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

ROLL CALL

Present: Lauren Carney, Jennifer Clements, Lynda Hunt, Laura Large, Julie Lenczycki, Monica Liggins-Abrams, Michelle Loedeman, William McQuitty, Patty Mikowski, Nat Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale, Margaret von Steinen, Chris Voss, Faith Wicklund, Jake Woods

Absent: Alexia Alexander, Mario Galbreath, Alice Molvern, Caroline Ray

Amy Seth called the meeting to order at 11:39 and the agenda was approved.

PRESIDENT'S REPORT

- Monica Liggins-Abrams reported on the meeting with Jan Van Der Kley and Warren Hills on November 13.
- Enrollment/Budget Updates – Nothing to report at this time of the year. The Enrollment Committee will start meeting in spring (maybe late January).
- Update on University Engagement Survey Project – The committee has selected two possible vendors and will be interviewing them. Dr. Montgomery wants the survey to take place in the new year.
- Training for Staff (\$50K commitment from president) – Warren Hills noted the following are in the works:
 - Manager/supervisor training in spring – it will be a series of trainings that supervisors can sign up for.
 - Working with EverFi to find more trainings. Will pilot them with a specific department or area.
 - Office of Information Technology will start some technical trainings. Lynda.com is being dropped due to severe price increase and fewer offerings after having been purchased out by LinkedIn. Joel Fletcher of OIT will be providing some training sessions.
 - A new leadership academy in fall 2019. This is a different academy than the one offered by the Office of Faculty Development.
 - Looking at HelpNet to offer trainings based on some of the feedback topics – like how to deal with difficult people.
 - Warren asked us in APA to help spread the word and encourage people to attend the new trainings. He also asked if we could identify peer trainers to help lead some of the trainings (no stipend available). Monica asked if there would be evaluations of the trainings and Warren responded there would be an assessment.
- Staff Compensation Market Recalibration – Jan Van Der Kley noted that it is moving forward. Had a short discussion about why the data that determine the ranges cannot be disclosed and it is because the data is proprietary (owned by Aon) and cannot be released. They only use surveys that include salary information that is institutionally reported. HR provides Aon the data to use and Aon assesses the information and comes back with recommendations.
- Contract with Aon Hewitt – Jan reported that they decided to use Aon for the recalibration due to their familiarity with our salary ranges. This is a new contract for this process. The next time we look at recalibration, there will be a bid process.

MINUTES

- Jan noted that fencing will be going up November 19th to enclose the area for the new housing. McCracken will be coming down in spring 2019 and Draper/Siedschlag will be coming down in 2019-20.

VICE-PRESIDENT'S REPORT

- None

TREASURER'S REPORT

- Faith Wicklund reported that there were some expenses for the work group meetings and use tax. The current ending balance as of October 31, 2018 is \$10,508.70. Treasurer's report approved. Faith noted that a reminder will be going out to members on a complimentary membership and those who do not pay via the perpetual membership, that their membership ends at the end of the year.

CORRESPONDING SECRETARY'S REPORT

- Malia Roberts showed us the design for the coffee mugs and stated they can get 108 mugs for the approved amount of \$500.

RECORDING SECRETARY'S REPORT

- None

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- Margaret von Steinen asked if new APA notecards could be printed. 200 can be ordered for around \$65. Amount approved.
- Malia Roberts reported on the first Coffee and Connections. Evan hosted it at Bernhard Center and around 5-6 staff attended. They believed it was well received but feel that we need 2 APA members at them to help the conversation. The next one will be November 15 at Sprau Tower with Paige and Malia hosting. So far, four have signed up for it. The get together lasts for around 30 minutes and they are trying out different locations and times of the day. The last one for this year will be in December in CHHS with Brianna hosting.
- They have been working with Faith for the best way to communicate with members.
- Malia will be leading a Lunch and Learn in the President's conference room on December 4. There will be a limit of 15 and lunch is provided. The topic is 'What is Not in the Employee Handbook.'

Nominations and Elections

- Laura Large reported that she would like to hear from all board members whose terms are expiring if they want to run again for office.

Awards and Recognition

- Michelle Loedeman will be working with Patty Mikowski to get the scholarship notification out and she needs everyone to start thinking about who to nominate for the awards banquet.

Special Events

MINUTES

- Nate Nguyen and Leah Smith reported that they are looking at Bell's for the holiday party – nice large room for games and cost of food is cheaper. An amount of \$1500 was approved for expenses. The date will be December 17.

Other Committees

- None

OLD BUSINESS

- Monica Liggins-Abrams will work with Margaret von Steinen to complete the recommendations to Drs. Montgomery and Bott.

NEW BUSINESS

- The APA general meeting in January conflicts with a Gold Gathering so we decided to move our meeting to January 23. Monica will see if Dr. Montgomery can be the speaker at the January or May meeting. She will also ask him about attending the awards banquet on April 17.

ANNOUNCEMENTS

- Margaret von Steinen asked about APA doing community volunteer work. WMU kettle day is December 1 and the Seita Scholars need meals for during the holidays. If interested in either event, contact Margaret.
- Patty Mikowski reported that Unified Clinics will bill insurance the same way as Sindecuse in the new year. A massage therapist has been hired.
- Laura Large reported that travel will not be going to a new system. International Education Week is November 11-17.
- Amy Seth reported that the 'Eat Real' program will be offered again starting January 17. For the \$35 fee, you get a year's access to their website.
- Julie Lenczycki asked everyone to look at the online information about the new budgeting models.

Meeting adjourned approximately 1:07 pm

Respectfully submitted,
Teri Schimpf

Upcoming Meetings:

- 12/12 – Exec Board Meeting – 11:30 – 1:30 pm – Bernhard Center Faculty Dining Room
- 1/15 – Officers meet with Jan & Warren – noon – 1:30 pm – Bernhard Center Faculty Dining Room
- 1/17 – Exec Board Meeting – 11:30 – 1:30 pm – Bernhard Center Faculty Dining Room