year.

2. Recruitment – The committee reviewed all past activities, such as lunch and coffee meet-ups, to understand which events were most successful. They are looking to either re-start one of these options or create a new event, especially focused on 1<sup>st</sup> year members to encourage retention of membership.
3. General Calendar of Events – Some events in the past seemed to be one right after another. The committee has decided to spread them out a bit to encourage more participation. Here is a tentative list of future events:
  - a. Early August            Summer Gathering – casual, after hours, come & go
  - b. August 10                Staff Bash – table to engage with potential new members
  - c. September                General Membership Meeting
  - d. October                    Benefits Expo – table to engage potential new members
  - e. December                Holiday Gathering – casual, after house, come & go
  - f. February                  General Membership Meeting
  - g. May                         Combined Awards Lunch and General Meeting

***Nominations and Elections - Malia***

1. Board Members – All positions are filled!

***Awards and Recognition - Michelle***    No report

**NEW BUSINESS:**

***Executive Board Meetings*** – Discussion was held regarding changing meetings. No changes were made, and this will still be the second Wednesday monthly from 11:30-1:00.

***Hybrid Board Meetings*** – William will send a survey to all board members to determine the wants/needs of the Board. A search for a Hyflex or hybrid room will occur, and hopefully a hybrid attendance option will be offered in the next 1-2 months. General Meetings will remain virtual, as participation seems higher with this option.

***Meeting with Interim Provost, Chris Cheatham*** – Julia and William are meeting with Dr. Cheatham on Monday, July 18<sup>th</sup>, to discuss how APA can best support the Provost’s office and work to improve WMU. Details to follow.

**ANNOUNCEMENTS:**

University Advancement has several events coming up including a Growlers game, a Tigers game and a touring Coaches Event. Check their website for details.

**UPCOMING MEETINGS:**

- |                          |                                    |            |
|--------------------------|------------------------------------|------------|
| • Thursday, August 11    | Executive Board Meeting            | 11:30-1:00 |
| • Thursday, September 1  | Jan & Warren Meeting with Officers | Noon-1:30  |
| • Wednesday, September 7 | Executive Board Meeting            | 11:30-1:00 |

**ADJOURNMENT:**

The meeting was adjourned at 12:38 pm.

Respectfully Submitted,  
Jackie Michels, Recording Secretary