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**APA Executive Board Meeting Minutes**  
**Wednesday, May 5, 2021**  
**Webex Meeting**

**ROLL CALL**

Present: Mike Berdowski, Stacie Ballard, Lauren Carney, Laura Ciccantell, Jennifer Clements, Lynda Hunt, Jennifer Klauth, Laura Large, Julie Lenczycki Patty Mikowski, Alice Molvern, Nathan Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Amy Seth, Sara Volmering

Absent: Mario Galbreath, Michelle Loedeman, William McQuitty, Leah Smith, Jake Woods

Incoming Board Members: Douglas Mathews, Jackie Michels, Bonnie Pfungst, Eleonora Philopoulous, Stephanie Radant, Elena Wood

Malia Roberts called the meeting to order at 11:32. Introductions were made. The agenda was approved.

**PRESIDENT'S REPORT**

- Malia Roberts reported on the officer's meeting with Jan Van Der Kley and Warren Hills:
  - Timing and process for bringing staff back to campus: Jan noted that the final decision will be based on the governor's guidelines. President Montgomery had sent an email out to staff regarding the return date of July 6. The return may be all at once for some departments but other departments may need to do some rotations in order to follow any CDC guidelines.
  - Telecommuting Policy: Warren reported that the form should be available six weeks ahead of the return to campus date. The form will be based on the forms used by GVSU and MSU. Only the supervisor will be approving the form. HR will be collecting the forms.
  - Performance management: Warren noted that staff will still be eligible to apply for telecommuting if they do not have a performance review on file as long as their performance is acceptable.
  - Parental leave policy proposal and RIF/bumping letter: APA has received a response from the President which noted that the cabinet wants to review all proposals together and each cabinet member will be reaching out to their staff in the coming weeks. Jan reiterated this along with the comment that the cabinet is working to develop a common structure to be used among the different areas. Alice Molvern commented that the Parental leave committee is working on a response to the President's letter and will post it in Teams for review. It was also noted that we should share the President's response with the APA membership.
  - Jan also discussed some of the construction work on campus – including the progression of the student center and the demolition of the little three. She noted that WMU will most likely not be requiring vaccinations to be on campus. Fall enrollment is currently projected to be 8% down.

**VICE-PRESIDENT'S REPORT**

- No Report

### **TREASURER'S REPORT**

- Patty Mikowski reported that there was income of \$1,392 from salaried staff payroll deduction dues. Balance as of the end of April is \$9,698.15. Report approved.

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

- No report.

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

- Teri Schrimpf reported on the approval process of minutes for the new board members – minutes will be posted in Teams following the meeting. Comments and corrections should be made in Teams and the revised minutes will be posted the following Monday. A quorum of 'thumbs up' will approve the minutes and then they can be released to APA membership. The March and April minutes never received enough 'thumbs up' so a motion was made to approve. Minutes from March and April were approved.

### **COMMITTEE REPORTS**

#### **Membership**

- Sara Volmering reported that they helped host the Spring Awards ceremony and the door prizes from it are on their way to the recipients. The committee will be working on a recruitment plan over the summer along with revising the brochure. They will be planning a late summer event. Mike Berdowski will be taking over as chair.

#### **Nominations and Elections**

- Laura Large reported on the elections. 135 dues paying eligible members were sent ballots and 62 voted. The final results are:

#### **Officers:**

President: **William McQuitty**

Vice President: **Nathan Nguyen**

Treasurer: **Patty Mikowski**

Corresponding Secretary: **Jennifer Clements**

Recording Secretary: **Laura Large**

Past President: **Malia Roberts**

#### **16 Members representing:**

Academic Affairs (8): **Teri Schrimpf; Sara Volmering; Laura Ciccantell; Elena Wood; Stephanie Radant; Alice Molvern; Jennifer Klauth; Stacie Ballard**

Admin Affairs (3): **Doug Mathews; Brianna Galli; Lauren Carney**

Business & Finance (3): **Michelle Loedeman; Eleonora Philopoulos; Jackie Michels**

Student Affairs (2): **Amy Seth; Bonnie Pfingst**

Laura also noted that due to a decrease in APA eligible (862 down to 738) we now have 16 members on the board rather than 18 members. She thanked those who had served:

**Mike Berdowski; Mario Galbreath; Lynda Hunt; Julie Lenczycki; Janice Quakenbush; Leah Smith; Jake Woods**

MINUTES

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Malia Roberts noted that the new board members and officers will be installed at the General Meeting on May 12. She thanked the board members who stayed on an extra year during the COVID year.

**Awards and Recognition**

- No report

**Service**

- Jennifer Klauth had no report but noted she will be stepping down as chair as she will be taking time off later this summer. She asked for someone to take over the chair position. Please contact her if interested.

**OLD BUSINESS**

- None

**NEW BUSINESS**

- May 12, 2021 general membership meeting – Malia Roberts reported that the meeting will be held via Webex from noon to 1pm. If you do not have the invitation, contact Janice Quakenbush. The tentative agenda is: updates on current projects, the year in review, a few speakers on wellness, and WMU trivia and prizes.
- Poker Walk – It will be held virtually and in person on May 18. It was approved to pay the \$50 to host a table from 10:15 – 1:15 with Laura Large, William McQuitty, and Janice Quakenbush managing the table.
- Malia Roberts received a request from a member asking us to review the military leave policy. Randy Ott, Amy Seth, Lauren Carney, Lynda Hunt, and Doug Mathews will form a sub-committee to review.

**ANNOUNCEMENTS**

- Sara Volmering noted that the fencing around the student center has been expanded so there is no direct route between Sangren and the Library.
- Amy Seth reported that Sindecuse has vaccines available (J&J and Pfizer). Call 387-3287 to set up an appointment.
- Amy also reported that the university is hoping to plan some sort of celebration for the return to work on campus. She is looking for ideas on how to celebrate.

Meeting adjourned at 12:58.

Respectfully submitted,  
Teri Schrimpf

**Upcoming Meetings/Events:**

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|---------------------------|--|------------|
| • Wednesday, May 12, 2021 | General APA Meeting                          | Noon-1:00  |
| • Thursday, June 3, 2021  | Officers w/Jan Van Der Kley and Warren Hills | 1:30-2:30  |
| • Wednesday, June 9, 2021 | Executive Board                              | 11:30-1:00 |