
APA Executive Board Meeting Minutes
Wednesday, March 13, 2019
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Mike Berdowski, Mario Galbreath, Lynda Hunt, Laura Large, Michelle Loedeman, William McQuitty, Patty Mikowski, Nat Nguyen, Janice Quakenbush, Caroline Ray, Malia Roberts, Teri Schrimpf, Amy Seth, Liz Teviotdale, Faith Wicklund, Jake Woods

Absent: Alexia Alexander, Lauren Carney, Jennifer Clements, Julie Lenczycki, Monica Liggins-Abrams, Alice Molvern, Leah Smith, Margaret von Steinen

Amy Seth called the meeting to order at 11:36 and the agenda was approved.

PRESIDENT'S REPORT

- Amy Seth reported on the meeting we held with Jan Van Der Kley and Warren Hills yesterday.
 - Enrollment/Budget updates: There was a decline in spring enrollment causing a 3.5 million reduction. The President will cover half of it and the rest will be covered by the VP areas. Next year, 2019-20, also looks like a continued decline. Student groups most impacted are the transfer students and graduate students. It is very early in the budget process but there is expected to be another reduction next year.
 - Discuss Governor's budget proposal: Jan reported that there is still uncertainty with the Governor's plan. The cap for tuition increase is lower than normal but the performance measures requirement has been removed which will be helpful to us.
 - WMU's new budget process: Currently on track. There will be a town hall meeting on March 20 from 10:00 – 11:30 – everyone should attend and ask questions.
 - Replacement for Jody Brylinski: The search failed so the three main duties are being split out – HLC accreditation will be handled by Andy Holmes, Academic Program Review and Planning will be handled by Chris Cheatham, and Strategic Planning will be handled by Chris Cheatham and Jennifer Bott. No decision has been made concerning the future of this position.
 - Other retirements: Greg Rosine will retire on June 1 and the President will share his plans on that position in the future. Bob Miller will retire on June 30. That position will be moving out of Business and Finance.
 - President's Initiatives: Esports is moving forward and currently has 6 teams competing. Success at WMU is being evaluated and changes will be proposed.
 - HR training sessions: Warren was very disappointed in the attendance of the sessions. They had all been booked very early on but out of the 25 seats, only 15-18 have attended the three sessions that were held. But those who have attended have been with very pleased with the content. Plans are still underway for the Leadership Academy and Warren will be asking for supervisor approval for the attendees. Discussion at our meeting noted that one of the sessions was the day after two snow days so it may have been hard for staff to get away from their desks that day (if they were even at work). The sessions are four hours which is a long time to be out.
 - Other training: Warren noted that there is a sample group of staff going through an EverFi supervisor/leadership training package. They have until April to complete the classes and then it will be evaluated for future use. They are also looking at incorporating some diversity training.

MINUTES

- Other notices: HR will be creating a service center in the old Payroll area on 4th floor where there will be 2 people handling in person requests and 2 people handling phone calls. Aon Hewitt will be completing their salary compensation analysis soon. The President received a 360 evaluation and they are now looking at creating them for other administrators.

VICE-PRESIDENT'S REPORT

- None

TREASURER'S REPORT

- Faith Wicklund gave the treasurer's report for February. Income included the membership dues from payroll deduction. Faith noted that a few staff asked to be dropped from the membership. The current ending balance as of February 28, 2019 is \$7,742.66. Since the board had not met since December, the Treasurer's reports for December, January, and February were all approved.

CORRESPONDING SECRETARY'S REPORT

- None

RECORDING SECRETARY'S REPORT

- None

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- Malia Roberts reported that the General Membership meeting went well. The video of the meeting is available on the website.
- Malia and Margaret von Steinen have been revising the website. Caroline thanked them for their efforts.
- There were 15 people at the Lunch and Learn and the next one will cover student assessment.
- The next Coffee Connection is this Friday at 2:00.

Nominations and Elections

- Laura Large reported that she has not received any new names for nominations. They will continue to ask.

Awards and Recognition

- Michelle Loedeman reported that the VP's have been asked for contributions to the Awards Ceremony. The charge will be \$5 for members and first guest and \$10 for others. A budget of \$2500 was approved. Lynda Hunt volunteered to be on the committee that will review the nominations.

Special Events

- Caroline Ray noted that they are assisting with the Awards Ceremony.

Other Committees

- None

OLD BUSINESS

- Amy Seth has not received the recommendations to Drs. Montgomery and Bott from Monica. She will follow up so these can be finalized.

NEW BUSINESS

- Chris Voss has resigned his post as the Student Affairs APA rep. Michael Berdowski was approved to fill the rest of his term.
- The list we receive of new employees eligible for APA include the 'Z' (administrator) positions. Faith Wicklund will ask HR if they can either give us the grade of the employees so we can exclude them or if they can remove them from the list we receive.
- Communication via the APA_ALL email will only include announcements concerning APA events and reporting on APA meetings.
- Review Land Acknowledgement Statement – tabled until next month.
- We should be looking for a sponsor for the May General Meeting. This will be finalized at the April meeting.

ANNOUNCEMENTS

- Faith Wicklund announced the new season at Miller. Please see <https://www.millerauditorium.com/> for details.
- Michael Berdowski announced that the intramural sports golf league is looking for members. It is an 11 week league from May 7 through July 30 and costs \$175.
- Nat Nguyen announced that a LBGT Advisory Committee is being formed. It will meet quarterly and help plan the 30th anniversary that will be held around Homecoming.

Meeting adjourned approximately 1:19 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:

- 4/10 – Exec Board Meeting – 11:30 to 1:30 pm at the Bernhard Center Faculty Dining Room
- 4/17 – Spring Luncheon and Awards Ceremony – noon to 1:30 pm at the Fetzer Center
- 5/8 – Exec Board Meeting – 11:30 to 1:30 pm at the Bernhard Center Faculty Dining Room
- 5/14 – APA General Membership Meeting – noon – 1 pm at the Bernhard Center #157-159
- 6/12 – Exec Board Meeting – 11:30 to 1:30 pm at the Bernhard Center Faculty Dining Room
- 7/10 – Exec Board Meeting – 11:30 to 1:30 pm at the Bernhard Center Faculty Dining Room