

**APA Executive Board Meeting  
Wednesday, November 9, 2022  
11:30 a.m. to 1 p.m.  
Virtual Meeting  
Agenda**

**ROLL-CALL:**

Present: William McQuitty, Douglas Mathews, Jackie Michels, Jennifer Clements, Malia Roberts, Eleonora Philopoulos, Sara Volmering, Laura Ciccantell, Ariel Palau, Jordan Olson, Tracey Lawie, Jhauncey Jacobs, Elena Wood, Teri Schrimpf, Michelle Loedeman, Phillip Koch

Absent: Janice Quakenbush, Valaree Kyser, Erica Martinez

Land Acknowledgement Statement: “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.”

**I. Approval of Agenda**

Call to Order and Agenda: William McQuitty, President, called the meeting to order at 11:32 am. The agenda was approved with one minor change – a report from the SERVICE committee was stricken.

**II. Officers’ Reports**

**a. President – William**

- i. Meeting with the Provost’s Council – On 11.1.22, William and Eleonora attended a meeting with the Provost’s Council (the interim Provost and Deans from the various colleges). Noted as an informational, interactive, and conversational meeting, topics included various staff issues: appreciation for staff, compensation, staff retention, training needs, staff developments, faculty relationships and equity between units. There was also discussion about how the Council could support APA and other staff.
- ii. Scheduled Meetings with President Montgomery – William has scheduled quarterly meetings with the President, the first of which will occur next week. APA members are encouraged to supply discussion topics to William.

**b. Vice President – Eleonora – NO REPORT**

**c. Treasurer – Jennifer**

- i. Expenses & Revenue – One new member joined. Expenses from the social gathering at Revel & Roll were posted. Starting balance was \$9113.52; ending balance was \$8706.28.
- ii. Endowment Changes – University quasi-endowment accounts were reviewed, and any accounts under \$50,000 in funds were moved to a spending account. The APA endowment has roughly \$24,000 in it so it was moved, which means the account will not grow as it may have in the past under the endowment situation. This account typically funds the scholarships awarded to APA family members in the spring.

William mentioned that adding this as a strategic goal (collecting an additional \$26,000 to return to endowments) is up for discussion.

- d. Corresponding Secretary – Elena
  - i. Watch for updated meeting requests.
- e. Recording Secretary – Jackie
  - i. Watch for meeting minutes to be posted in TEAMS – there are two reviews – one for comments/modifications and one for final approval.

### III. Committee Reports

- a. Membership – Sara
  - i. Wellness and Benefits Expo participation – APA will have a table at the EXPO to engage with current and potential member. There will be a raffle item as well (participants must “solve” a riddle in order to enter the drawing).
  - ii. December Holiday Party – Planning for this event is in the works and will be like last year’s event (come-and-go at One Well Brewing, with appetizers provided). A budget request will be forthcoming.
  - iii. New Member Identification – The committee will be reaching out to staff members who are not APA members with the “first year free” offer to entice employees to join APA. The list of names came from HR and is approx. 100 people.
- b. Nominations and Elections – Malia
  - i. Vacancies – There is one remaining vacancy in Academic Affairs. Ron Dillard was approached and is interested in filling this spot. A vote was taken, and Ron was accepted as our newest Board Member.
- c. Awards and Recognition – Michelle – NO REPORT

### IV. Old Business

- a. Employee Engagement Sessions
  - i. Three sessions were held over the last few weeks. Discussion amongst the Board Members who attended included comments re:
    - 1. This seemed like a “check the box that employees are included” activity.
    - 2. The same discussions, questions, and ideas have been discussed many times before.
    - 3. It’s possible that involvement of the Senior/Executive Staff Members may have limited candid conversations.
  - ii. Many are hopeful that this ongoing process will cause some real changes.
- b. Strategic Planning
  - i. William will be leading sessions to re-start this process to define a mission, vision, and values of the APA.
    - 1. First session is on 11.16.22 – watch for an invitation
    - 2. Future sessions will identify ways to get feedback and input from the General Membership on goals and plans of APA.

- V. New Business
  - a. Open Enrollment for 2023 Benefits
    - i. Enrollment is open until Nov. 18
    - ii. Only minor changes in costs were noted.
  
- VI. Announcements
  - a. APA Quasi Endowment Fund closed on October 31 – see notes in Treasurer’s Report above
  - b. Veterans’ Day event at the Graduate College – check their website
  - c. Rec Center Activities – check the website for upcoming events such as Social Walking Groups, The Turkey Trot, and a speaker on Wellbeing & Gaming
  - d. Miller Auditorium Events – check the website for shows, remember that staff receive a 15% discount, and gift certificates are available for the holiday season
  - e. Library Grants for Textbooks (2023) – anyone teaching a course is welcome to apply for grant funds through the application online
  
- VII. Upcoming Meetings
  - a. Thursday, Nov. 10, 2022 - Officers w/Jan Van Der Kley & Warren Hills 12 - 1:30pm - Virtual
  - b. Wednesday, Dec. 14, 2022 - Executive Board 11:30-1:00 p.m. - Virtual
  - c. Thursday, Jan. 6, 2023 - Officers w/Jan Van Der Kley & Warren Hills Noon - 1:30pm - Virtual
  - d. Wednesday, Jan. 11, 2023 - Executive Board 11:30-1:00 p.m. – Virtual
    - i. February’s Board Meeting will be the next in-person meeting
  
- VIII. Adjournment – The meeting was adjourned at 12:19pm.