



**APA Executive Board Meeting Agenda**  
**Wednesday, February 8, 2023**  
**11:30 a.m. to 1 p.m.**  
**Hybrid Meeting: In Person at 3201 Ellsworth**

**ROLL CALL:**

Present: William McQuitty, Jackie Michels, Ariel Palau, Jennifer Clements, Laura Ciccantell, Jordan Olson, Teri Schrimpf, Elena Wood, Phillip Koch, Erica Martinez, Eleonora Philopoulos, Janice Quakenbush, Valaree Kyser

Absent: Sara Volmering, Michelle Loedeman, Doug Matthews Jhauncey Jacobs, Malia Roberts, Tracey Lawie, Ron Dillard

Land Acknowledgement Statement: “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.”

- I. Call to Order (11:35am) and Approval of Agenda – William
- II. Guest Speakers: Condition Analysis and Space Utilization Project
  - a. Anand Sankey (Facilities Management-Manager of Facility Assets) and John Seelman (Director of Engineering) shared information about this project, how it impacts campus, and how this project will lead to decisions on campus.
  - b. This is also to support the development for a new Facilities Management Master Plan.
  - c. A campus-wide initiative, activities include communication to/with various groups, walk-throughs, interviews, data collection and analysis, and reports.
  - d. Impact to campus users – those on campus will be asked to participate in walk-throughs, interviews, supplying of information, and ongoing updates/communications.
  - e. Staff office space assessments may include additional informational sessions and interviews, to discuss the utilization and needs (e.g. too many people in these spaces vs. other spaces are underutilized). Determining space use will include the students’ needs, enrollment, program focus, future plans, and other factors.
- III. Officers’ Reports
  - a. President-William
    - i. Dr. Montgomery Meeting – Topics included recognition of newly-degreed staff at the most recent Board of Trustees meeting, management of the recent network outage (including recognition of OIT for their role in resolution), employee engagement survey results, compensation project activities (of great interest to APA members), remote work, workload concerns, division recognition programs (especially implementation), and other related topics.
  - b. Vice President-Eleonora – no report

- c. Treasurer-Jennifer
  - i. Reporting in GLOW is still inconsistent, but the account is in good shape
  - ii. Reports are available online in TEAMS regarding our expenses and status.
  - iii. The balance from the Endowment Account came through as \$23,039.94
  - iv. Treasurer's Report was approved.
  - v. A plan for an APA budget was tabled to a meeting next week, but this is still in progress as well.
- d. Corresponding Secretary-Elena
- e. Recording Secretary-Jackie – no report – Thanks for watching and approving minutes!

#### IV. Committee Reports

- a. Membership – Sara – not present, sent report
  - i. 115 new complimentary memberships have been added.
  - ii. The process for adding members has been cleaned up and streamlined.
  - iii. Last week's mixer was a great success.
  - iv. There was discussion about how to handle new members who indicate they are interested in participating in more activities or roles.
  - v. Learn Pickleball event on **February 17<sup>th</sup>** – RSVP for Pickle Ball by emailing Kyle Belback at [kyle.belback@wmich.edu](mailto:kyle.belback@wmich.edu)
- b. Nominations and Elections-Malia – not present, sent report
  - i. Malia will be contacting members if they are going to be returning to the board and specific positions
  - ii. Schedule – new board will be inaugurated at the end of the May Awards Ceremony (tentatively May 17).
- c. Awards and Recognition-Michelle – not present, sent report
  - i. Changes to deadlines for awards were discussed, given changes in the timeline for meetings. The new deadline for submission for the awards is **April 1<sup>st</sup>**.
  - ii. Learn more at <https://wmich.edu/apa/awards>

#### V. Old Business

- a. Results from strategic planning listening session
  - i. Reviewed the new mission and visioning statements. A series of polls were used to gain more information about APA goals and interests from the membership.
  - ii. Poll 1 asked about members' concerns garnered the following:
    - 1. Compensation was the most important concern. Discussion was held on this topic, including years of service, compression, min/mid/max levels, differences in VP areas, alternate options to standard compensation, and how to accurately compensate employees.
    - 2. Remote work is a key issue with members, including supervisory roles and actions.
    - 3. The other concerns included benefits costs, workload, time off, and parental leave (in order).

- iii. Poll 2 focused on what APA services offered are most important to members with results in order: information/communication, representation, community networking, professional development, and support.
  - iv. Poll 3 asked about expanding resources. Members asked that more effort be placed on student interactions, with many ideas submitted.
    - 1. Included what kinds of events to hold in the future.
    - 2. When asked about how to boost attendance to APA events, many great suggestions were submitted.
  - b. Strategic planning next steps
    - i. Financial Planning session is 2.14.23 @ 10a at Lee Honors College.
    - ii. A SWOT analysis is the next major step in this initiative.
    - iii. APA Re-branding is on the table and will be discussed at a later date.
- VI. New Business
- a. Discussion of Employee Engagement Survey announcements (time off, extra summer hours) – Discussion was held regarding the communication of the messaging, as well as other positive/negative impacts to employees.
- VII. Announcements
- a. **Elections are coming up and we will have several open positions. Please send emails of interest to [malia.roberts@wmich.edu](mailto:malia.roberts@wmich.edu)**
  - b. Pickle Ball to be held on February 17, 12:00-1:00 p.m. at the SRC
  - c. WMU Make a Difference Award Nominations are due on February 28 – check the website for more info: <https://wmich.edu/makeadifference>
  - d. Next Member Mixer to be held on Wednesday, March 1, 4:00-5:00 p.m. at Miller Auditorium
- VIII. Upcoming Meetings – Future speakers could include a member of the Board of Trustees.
- a. Friday, February 17, 2023 William and Eleonora with the new Provost.
  - b. Tuesday, February 21, 2023 General Membership APA Meeting Noon-1:00 p.m. Virtual
    - i. TRIO SSP and FESP will be presenting.
  - c. Wednesday, March 8, 2023 Executive Board 11:30-1:00 p.m. Virtual
  - d. Thursday, March 9, 2023 Officers w/Jan Van Der Kley & Warren Hills Noon - 1:30pm Virtual
  - e. Wednesday, April 12, 2023 Executive Board 11:30-1:00 p.m. Virtual
- IX. Adjournment at 12:57pm.