
**APA Executive Board Meeting Minutes
Wednesday, December 11, 2019
Bernhard Center Faculty Dining Room**

ROLL CALL

Present: Mike Berdowski, Steve Booher, Lauren Carney, Jennifer Clements, Lynda Hunt, Laura Large, William McQuitty, Alice Molvern, Nathan Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale, Margaret von Steinen

Absent: Alexia Alexander, Laura Ciccantell, Mario Galbreath, Julie Lenczycki, Michelle Loedeman, Caroline Ray, Faith Wicklund, Jake Woods

Committee Member: Jennifer Klauth

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

PRESIDENT'S REPORT

- Malia Roberts reported that she has received a request from Diane Anderson for volunteers to be on a committee that will look at ways to improve collaboration across campus based on the response from the employee engagement survey. Those interested in serving are Amy Seth, Steve Booher, Janice Quakenbush, Lynda Hunt, and Laura Large.
- A membership form has been received and since Faith Wicklund is out, Lynda Hunt will process them.
- A list of current APA members, whose complimentary membership is expiring, was passed around for review and is available on Teams. We are asking board members to personally contact anyone that they may know to encourage them to continue their membership.
- Malia thanked everyone for the great holiday party last night. Around 45 attended.

VICE-PRESIDENT'S REPORT

- Laura Large reported that she has not seen the spring Human Resources Workshops dates yet. She discussed the difficulties that they have had with attendance at these workshops. She said that she has heard that the 3-4 hour blocks can be difficult and if that is true, to please let Bob Brady in HR know that 1-2 hour sessions are preferable.

TREASURER'S REPORT

- Janice Quakenbush reported that Faith Wicklund sent an email noting there was no activity on the account so there will be no report this month.

CORRESPONDING SECRETARY'S REPORT

- No report

RECORDING SECRETARY'S REPORT

- No report

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

MINUTES

- Margaret Von Steinen reported that no one attend the December Lunch-n-Meet or the Coffee Connections. There is a PhotoShop Lunch-n-Learn planned for March.

Nominations and Elections

- Lynda Hunt reported that she is working on the ballot. We will have several openings so prospective names are appreciated. The vote will be held in April so the results can be reported at the May general meeting.

Awards and Recognition

- No report.

Special Events

- Since the Lunch-n-Meets have had very little attendance, the committee will look at changing the day of the week.
- It was suggested that the summer event be planned before the May general meeting so it can be announced at that time.

OTHER COMMITTEES

Service

- Jennifer Klauth reported 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 is currently working on the project and should have something to report at the February general meeting.

OLD BUSINESS

- None

NEW BUSINESS

- Ideas for the agenda for the February 26, 2020 general membership meeting were discussed. It was decided to have a presentation on government relations, community partnerships, and advocacy. Margaret Von Steinen will work on the program. \$250 was approved for food expenses. We will also look at getting a sponsor for the food.
- The deadline for scholarship applications is January 15. We will look at putting this information in WMU Today.

ANNOUNCEMENTS

- Margaret Von Steinen announced the Board of Trustees Holiday Gathering is Thursday afternoon. She encouraged all APA members to wear their APA button.

Meeting adjourned approximately 12:23 pm

Respectfully submitted,
Teri Schimpf

Upcoming Meetings:

MINUTES

- 1/15 – E-Board Meeting – Bernhard Center #157, Guests Drs. Bott and Cheatham
- 1/24 – Officers meet with Jan & Warren