

---

**APA Executive Board Meeting Minutes**  
**Wednesday, September 12, 2018**  
**Bernhard Center Faculty Dining Room**

**ROLL CALL**

Present: Alexia Alexander, Lauren Carney, Jennifer Clements, Mario Galbreath, Lynda Hunt, Laura Large, Monica Liggins-Abrams, William McQuitty, Patty Mikowski, Alice Molvern, Malia Roberts, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale, Margaret von Steinen, Chris Voss, Faith Wicklund, Jake Woods

Absent: Julie Lenczycki, Michelle Loedeman, Nathan Nguyen, Janice Quakenbush, Caroline Ray

Monica Liggins-Abrams called the meeting to order at 11:36 and the agenda was approved.

**PRESIDENT'S REPORT**

- Monica Liggins-Abrams reported on the meeting with Warren Hills and Jan Van Der Kley:
  - Amy Seth reported on eSports – The Little Theatre is being revamped and the Board of Trustees will have a tour of the facility. There will be an open forum for students. Opening day will be in October. The facility is available to rent by companies.
  - Jan Van Der Kley reported that credit hours as of census were basically flat so the budget is looking solid.
  - Jan also talked about the kick-off of the new budget model. The committees should start meeting next week. She recommended that we ask one of the leaders to present the process at one of our general meetings. We currently have 3 APA board members on the various committees. The website is up: <https://wmich.edu/budgetmodel>.
  - Jan reported on various campus projects. Elmwood apartments have been taken down and the green space is looking good. They are expecting construction on the housing to start in the spring. Public input sessions are still planned to discuss use of common space. McCracken will come down next year and the new student center will be built on that site. There is a new graduate study area on the 3<sup>rd</sup> floor of the library and a new Design and Innovation Center in Kohrman.
  - Changes made in Logistical Services include a charge for using tables and chairs. The charge is to cover the expense of repairs and replacements each year which run around \$15,000. The charge is around 60% of market rate. We noted that there was not much communication about the change and no time to prepare for the expense. Jan made note of our concerns. She also noted that there will be a charge for any freight delivery from off campus. The charter bus service has been rebid and the new contract is with Indian Trails.
  - Warren Hills stated that the weblink we questioned was an old one and should have been removed. He will make sure it gets taken down. If we find any other outdated websites we should send him the link. He noted that the best way to get to any of our policies is to always start with our employee group and follow the links.
  - Warren noted that they are in the process of reviewing what is in the handbook and personnel policies. An attorney has mapped the differences and a new version of the personnel policies will be produced that will incorporate items from the handbook.
  - A new one-year terminal position has been filled in Human Resources to handle special projects. Included in those projects is the oversight of the personnel policies revision, overseeing an engagement survey which will be given to all staff and faculty next spring,

MINUTES

---

and creating staff training (Dr. Montgomery has allocated \$50,000 for training). Warren would like to increase the number of EverFi options that are available.

- A mailing will be going out next week to all staff and faculty who are eligible for the retirement benefit. A book will be included that shows the mapping of all fund changes. 20 meetings are being planned for explanation of the changes. Everyone should be encouraged to attend a meeting and bring their book to it.
- Monica asked for a volunteer to serve on the engagement survey committee. There will be an RFP for the administrator of the engagement survey and the committee will evaluate the proposals and make a recommendation. Monica needs to give the name to Warren by September 21.
- Monica noted that Jan is willing to take us on a 'golf cart' tour of all the changes on campus. We are to give Jan a few available times and she will set it up.

**VICE-PRESIDENT'S REPORT**

- Amy Seth reported more on the eSports venue. They will be hosting a general meeting about it for students. There are currently 30 computers set up.

**TREASURER'S REPORT**

- Faith Wicklund reported that there were some expenses for the work group meetings. The current ending balance as of August 31, 2018 is \$10,614.07. Report approved.

**CORRESPONDING SECRETARY'S REPORT**

- None

**RECORDING SECRETARY'S REPORT**

- None

**STANDING COMMITTEE REPORTS AND DISCUSSION**

**Membership**

- Malia Roberts and Margaret von Steinen reported that they have an article ready to promote the membership drive and general meeting. Notice of the meeting will be coming out in Western News and WMU Today. We also need to get all the information on our website. The meeting will be videotaped – it will not be streamed live but will be available on our website soon after the meeting.
- At their next meeting they plan to finalize the coffees. Amy Seth noted that we can get a swipe card to pay for these coffees.
- A motion was made and approved for spending up to \$200 on a tablecloth with our APA logo on it.

**Nominations and Elections**

- None

**Awards and Recognition**

- None

**Special Events**

- None

**Other Committees**

- None

**OLD BUSINESS**

- Monica Liggins-Abrams gave a demonstration on how to use Microsoft Teams.
- A challenge has been made to all the board members to complete the Everfi awareness and prevention training by our next board meeting.

**NEW BUSINESS**

- Leah Smith discussed our recommendations that we will be sending to Dr. Montgomery. We reviewed the results of the mini-survey and discussed the main concerns. Monica and Leah will complete the letter and send it out for review.
- Monica reported that the team has completed their work on reviewing the comments from the survey and she will now prepare a presentation for the general meeting.
- A motion was made and approved to move \$2000 to the endowment fund. Lynda Hunt will provide a report on the endowment fund next month. It was mentioned that we should consider giving 2 scholarships next year.

**ANNOUNCEMENTS**

- The spring luncheon is scheduled for April 17, 2019 at the Fetzer Center.

Meeting adjourned approximately 1:21 pm

Respectfully submitted,  
Teri Schimpf

**Upcoming Meetings:**

- 9/27 – General APA Meeting & Membership Drive – 12:00 – 1:00 pm – Miller Auditorium Grand Tier Lobby
- 10/10 – Exec Board Meeting – 11:30 – 1:30 pm – Bernhard Center 157
- 11/13 – Officers meet with Jan & Warren – noon – 1:30 pm – Bernhard Center 157
- 11/14 – Exec Board Meeting – 11:30 – 1:30 pm – Bernhard Center Faculty Dining Room