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

ROLL CALL

Present: Alexia Alexander, Mike Berdowski, Steve Booher, Lauren Carney, Laura Ciccantell, Jennifer Clements, Mario Galbreath, Laura Large, Julie Lenczycki, Michelle Loedeman, Alice Molvern, Janice Quakenbush, Caroline Ray, Malia Roberts, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale, Margaret von Steinen, Faith Wicklund, Jake Woods

Absent: Lynda Hunt, William McQuitty, Nathan Nguyen

Committee Member: Sara Volmering

Malia Roberts called the meeting to order at 11:34. The agenda was approved.

PRESIDENT'S REPORT

- Malia Roberts reported that we hosted a table at the Wellness and Benefits Expo. Over 600 staff and faculty attended the expo. She felt it was a good way to get our name out there and those that stopped by the table had a good time with the tangram puzzles. Thanks to Amy Seth and Mike Berdowski for creating them.
- Malia thanked Margaret von Steinen for setting up the luncheon between the officers and Jeff Breneman, Vice President for Government Relations. We had a good discussion and he is interested in meeting with the larger group.
- Malia is looking for APA representatives for commencement on December 14. Amy Seth volunteered for the 9:00 ceremony, Liz Teviotdale will attend the noon ceremony, and we still need one for the 3:00 ceremony.
- Teri Schrimpf and William McQuitty will represent APA at the 25 Year Club Gala on November 19.
- Malia reminded us that our last meeting was with Drs. Bott and Cheatham and since we were not able to cover the whole agenda, they have agreed to meet with us again in January. We decided to keep the final two agenda items for the next meeting.
- Malia and Jodi Ward have been named to the search committee for the new Dean of the Graduate School. It will be a national search.
- Malia reported on our meeting with Jan Van Der Kley and Warren Hills.
 - Jan reported on the change to graduation tuition which will be 1.5 of the resident rate starting Summer II 2020. Students will not be eligible to apply for residency under this new plan.
 - Warren reported that the new leadership development program is going well and Malia and Mike Berdowski concurred.
 - Jan noted that the questions from the Think Big meetings have been answered and posted on the web. She noted that there will be town halls each fall and spring for a Q&A with administrators.
 - Warren reported that there were no changes to benefits next year and very small changes to the employee's contribution (some lower, some higher). Someone noted that the deductible is higher this year than last.

MINUTES

VICE-PRESIDENT'S REPORT

- Laura Large reported that there are several HR workshops being presented and some still have space so please encourage staff to attend.

TREASURER'S REPORT

- Faith Wicklund reported on September and October as we did not review the statement last month due to our meeting with Drs. Bott and Cheatham. Copies will be emailed to members. Expenses included Use Tax and there were a few memberships for income. Treasurer's report approved.

CORRESPONDING SECRETARY'S REPORT

- Janice Quakenbush reported that HR has thanked her for promoting their events/trainings. She has also received positive feedback from some members on the emails that are sent out.
- She reported that the Medallion Scholarship competition will take place on Saturday, December 7 and Friday and Saturday, January 10 and 11. Volunteers are needed.
- New university communication methods are being developed:
 - WMU Today Newsletter – self-submitted items, sent out several times a month
 - Western Insider (Faculty/Staff focus) and Bronco Stampede (elevate student success) will be produced once a month
 - WMU Matters (student influences) and President Newsletter (his perspective) will be produced once a term
- Janice has inventoried the storage room in Faunce and has found memo pads and some cups/utensils. We will use the memo pads for give-aways and find a good home for the cups and utensils.
- The board thanked Janice for sending out the emails and keeping everyone informed.

RECORDING SECRETARY'S REPORT

- No report

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- Ran out of time so no report.

Nominations and Elections

- Noted in our agenda that they are continuing to seek out nominations and appreciate the suggested names to follow up with people to see if they want to run.

Awards and Recognition

- No report.

Special Events

- Sara Volmering reported on the holiday gathering which will be at Bells on December 10. It was decided that members will pay \$10 and guests \$15. Their proposal was approved.

OTHER COMMITTEES

Service

- It was noted in the agenda that they have the results from the service survey. The student success theme received the majority vote and the preferred proposal was to expand the existing textbook support. The committee will meet to discuss next steps.

OLD BUSINESS

- None

NEW BUSINESS

- A list has been created of all expiring complimentary memberships. The list will be posted in Teams and board members are asked to personally contact staff who are in their area to encourage them to renew their membership.
- Ran out of time so all other agenda items will be moved to next month.

ANNOUNCEMENTS

- None.

Meeting adjourned approximately 1:00 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:

- 12/6 –Lunch Meetup – noon – 1:00 pm, Atrium, College of Health and Human Services
- 12/6 – Coffee and Connections, 9:30 am, 3020 Seibert Hall
- 12/10 Holiday Party, 5-8 pm, Bell’s Back Room
- 12/11 – E-Board Meeting - 11:30 – 1:00 pm, Faculty Dining Room, Bernhard Center Room
- 1/15 – E-Board Meeting – Bernhard Center #157, Guests Drs. Bott and Cheatham
- 1/24 – Officers meet with Jan & Warren