



WESTERN MICHIGAN UNIVERSITY
Administrative Professional Association

APA Executive Board Meeting
Wednesday, June 14, 2023
11:30 a.m. to 1 p.m.
In-Person Meeting

ROLL CALL:

Present: Malia Roberts, Bonnie Gabriel, William McQuitty, Jennifer Clements, Tracey Lawie, Phillip Koch, Erica Martinez, Bonnie Pfingst, Anthony Perez, Sara Volmering, Valaree Kyser

Absent: Laura Ciccantell, Jhauncey Jacobs, David Birkam, Ron Dillard, Elena Wood, Ariel Palau, Doug Matthews, Michelle Loedeman, Eleonora Philopoulos, Jordan Olson, Janice Quakenbush

Land acknowledgment 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. Call to Order at Noon and Approval of Agenda – William moved, it was seconded and all approved
- II. Team Building Exercise
- III. Officers’ Reports
 - President – William
 - Thanks to all for attending and encourage to continue to actively participate as quorum is required.
 - Reminder to keep an eye in Teams for communications and email from Sara
 - Reporting back on sitting WMUX and Merze Tate town halls.
 - Preliminary thoughts are to split Merze Tate and WMUx into two separate entities.
 - An interim dean will be chosen for Merze Tate College
 - A targeted search will be held for a director of WMUx
 - Erica and William, along with PSSO, wrote about compensation issues and sent to the Provost. Here is a summary of the main points:
 - Addressing the perception that new hires must be brought in at the minimum
 - Discretionary raises
 - Salary Compression
 - Pandemic problems unaddressed by the Market Calibration
 - Fallout from grade reductions
 - Staff retention and longevity
 - Vice President – Erica
 - covered most in Pres. Report
 - addressed concerns about staff retention & why staff are leaving

-addressed the need for more transparency from Univ. on pay increases – how much/when.

- Treasurer – Jennifer
 - Beginning balance of \$9842.18. We received a few donation and membership dues, had a few expenses and have a current balance of \$9354.18.
 - Motion to approve budget was approved
- Corresponding Secretary – Sara
 - No meeting times set yet but once we have them she will send out to all
- Recording Secretary – Tracey
 - no report

IV. Committee Reports

- Membership: Sara
 - General meetings and social events are forecasted out with Budget
 - Table the conversation on these until the July meeting, but need a budget approved for the July social
 - \$550 requested for member social July 11 @ Revel & Roll, Motion to approve was passed.
 - announce that Malia was co-chair of membership committee
 - Number of comp members were brought up and request to EB to reach out and invite them to join with regular membership. Committee will send out a list for EB to sign up for reaching out to comp members.
 - working on getting a larger list to start recruiting
 - Treasurer and membership committee are looking at how we should be doing membership renewal. Moving to annual renewals rather than processing on a rolling basis. Dues will be processed by July 1.
 - Checking quarterly with HR to get APA-eligible new hires list to offer complimentary memberships.
- Nominations and Elections – nothing to report
- Awards and Recognition – nothing to report

V. Old Business

- Strategic Planning – SWOT Analysis
 - met and came up with goals. Will be meeting again and will bring to July meeting for review

VI. New Business

- William motioned to increase the budget for this meetings lunch and motion was approved
- EB discussed when to have meetings moving forward and it was proposed that we have them on the second Tuesday of each month from 2 – 3:30pm beginning in July. There was a motion to approve, and it was approved.

VII. Announcements

- New ID's available at parking services, quick to do and you can submit your own photo
- WMU has their 120th birthday alumni donor drive going and offices/departments can participate
- There are walking tours available of historic areas in Kalamazoo at no charge

-Orientation is underway through early July

VIII. Upcoming Meetings

- Thursday, July 7, 2023 Officers, Jan and Warren 12 - 1:30 p.m.
- Tuesday, July 11, 2023 Executive Board. Virtual. Time 2 – 3:30 p.m.
- Tuesday, August 8, 2023 Executive Board. Virtual. Time 2 – 3:30 p.m.

IX. Adjournment - Meeting was adjourned at 1:11 p.m.

Respectfully submitted by the Recording Secretary, Tracey Lawie