

APA Executive Board Meeting Minutes
Wednesday, March 9, 2021
WebEx Meeting

ROLL CALL:

Present: William McQuitty, Brianna Galli, Douglas Mathews, Elena Wood, Jackie Michels, Jennifer Klauth, Val Horwath, Bonnie Pfingst, Jennifer Clements, Laura Ciccantell, Malia Roberts, Julia Primavera Kuntz, Stephanie Radant, Sara Volmering, Teri Schrimpf, Amy Seth

Absent: Nathan Nguyen, Alice Molvern, Eleonora Philopoulos, Michelle Loedeman

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.”

Call to Order and Agenda: William McQuitty, President, called the meeting to order at **11:32 am**. A change in the upcoming dates was proposed. The agenda was approved.

OFFICERS’ REPORT:

President: RIF Committee: William reported the committee’s next meeting is today at 2 pm. Today’s meeting will review Segal’s summary from the listening sessions to ensure our concerns have been documented correctly. The next step will be reviewing our policy and benchmarking with other universities.

Employee Engagement Survey: The employee engagement survey has been extended through Friday, March 11. We discussed concerns about anonymity when the survey requested demographic and work location data. The survey is anonymous because the responses will go to Modern Think and then the data will be presented in aggregate form. 73% (521 of 717) salaried staff compensation system employees have responded to the survey.

Jan and Warren Meeting: Colleen sat in because Warren couldn’t be in attendance.

Spring enrollment: Spring enrollment/revenue is down, but it’s less because of retention and headcount. There is a different mix of students (lower level versus higher level undergraduates) than projected and the students who are enrolled seem to be taking fewer credit hours. The University had \$2M less in revenue than anticipated. Currently the governor has recommended 5% ATB increase in state appropriations. However, it won’t be until much later that we actually know what is approved.

Mentoring project: At our last meeting Warren mentioned a mentoring project proposed by the President. William asked for a follow-up. There isn’t a timeline for the project and the President hasn’t mentioned it again. The leadership program through HR is currently on hold. The faculty and OIE trainings have been expanded to allow staff participation. A discussion between HR, OIE and Academic Affairs needs to occur to determine what opportunities will be available to ensure we aren’t duplicating efforts.

Staff engagement forums: William asked if we would be receiving written responses to these sessions. The officers were informed these conversations will influence future decisions.

Telecommuting policy: Changes to the telecommuting policy are not in the foreseeable future, but there was a discussion about the need for increased vibrancy on campus.

Previous Staff Engagement Survey: In the midst of the new survey being released, William asked what happened after the last survey. Vice President units started discussing the results with their areas, but

COVID arrived and halted progress. There will be three town halls (March 18, 22, 24) to discuss our values in connection with the strategic planning: <https://wmich.edu/strategic/discussions>

Vice President: no report from Nathan Nguyen.

Treasurer: Jackie Michels reported. Beginning balance for February was \$9,089.49. No activity in February. Final balance for February is \$9,089.49. Jackie is working with Malia on getting an APA staff list to work on the annual renewals. The report was posted to the Teams Channel. The February 28, 2022 financial report was approved.

Corresponding Secretary: Nothing to report from Jennifer Clements.

Recording Secretary: Stephanie Radant will post a draft of the minutes in Teams. Please make corrections to the minutes. The final version will then be posted in Teams and approval is needed. Then they will be sent out to apa-all email distribution list.

COMMITTEE REPORTS:

Membership: A request from the membership committee is that notes be taken at the general membership meeting so individuals who cannot attend can continue to be informed. They would also like to survey people after each general membership meeting on what they liked about the meeting and what they would like to see at future meetings. The agenda for the next meeting (May 18, noon to 1) includes: Kristen DeVries talking about empowering futures gift; announcing new officers/exec board members; and giving a year in review.

Spring Awards: We will be having a luncheon on April 20th at Valley Dining Hall to recognize APA award recipients. A \$1,150 budget for the event was requested and approved. The Awards and Recognition committee may request donations for door prizes. RSVP's will be requested. There was a discussion about allowing members to "bring a friend" to the event. There was also a discussion about whether we should invite PSSO, AAUP and PIO presidents.

Engaging Members: There was a discussion about whether we should have a group on LinkedIn to further engage members. The membership committee will further this conversation.

Nominations and Elections: Malia has been working on nominations and elections. The elections will be held between April 11-29. New exec board members will be invited to the May meeting. APA members only vote for people in their VP area. Malia will be working on a list of people within each VP area and will send the election forms out. Malia is also working on calculating the number of seats based on APA membership. Officer positions are a one-year term; exec board members are a two year term. A recommendation was made to allow candidates to run for both officer and executive board positions so that those not elected as officers can remain on the executive board. The executive board was supportive of this method. Malia will update the message that goes out with the ballots to explain clearly why those that are running for an officer position are also on the ballot for the VP area as an exec board member.

Awards and Recognition: No report from Michelle. Awards nominations are due March 15th. William will discuss with Michelle about potentially extending the deadline.

OLD BUSINESS:

- a) "Friends of APA" membership tier. Article 2, section B of our bylaws. Proposal to remove sentence about variance and add sentence about non-exempt members being able to participate in meetings, events, etc but wouldn't be able to vote or hold seats on the executive board. This would be a free membership open to members of other staff groups. Discussion about the current sentence seems appropriate, but William will put the proposal in writing so we can review/think about it more.

NEW BUSINESS:

- a) Moving e-board meetings: conflict with e-board meetings and beginning of semester. Proposal of moving meetings to the first Wednesday of the month. William will make a poll in teams for us to vote. The change will take effect next year. A suggestion was made to wait until the new executive board is in place.
- b) April commencement ceremonies: Asking for APA on-stage volunteers at the April 30 commencement ceremonies at 9 am, noon, 3 pm and 6 pm. In the past, we have had either one person attend all or multiple people attending. Malia, William, and Sara have mentioned they could volunteer. Several said they will have to check their schedule.
- c) Staff Engagement forum planning: The purpose of these meetings is to give senior leadership a pulse on campus and how we are feeling. Who would we like to meet with? Suggestions for next one: Chris/interim provost, Kahler, and Diane. These will be open to all staff. William will be setting up a meeting with the President specifically for APA. The executive board would like to propose one question that is asked at the next forum that aligns with our priorities.

ANNOUNCEMENTS:

Giving day is Wednesday, April 13th – APA could compete in the challenges and get more money for the scholarship. Spread the word!

UPCOMING MEETINGS:

- a) Wednesday, April 13, 2022 Executive Board 11:30 am – 1:00 pm
- b) Thursday, April 21, 2022 APA Awards Luncheon Noon – 1:00 pm: **moved to Wednesday, April 20th**
- c) Wednesday, May 5, 2022 Jan and Warren Meeting with officers Noon – 1:30 pm

ADJOURNMENT: The meeting was adjourned at 12:54 pm.

Respectfully Submitted,

Stephanie Radant
Recording Secretary