

APA Executive Board Meeting

Thursday, August 11, 2022

11:30 a.m. to 1 p.m.

Webex: <https://wmich.webex.com/wmich/j.php?MTID=mc832b1ec87fe046739558ac239126996>

OR

Lee Honors College room 1012

ATTENDANCE:

Present - William McQuitty, Douglas Mathews, Jackie Michels, Val Horwath, Malia Roberts, Julia Primavera Kuntz, Teri Schrimpf, Eleonora Philopoulos, Sara Volmering, Laura Ciccantell, Phillip Koch, Ariel Palau, Erica Martinez, Janice Quakenbush, Michelle Loedeman, Elena Wood, Jordan Olson, Jhauncey Jacobs, Valaree Kyser

Absent - Jennifer Clements

LAND ACKNOWLEDGEMENT STATEMENT (read by the President): “We would like to recognize Western Michigan University is located on lands historically occupied by Ojibwe, Odawa, and Bodewadmi nations. Please take a moment to acknowledge and honor this ancestral land of the Three Fires Confederacy, the sacred lands of all Indigenous peoples and their continued presence.”

CALL TO ORDER AND AGENDA: William McQuitty, President, called the meeting to order at 11:38am. The agenda (attached to the meeting invite) was approved.

OFFICER REPORTS:

President – William

1. Hybrid Meetings: Today’s meeting is the first of three hybrid meetings to be held. Each in-person location on campus will be in a different location, as the various IT/AV set-ups are used and tested. Today’s in-person option is in the Lee Honors College.
2. Staff Morale: Discussion occurred regarding some of the more positive events that have occurred to address employee morale (1/2-day summer Fridays, Staff Bash, Bonus \$). The overall impression is that senior leadership is listening to employee concerns, and attempting to address them. While the effort is appreciated and encourages hope for the future, the core issues still exist, and we are looking forward to seeing how these moves are part of a broader strategy to improve employee morale.
3. Employee Engagement Survey Results: William is part of the team finalizing a report to be presented to the WMU President and his cabinet on August 23.

Vice President – Julia

1. Resignation: Julia’s last day will be August 12, 2022. Several members congratulated Julia and noted her strong support for APA will be missed. See below in COMMITTEE REPORTS for details on her replacement.

Treasurer – William (in Jennifer’s absence)

1. July Report: No activity is reported for the month of July. The report was approved.

Corresponding Secretary – Val H.

1. Meeting Notifications: Val will be sending these shortly, with the next two meetings (September, October) in hybrid format, before the Executive Board votes on future options.
2. Communications to Membership: Val is working in conjunction with the Membership Committee on upcoming communications to be shared with the entire membership.

Recording Secretary – Jackie

1. Meeting Minute Process: The notes are first sent to the President for review, then posted as a DRAFT in TEAMS for changes and edits, and then posted as EDITED in TEAMS for approval (10 members must read and approve). Once ten members have been approved, the FINAL version is posted in the TEAMS files in the current year folder.

COMMITTEE REPORTS:

Membership – Sara

1. Committee Membership: Sara encouraged members to join this committee.
2. New Communication Processes: Sara and this committee are working on standardization of all APA communications. They are also looking to standardize communications and information shared during transitions in leadership (e.g. is there a how-to guide for incoming officers?).
3. Event – Revel & Roll: This event is for all APA members and is on 8.17.22 from 5:30-7:30. Julia challenged all Board members to invite at least two others to attend this social gathering with them to increase participation. The budget for this event is \$550, for the room and food purchases; this budget was approved outside of this meeting.

Nominations and Elections - Malia

1. New VP Appointment: With Julia leaving, the opening for VP (1yr term) may be appointed by the Board (no vote is needed). Eleonora Philopoulos expressed interest in filling the role. After a review of the tasks of the VP, Eleonora was approved as the new VP, to finish Julia’s term.

Awards and Recognition – Michelle NO REPORT

NEW BUSINESS:

Engagement with the Provost – William

1. William and Julia attended a recent meeting with the Interim Provost, Chris Cheatham. To keep these lines of communication open, William has requested that he attend future Provost Council meetings as a next step. He will report back as necessary.

APA Strategic Planning – William

1. Mission/Vision/Goal – William met with the Officers in July to kick off this process. The plan is to create a strategic plan for APA, including metrics, scheduled milestones, and transition plans for future boards.
 - a. Other features would include short-term goals with rolling long-term goals, and scheduled reviews of same.
 - b. These should be specific, measurable, attainable, and relevant.
 - c. Knowing APA’s goals first will make it easier to take our agendas forward to leadership (strategic interactions, not just spur-of-the-moment), and (perhaps) gain more

members.

2. Modeling Communicative Leadership – Since communication and leadership are two areas of concern within staff, APA could be leading as a model in these areas.
3. Timeline - This includes a review of APA’s financial standing, gathering stakeholder opinions and input, gathering leadership input, and identifying strengths and weaknesses of APA.
4. Volunteers – William asked for volunteers to assist in this process; several board members indicated interest in serving.
5. Rebranding APA – This might be a good time to re-brand APA – what do those letters stand for and how does “APA” communicate our role and purpose? Suggestions are welcomed!

UPCOMING MEETINGS:

- a. Wednesday, Aug. 17 – APA summer event at Revel & Roll, 5:30 – 7:30 p.m.
- b. Thursday, Sept. 1 – Jan & Warren meeting with officers, Noon – 1:30 p.m. (virtual)
- c. Wednesday, Sept. 14 – Executive Board meeting, 11:30 a.m. – 1 p.m. (hybrid)
- d. September General Membership Meeting (date, time, place TBD)
- e. Wednesday, Oct. 12 – Executive Board meeting, 11:30 a.m. – 1 p.m. (hybrid)

ADJOURNMENT:

The meeting was adjourned at 12:36 pm.

Respectfully Submitted,
Jackie Michels, Recording Secretary

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