APA Executive Board Meeting Minutes
Wednesday, September 13, 2017
Bernhard Center Faculty Dining Room

ROLL CALL


Absent: Nick Griffith, Patty Mikowski, Natalie Nguyen, Mary Ramlow, Liz Teviotdale

The meeting was called to order approximately 11:38 am by vice president Monica Liggins-Abrams. The agenda was approved.

PRESIDENT’S REPORT

• Monica Liggins-Abrams reported for Lynda Hunt on the meeting with Jan Van Der Kley and Warren Hills yesterday.
  o Enrollment/Budget Updates
    ▪ Jan noted that today is census and so official numbers will be available tomorrow. It appears that numbers are up for first time students, down for international, especially international graduates. They have budgeted a 1.75% decline in dollar amount. The board will vote on the budget at next Wednesday’s meeting.
  o Staff Compensation Job Descriptions
    ▪ It has been announced in WMU Today that the job descriptions are all available – a big thank you to HR.
    ▪ What will be the protocol for future updates? There is no change to how it used to be done, as changes happen they will be updated. They are still based on JCT’s.
    ▪ Employees can ask for JCT’s but they are also available on the web. It was noted that the form to submit JCT’s is available on the web but Monica was unable to find the JCT’s for specific positions.
  o APA/PSSO Membership Drive
    ▪ We will host a membership drive with PSSO to increase our membership.
  o APA/PSSO Survey Update
    ▪ The survey has not been launched. It has been updated after consultation with Jody Brylinsky which included reducing it and making it more of an engagement survey. We will be emailing it to members and have it available at the membership drive for those that would like to participate.
    ▪ Jan and Warren asked if they would be able to get results from the survey and we said we would share the results with them.
  o Insurance Tiers for Families
    ▪ There is no plan to change our current 3 tier plan – single, 2-person, family. Splitting family into two tiers does not fit into the current definition of the tiers. Also, the number in a family does not necessarily relate to more medical costs.
  o AAUP Negotiations
A tentative agreement has been reached. Jan cannot give us specifics as it has not been approved. AAUP will communicate with their constituents and once approved, the administration will communicate with us. But it has been publicly posted on their website. AAUP will vote September 19 and if approved, the Board will then approve or disapprove at their September 20 meeting. If a raise is included it will show up on the Oct 17/20 paychecks, retroactive to July 1. One change in the agreement is the start date next fall – it will be before Labor Day and then a partial week fall break will be included after midterm.

At our meeting it was noted that there is a proposed 2% increase but faculty will also get a 1% increase for research.

- Discussion of questions to raise to Jan and Warren at the next meeting or to use when we meet with President Montgomery
  - What is being done to improve employee morale?
  - Change the leave sell back policy so it is eligible sooner for new employees
  - Concern over faculty getting an extra 1% salary increase but exempt staff still pay the same rates for insurance.
  - Mental Health Days
  - Supervisor Training
- Lynda noted that she has practiced her speech for President Montgomery’s inauguration. Margaret von Steinen found an early version of it and read it to the board. Lynda thanked everyone for their help on it.

VICE-PRESIDENT’S REPORT
- Monica Liggins-Abrams discussed where we stood on the survey.

TREASURER’S REPORT
- Nick Griffith was not present but had sent in the report. There was no activity in the past month so the ending balance as of August 31 is still $9,719.96. Report approved.

CORRESPONDING SECRETARY’S REPORT
- Faith Wicklund reported that she is just waiting to send out information about the upcoming membership drive.

RECORDING SECRETARY’S REPORT
- Teri Schrimpf reported that in an email from the interim provost, Sue Stapleton, there was mention of professional development programs for staff. Nobody is sure what these are but we will keep watching for them. It was noted that staff can attend the faculty development workshops.

STANDING COMMITTEE REPORTS AND DISCUSSION
Membership
- Julie Rickert and Monica Liggins-Abrams have not had time to meet yet.

Nominations and Elections
Amy Seth has a replacement for Karen Oberhill – Janice Quakenbush. Appointment approved.

Professional Development  
- None

Awards and Recognition  
- Michelle Loedeman has not been able to meet with Liz Teviotdale.

Special Events  
- None

Other Committees  
- None

OLD BUSINESS  
- APA Membership Brochure – discussion of changes. Faith will compile changes and send to Natalie Nguyen.  
- Membership Drive – it was decided to cancel the General Meeting set for September 19 and use the Membership Drive on September 28 as our General Meeting. The Membership Drive will be held with PSSO in the Miller Grand Tier Lobby. A budget of $1000 was approved for expenses. We will ask PSSO to share the cost with us. Board members took responsibility for the tasks needed to be done.

NEW BUSINESS  
- None

ANNOUNCEMENTS  
- A flyer about Big Brothers Big Sisters had been sent out.  
- Toastmasters is interested in presenting to us.  
- Jody Brylinsky would like to present to us about the Signature Program as staff can be a content contributor.  
- College of Arts and Sciences Women’s Caucus is expanding to include staff. There is an event from 3:30 – 5:00 on Monday, September 18, which is co-sponsored by MI-ACE.

Meeting adjourned approximately 1:00 pm

Respectfully submitted,  
Teri Schrimpf

Upcoming Meetings:
- 9/28 – Membership Drive with PSSO/General Meeting – noon – 1:00 pm – Miller Grand Tier Lobby  
- 10/11 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room
• 11/7 – Officers meet with Jan & Warren – noon – 1:30 pm – BC 157