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**APA Executive Board Meeting Minutes**  
**Wednesday, June 12, 2019**  
**Bernhard Center Faculty Dining Room**

**ROLL CALL**

Present: Alexia Alexander, Mike Berdowski, Steve Booher, Lauren Carney, Laura Ciccantell, Jennifer Clements, Laura Large, Julie Lenczycki, Michelle Loedeman, William McQuitty, Nathan Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Amy Seth, Leah Smith, Margaret von Steinen, Faith Wicklund, Jake Woods

Absent: Mario Galbreath, Lynda Hunt, Alice Molvern, Caroline Ray, Liz Teviotdale,

Malia Roberts called the meeting to order at 11:33 and the agenda was approved. Introductions were made.

**PRESIDENT'S REPORT**

- Malia Roberts reported on the meeting with Jan Van Der Kley and Warren Hills.
  - Warren Hills noted they are looking for 25 staff members for the Western Leadership Program. Applications are due July 19. Information is available online – this is only open to staff.
  - Jan Van Der Kley reported the next board meeting is June 26 and the budget has not been determined yet. It will be late summer or early fall before it will be finalized. We wondered if administration is looking at the prospect of a smaller university in the future due to declining enrollments and smaller high school graduating classes. It was noted that a 10-year enrollment projection will be produced by the end of the calendar year.
  - Academic Program Planning will start in the fall headed up by the Provost Office.
  - The Budget Model has been presented to the president, minor revisions suggested and those have been implemented. Currently the committee is working on building the model. Once the model is built it will be run concurrently with our current budget model and go live in 2021-22. Trainings will be held.
  - Warren reported that some 360 evaluations were held. This year the president and three deans were evaluated. We then discussed our current performance review noting that it is not perfect but it could be used much more appropriately. We will work on a list of concerns about it to share with the president and provost.
  - Warren reported that the president is being briefed on the Modern Think Survey on June 24, then it will be presented to the president's cabinet. They will roll out the results this fall.
  - Warren said he will continue with the trainings they started this spring.
- Malia noted we had received a copy of a letter from the School of Social Work that was sent to the President and other administrators. The letter supported the need for parental leave for staff following the birth of an infant.
- Malia asked for volunteers to represent APA at commencement on June 29. William McQuitty volunteered for the 9 am ceremony. Malia will handle the noon ceremony unless someone else volunteers after she puts it out on Teams.

**VICE-PRESIDENT'S REPORT**

- None

### **TREASURER'S REPORT**

- Faith Wicklund gave the treasurer's report for May. Income included a few membership dues. Expenses included the general meeting catering, use tax, and supplies. The current ending balance as of May 31, 2019 is \$8,661.38. Treasurer's report approved.

### **CORRESPONDING SECRETARY'S REPORT**

- Janice Quakenbush presented the calendar for the coming year. Changes were suggested for September – move the meetings back a week due to beginning of term and census. Janice will look into rooms for the general meetings.

### **RECORDING SECRETARY'S REPORT**

- Teri Schrimpf explained the approval process of the minutes to the new members. Approval is handled through Teams.

### **STANDING COMMITTEE REPORTS AND DISCUSSION**

#### **Membership**

- Margaret von Steinen noted that we plan on reporting the survey results at the fall general meeting. She asked for some ideas for future lunch and learns. Suggestions given included the Blue Zone, Wellness, Mail Merge, Outlook Mail. The last lunch and learn had around 12 participants though 32 had signed up. Margaret will send a reminder email for upcoming events to remind attendees. The event was videotaped and is available on our website. We need volunteers for the fall Coffee and Connections. We need more swag to give away so Julie Lenczycki will do some research. Malia Roberts reported Paige Warner is still looking at mugs and should have a sample soon. We had a table at the Poker Walk and will have one at the Wellness Expo this fall. A common read will be held this fall on a book about the Flint water crisis. We will be sending out thank yous to those who have made donations to us.

#### **Nominations and Elections**

- Welcome new members Laura Ciccantell and Steve Booher.

#### **Awards and Recognition**

- Michelle Loedeman reported she is waiting for the two plaques from the Human Resources hallway to be updated (Tony Griffin Service Award and APA Presidents).

#### **Special Events**

- Nathan Nguyen noted that they are looking into participating in the WMU night at the July 25 Growlers game. Details are being worked out. \$250 was approved for giveaways.

#### **Other Committees**

- None

**OLD BUSINESS**

- Malia Roberts reported on the follow up to the WMU Land Acknowledgement Statement. She said that general counsel had reviewed the statement and any suggestions for changes had been incorporated. We will get copies of other letters of support and have our letter of support ready for approval at the next meeting.

**NEW BUSINESS**

- We did not have time to discuss agenda items for the APA retreat so a special lunch meeting will be held for all those interested in designing the agenda for it.
- Drafting of a compensation letter – the sub-committee is currently reviewing comments from the general meeting to determine what are the highest concerns at this time
- Volunteer for CEDRS Steering Committee – Lauren Carney volunteered to represent APA.

**ANNOUNCEMENTS**

- None

Meeting adjourned approximately 1:09 pm

Respectfully submitted,  
Teri Schrimpf

**Upcoming Meetings:**

- 7/10 – Exec Board Meeting – 11:30 to 1:30 pm at the Bernhard Center Faculty Dining Room
- 8/14 – Exec Board Meeting – 11:30 to 1:30 pm at the Bernhard Center Faculty Dining Room