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**APA Executive Board Meeting Minutes**  
**Wednesday, July 10, 2019**  
**Bernhard Center Faculty Dining Room**

**ROLL CALL**

Present: Steve Booher, Lauren Carney, Laura Ciccantell, Jennifer Clements, Lynda Hunt, Laura Large, Julie Lenczycki, William McQuitty, Alice Molvern, Malia Roberts, Teri Schrimpf, Amy Seth, Liz Teviotdale

Absent: Alexia Alexander, Mike Berdowski, Mario Galbreath, Michelle Loedeman, Nathan Nguyen, Janice Quakenbush, Caroline Ray, Leah Smith, Margaret von Steinen, Faith Wicklund, Jake Woods

Malia Roberts called the meeting to order at 11:38. There was no quorum at the beginning of the meeting. The agenda was approved once the quorum was reached.

**PRESIDENT'S REPORT**

- Malia Roberts reported on the meeting with Jan Van Der Kley and Warren Hills.
  - Budget Update: Jan Van Der Kley reported that the board acted at the last meeting to approve tuition pending the state's budget (which may not be approved until September). Enrollment is still looking down but it is still too early to estimate.
  - Compensation Market Re-calibration Feedback: Warren Hills reported that attendance at the town hall meetings was light but it appears that many watched the stream of it. Many people updated their job descriptions during the process. There are many requests for job re-evaluations and the committee currently has a month back-log. There is no definitive date for the next re-calibration but Aon recommends every 3-5 years.
  - Modern Think Survey: Warren reported that the president and vice-presidents received a presentation on the survey results a few weeks ago. The time over the summer will be used to review results. Since this is the first time a survey of all faculty and staff has been performed, there are no comparisons or trend available. The results reflected much of what they expected though there were a few surprises. They hope to have information out about the survey this fall. They were very happy with the participation.
  - HR Summer Workshops: Warren reported that they are almost all full. They are looking at holding them on different days of the week and will be offering more workshops in the fall – some of the same subjects and some new subjects.
  - HR Leadership Academy: Warren reported they have received 21 applications for the 25 spots in the Western Leadership Program. Applications are due July 19. Information is available online – this is only open to staff. The academy will be held even if the 25 is not reached.
  - Business Technology and Research Park (BTR2): This is smaller than BTR1 and will be set up so that once all the lots are sold, WMU will have no interest in the property. An association will be formed between the owners for property matters.
  - Warren announced the HR Service Center in the old payroll area will be ready by fall.
  - Jan announced that Dr. Bott will represent WMU at the Status of Education in Michigan on July 16<sup>th</sup> from 6:00-7:30 at Portage City Hall. This will include discussion of both K-12 and higher education.

**VICE-PRESIDENT'S REPORT**

- None

### **TREASURER'S REPORT**

- Laura Large reported the treasurer's report for June for Faith Wicklund. There was a small amount of income from membership dues. The current ending balance as of June 30, 2019 is \$8,632.27. Treasurer's report approved once a quorum was reached.

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

- Laura Large handed out the calendar for the coming year for Janice Quakenbush. She will ask Janice to change the order of some of the dates so they are all in order.

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

- No report

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

#### **Membership**

Malia Roberts showed us 2 samples of mugs which will both run under \$5 a mug. Once a quorum was reached it was decided to go with the clear glass mug. Things are set for the July and August Coffee and Connections. One registrant so far for July, which has already been promoted in WMU Today. A blurb will appear about the August 12 soon after the July meeting:

- Thursday, July 25, 11:30 a.m., Student Recreation Center Welcome Desk, hosted by Faith Wicklund and Mike Berdowski
- Monday, August 12, 10 a.m., Bernhard Center 1st Floor Cafe, hosted by Laura Large and Alice Molvern
- Julie Lenczycki will host the Sept. one, but has not yet given me a date; I'll check back with her soon.

#### **Lunch and Learns**

- Beth Northuis will present a lunch and learn on wellness opportunities at WMU on Wed., Aug. 14, + some stretches we can do at our desks. I am waiting for her short description to publicize. It was noted that August 14 is our board meeting so a different date will be chosen.
- Planning a mental health presentation for fall—how to identify and support students experiencing mental health issues.
- Planning a workshop on Photoshop for March 2020.

#### **Nominations and Elections**

- No report

#### **Awards and Recognition**

- No report

#### **Special Events**

- Laura Large handed out flyers to the APA Summer Event – Kalamazoo Growlers game on July 25.

### Other Committees

- None

### OLD BUSINESS

- Land Acknowledgement Support Letter – The letter was reviewed and will be edited by Liz Teviotdale and then voted on via Teams
- APA Retreat Planning – The schedule for the July 30 retreat was distributed. The retreat will be held at the Walwood Commons. Up to \$300 was approved for lunch and coffee. The results from the General APA Meeting will be posted to Teams so we can review it before the retreat. An organization chart was created based on discussion at the retreat planning meeting and the chart was approved and will be posted on our website.
- Compensation letter planning – Leah Smith, Kelly Reed, and Alice Molvern have volunteered to work on the letter and will meet with Amy Seth.

### NEW BUSINESS

- Proposed APA Service Committee – Members Lauren Carney, Kelly Reed, Malia Roberts, Jennifer Klauth, Alexia Alexander, and Clara Davis would like to create a Service Committee to focus on service events, including a focus on long term systemic change. The committee was approved with Jennifer as the chair (pending her acceptance).
- Malia Roberts would like to change the length of our board meetings from 2 hours to 1.5 hours. She believes we can complete all business in that amount of time. Janice Quakenbush will make that adjustment to the schedule – we will now meet from 11:30 – 1:00.
- Malia Roberts discussed the agenda for our upcoming meeting with Drs. Montgomery and Bott on July 31 from 3-4. The letter we sent to them concerning our concerns from the survey is on our website. We will be asking them to respond to it.

### ANNOUNCEMENTS

- Human Resources is introducing more Manager/Supervisor training for the summer. Each class has a capacity of 25! Those interested can sign up using the Workshops and Events webpage <https://wapps.wmich.edu/workshops/>
- APA members and their guests are invited to [WMU Night at Homer Stryker Field](#) on **Th July 25** to watch the Kalamazoo Growlers face off against the Traverse City Pitt Spitters. 5:30 p.m. pre-game picnic and 7:05 p.m. first pitch. Purchase tickets online: [bit.ly/2XnFEGT](http://bit.ly/2XnFEGT)

Meeting adjourned approximately 1:04 pm

Respectfully submitted,  
Teri Schrimpf

### Upcoming Meetings:

- 7/25 – Coffee & Connections – 11:30 at Student Recreation Center
- 8/14 – Exec Board Meeting – 11:30 to 1:00 pm at the Bernhard Center Faculty Dining Room