

---

**APA Executive Board Meeting Minutes**  
**Wednesday, July 11, 2018**  
**Bernhard Center Faculty Dining Room**

**ROLL CALL**

Present: Alexia Alexander, Lauren Carney, Jennifer Clements, Laura Large, Monica Liggins-Abrams, Julie Lenczycki, Michelle Loedeman, William McQuitty, Patty Mikowski, Alice Molvern, Nat Nguyen, Janice Quakenbush, Caroline Ray, Malia Roberts, Teri Schrimpf, Amy Seth, Leah Smith, Chris Voss, Faith Wicklund, Jake Woods

Absent: Mario Galbreath, Lynda Hunt, Liz Teviotdale, Margaret von Steinen,

Monica Liggins-Abrams called the meeting to order and the agenda was approved. Introductions were made to our guests Dr. Jen Bott (Provost) and Dr. Chris Cheatham (Associate Provost for Budget and Personnel).

**Who We Are**

- Monica Liggins-Abrams gave a quick history of APA and explained that we were available to any staff for them to share their successes or challenges with us. We meet with the administration (the President twice a year and with Warren Hills and Jan Van Der Kley every other month). Several accomplishments we were instrumental in achieving: tuition discount, sick/annual leave buy back, dependent care accounts and the APA scholarship.

**Point of Pride**

- Amy Seth distributed a listing of all board members with the committees and activities they are involved in, both on campus and in the community. She noted that we like to be known as we 'Always Play Along' and we are very involved.

**2017 Staff Engagement Survey**

- Monica Liggins-Abrams gave a quick over-view of the survey noting that we are still analyzing the qualitative comments. Overall the survey shows that the majority of staff are satisfied with their jobs at WMU but there are some areas of concern that should be reviewed.
- Dr. Bott asked if we could provide a priority list that could be built into an action plan – with possible solutions. We noted we are working on such a list for the President and would share it with her.

**Policy Changes and Communication to Staff**

- Faith Wicklund reported that lately there have been a couple of major changes that have not been communicated very well to staff. The FMLA change was not officially announced until many months after it became effective. We held a town hall to help get the information out and a letter has now been sent to staff. There are still many concerns about the change. There is also a change coming to the 403b Retirement accounts and it is still unclear as to what is happening and what staff need to do about it.

**Professional Development and Leadership Support**

- Monica Liggins-Abrams noted that there is no one area responsible for training staff and it is left to departments. This was also a big concern that was noted in comments in the survey.

**How can APA further support WMU and the vision you have for the University?**

- Dr. Bott wants to know what our priorities are and what she should be thinking about. Dr. Cheatham would like to help facilitate what we do – give us the opportunity to accomplish our goals. Dr. Bott also knows that we hear what is happening on campus and she would like to be

MINUTES

---

kept informed on any problems or concerns as they start. They would like to hear of any ideas we have.

- We will plan on having quarterly meetings with them to share ideas and concerns.
- We thanked for the lunch they provided and for the time they spent with us.

**PRESIDENT'S REPORT**

- Monica Liggins-Abrams welcomed the new board members and handed out a Robert's Rules of Order Cheat Sheet.

**VICE-PRESIDENT'S REPORT**

- None

**TREASURER'S REPORT**

- Faith Wicklund reported that the beginning balance was \$11,440.12. There was no income and expenses for snacks for the survey analysis team and town hall streaming. She noted there may be some more use tax that will be applied before we have our final balance as of the end of the fiscal year. The current ending balance as of June 30, 2018 is \$11,259.21. Report approved.

**CORRESPONDING SECRETARY'S REPORT**

- Malia Roberts asked for everyone's year of service and discussed the calendar of the upcoming meetings. The January 16 meeting was moved to January 17 due to census. It was asked that the April Awards Luncheon not be held during the elementary/high school's spring vacation.

**RECORDING SECRETARY'S REPORT**

- Teri Schrimpf reported on the meeting with Warren Hills and Jan Van Der Kley held on June 25:
- Enrollment/Budget Updates:
  - Jan noted that they are cautiously optimistic there will be a small increase in enrollment.
  - The state came through with a 2% increase. And tuition will be increased according to state guidelines. There will be a budget reduction which will be covered mainly by Academic Affairs and Business and Finance. The budget does include a proposed 2% salary increase for non-bargaining employees – which has been approved by the Board of Trustees.
  - Jan reported that this was the most positive budget scenario in a long time.
- Question about South Neighborhood and Student Center
  - The rest of McCracken should be demolished in early 2019 and the student center that will be built on that land should be completed by 2021.
  - South Neighborhood is in process of removing the old buildings and the plan should be finalized in October. It was noted that there should be one more meeting planned once students return – the meeting is planned for Monday, September 17.
- FMLA
  - Jan and Warren both said the town hall meeting did not seem to answer the questions and concerns about the change to the FMLA policy. We discussed what happened at the meeting and decided that a personal letter to all staff compensation employees should be sent. They will admit there was a lack of communication and explain the purpose behind

the policy change. There is a notice coming out on Tuesday, June 26, noting the policy on the web page has been updated.

## **STANDING COMMITTEE REPORTS AND DISCUSSION**

### **Membership**

- Monica Liggins-Abrams reported they will be meeting in a few weeks. They feel the panel at the last general meeting went over very well and will be looking to do another one.
- They will be working on a plan to reach out to new members. Since we no longer go to their orientation meeting, we hope to invite them to a monthly coffee/lunch to meet a few APA members and learn about us.
- The brochure needs to be updated with our new officers – the new officers have been updated on the web site.
- It was asked if there was a way to identify staff who move between hourly and salary. Human Resources has told us they cannot give us that information. We will continue exploring ways to get this information.

### **Nominations and Elections**

- Lynda Hunt will now head this committee as past president. Laura Large will help. It was noted that the online voting went very well.

### **Awards and Recognition**

- Michelle Loedeman noted that plaques have not been updated yet.

### **Special Events**

- Leah Smith said we are close to 30 participants for the Revel and Roll social event next Monday.

### **Other Committees**

- Amy Seth reported for the Wellness Committee that the dietician position from Sindecuse has been cut due to budget constraints. The committee is looking for other options to continue their dietary programs such as ‘The Healthy Weigh’.
- Monica Liggins-Abrams reported that there is a vacancy on the CEDRS committee due to the retirement of Julie Rickert. She will put the information about CEDRS on the Teams account.

## **OLD BUSINESS**

- Monica Liggins-Abrams asked for volunteers to put together the priority list for Dr. Montgomery. Leah Smith and Alice Molvern will compile the list and send it out for review.

## **NEW BUSINESS**

- Discussion was held concerning the Women’s Advocacy group. We will ask them to give us a list of their concerns and review at the next meeting.
- We will be using Microsoft Teams for most of our communications.

## **ANNOUNCEMENTS**

- Teri Schrimpf noted she will not be able to attend the August meeting and someone will need to take minutes for her.

Meeting adjourned approximately 1:39 pm

Respectfully submitted,  
Teri Schrimpf

**Upcoming Meetings:**

- 7/16 – Social Event – 5:00 pm – 8:00 pm – Revel & Roll West
- 8/8 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room
- 9/11 – Officers meet with Jan & Warren – noon – 1:00 pm – TBD
- 9/12 – Exec Board Meeting – 11:30 – 1:30 pm – TBD
- 9/27 – General APA Meeting & Membership Drive – 12:00 – 1:00 pm - TBD