APA Executive Board Meeting Minutes  
Wednesday, March 14, 2018  
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Mario Galbreath, Nick Griffith, Laura Large, Monica Liggins-Abrams, Michelle Loedeman, Julie Lenczycki, Janice Quakenbush, Caroline Ray, Julie Rickert, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale, Chris Voss, Faith Wicklund, Jake Woods

Absent: Lynda Hunt, Toni Latham, Patty Mikowski, Natalie Nguyen, Mary Ramlow, Margaret von Steinen

The meeting was called to order at approximately 11:35 am by Monica Liggins-Abrams. The agenda was approved and introductions were made welcoming new members Jake Wood in the Business & Finance area and Laura Large in the Academic Affairs area.

PRESIDENT’S REPORT

- Monica Liggins-Abrams reported for Lynda Hunt that the officers met with Jan Van Der Kley and Warren Hills on March 13.
- Monica reported that we are still working on the results of our survey. Jan responded that the university is looking for a third party vendor to implement a university wide engagement survey this fall.
- Enrollment/Budget Updates:
  - Nothing to report yet as the forecast meeting is the next day. Retention is up between fall and spring. Applications are up but not sure if that is due to WMU now being part of the Common Application process. Orientation registration is just starting. Housing data timelines have changed slightly so hard to make comparisons.
- Main Entrance Sign at Oliver and Stadium Drive:
  - Jan noted that there are different designs for the signs that are considered ‘main entrances’ to the campus. The sign is now complete but the lighting has not been finished. She also noted that the GPS addresses may take up to 2 years to be updated to our new addresses.
- Sanford and TIAA:
  - Warren reported that our agreement with Sanford has ended. There is a project team working on how WMU administers our retirement services and communication will be coming out to the WMU community in the near future.
- Any initiatives to reward employees for their performance:
  - Nothing new is planned – using the same year-end review and compensation guidelines.
- Equity among current employees and new hires in compensation:
  - This is part of the compensation guidelines and is being followed
- FMLA Changes:
  - Yes, WMU changed its policy effective January 1, 2018, to make FMLA run concurrent with sick leave. Human Resources has worked with individuals using FMLA and they are updating their website to reflect the change. WMU was one of the few employers not running it concurrently.
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MINUTES

- Professional Development:
  - Each department is responsible for its own training of their employees. HR is working on a new online training platform that will offer some training options. It was also noted that the Faculty Development website lists training opportunities and free speakers.
- Market Recalibration:
  - Warren reported that they are on schedule for the market recalibration of the compensation system and changes would be effective July 2019.
- Jan noted that there is a new project starting on reviewing the budget model. It is being headed up by the VP of Student Affairs, the Provost, and the VP of Business and Finance. There will be many teams working on this project over the next three years. She would like to see an APA represented on one or both of the main teams: Revenue Allocation and Cost Allocation. If any member is interested in working on this project they should contact Monica by March 23.
- Jan also encouraged us to attend one of the two campus input sessions planned for the new VP for Marketing and Strategic Communication. The sessions are March 15 from 9-10:30 and 3:30-5.

VICE-PRESIDENT’S REPORT
- Monica Liggins-Abrams reported that they are still working on the executive summary of the survey. It was asked that they look at the survey to see if anyone had comments about FMLA.

TREASURER’S REPORT
- Nick Griffith reported that the beginning balance was $7,511.26. There was a little income for membership dues. The perpetual membership dues should be coming out of the second paycheck in March. The ending balance as of February 28, 2018 is $7,526.26. Leah Smith noted that we will be getting a refund from Hop Cat for the holiday party charges. Report approved.

CORRESPONDING SECRETARY’S REPORT
- None

RECORDING SECRETARY’S REPORT
- None

STANDING COMMITTEE REPORTS AND DISCUSSION
Membership
- Malia Roberts has joined the committee. Faith Wicklund and Nick Griffith met with them and discussed communication with new members. They are moving towards using a welcome letter rather than having Faith attend all the orientation sessions. The letter was reviewed and changes were recommended. The committee will be finalizing a communication plan for new employees.

Nominations and Elections
- All positions are currently filled. Amy Seth will be contacting board members whose terms expire this year and set up the slate for elections. They plan on holding the elections online.
Awards and Recognition
• The awards luncheon will be April 4 and Michelle Loedeman passed around the draft flyer. A $2000 budget was approved. Information about it will be added to the website and emails sent to the APA eligible list. She noted that they could use more nominations for the awards. Julie Lenczycki will help review the nominations.

Special Events
• Committee has not met but was asked if they could work on a late spring/early summer event.

Other Committees
• None

OLD BUSINESS
• None

NEW BUSINESS
• Amy Seth told us that the PSSO have created a paper weight to be used as the award for the Spirit Award. Since the Spirit Award is open to both PSSO and APA members they would like us to share the cost of it. The cost is $80. It was approved to pay for half the cost.

ANNOUNCEMENTS
• Chris Voss announced that the Color Run will be held April 14. 150 volunteers are needed for the event. To volunteer go to this link: bit.ly/kzoocolorrun18
• Monica Liggins-Abrams announced that Success at WMU is looking to hire students as peer mentors. This is a non-workstudy job.

Meeting adjourned approximately 12:59 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:
• 4/4 – APA Awards Spring Luncheon and Awards Ceremony
• 4/11 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room
• 5/8 – Officers meet with Jan & Warren – noon – 1:30 pm – BC 157
• 5/9 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room
• 5/15 – General Meeting – noon – 1 pm