
APA Executive Board Meeting Minutes
Wednesday, June 13, 2018
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Mario Galbreath, Nick Griffith, Laura Large, Monica Liggins-Abrams, Julie Lenczycki, Michelle Loedeman, Patty Mikowski, Alice Molvern, Caroline Ray, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale, Margaret von Steinen, Faith Wicklund

Absent: Lynda Hunt, Toni Latham, Nathan Nguyen, Janice Quakenbush, Mary Ramlow, Julie Rickert, Chris Voss, Jake Woods

Monica Liggins-Abrams called the meeting to order and the agenda was approved. Introductions were made.

PRESIDENT'S REPORT

- Monica Liggins-Abrams reported on the meeting with Warren Hills and Jan Van Der Kley held on May 14.
- Enrollment/Budget Updates
 - Jan noted that they are not sure what will happen with enrollment. They will know more in another week as orientation sessions get started. Students had a May 1 deadline but it is obvious they ignore that. Right now they are projecting a 1.3% decline (an improvement over the 1.6% decline they had been working with).
 - Michigan State University has opened its floodgates and so that will probably hurt us. It appears we are up in FTIACs (first time students) – especially non-residents. We are up in transfers and retention is looking good. Our graduate students are down around 6.5%.
 - Budget is looking like a 1.8% decrease. Academic Affairs will bear more of the burden than it has in the past.
 - The Board meets on June 27 and Jan would be willing to meet with us before then to give us more information. We will be meeting with them on June 25.
- FMLA
 - Jan and Warren had been given our list of concerns and questions. It was admitted that there should have been more communication and they did not understand the impact the change would have on the staff.
 - Reason the policy changed: Warren noted that 3 years ago they had an audit on FMLA administration and the training of the staff. FMLA was administered differently for each bargaining units and the non-bargaining units. We were not compliant with how FMLA should be administered – the language being used was not always correct. Now all bargaining units (except AFSCME and power-plant) and non-bargaining units are all handled the same way.
 - Warren noted that no one has lost employment due to sick leave.
 - The faculty have been given parental leave as they do not accrue sick leave (academic year faculty).
 - They are working on making changes to the website but it will not be too specific – staff should contact HR with specific questions. The FMLA policy is not easy to illustrate/describe clearly in a handbook because each situation is handled on a case-by-case basis. Warren stated he was working with his staff when communicating to

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- employees about FMLA, to be clear that it depended on each individual's situation to be applied correctly.
- We have set up a special meeting tomorrow (June 14) to have Warren talk to staff about FMLA and the changes to it.
- Question about short term disability – Staff would need to pay for this benefit if the University decided to go this route. At this time, our generous sick leave allotment fulfils the need to have STD plans.
- Meeting with Dr. Montgomery
 - We explained that when we met with Dr. Montgomery we told him the survey overall says WMU is a good place to work but we do have some concerns where improvements could be made. He asked for our concerns to be prioritized. We created that list and will follow-up with him.
 - Jan asked what we meant by ‘eroding benefits’. We responded that most of it had to do with FMLA but also a fear of future benefits being reduced and the cost of the health care deductible. Jan responded that several items have been added or increased lately: an extra day at winter closure, the increase in the buy-back, retirement improvements, and a new Roth IRA.
- Retirement Succession Planning
 - This has been discussed and several VP areas are working on it. Some areas with very little staff makes it more difficult. It was also realized that each VP area is different and so each area may do their own plan. It was asked that each area identify interim plans for their key employees – definition of key varied as some only looking at the top jobs where as others went down several layers.
- APA Survey Update
 - There is still more to review and we hope to have a final report in July. Jan asked about the comments that were included in the summary report and Monica reported that they were comments that seemed to identify major themes in the comments.
- What can APA do?
 - No new ideas.
- Discussion – As the board discussed what happened in this meeting, it was suggested that HR have one staff member be an expert in FMLA so all cases would be handled the same. Someone may suggest that at the town hall meeting on June 14.
- Monica then reported that the survey group is meeting and they hope to finish coding by the end of July and work on the final report in August. For the record – an evote was taken last month to approve reimbursements to Caroline Ray for snacks for this group for up to \$100. Motion passed.
- Since Lynda Hunt will not be able to attend the FMLA town hall meeting, Monica will introduce Warren Hills. Motion was made and approved to have the event live-streamed and recorded. It was noted that there were 3 people watching the last general meeting. A link to the recordings will be placed on the web site.

VICE-PRESIDENT’S REPORT

- None

TREASURER'S REPORT

- Nick Griffith reported that the beginning balance was \$11,927.86. There was income from the last spring luncheon contribution and from payroll deduction membership dues. Expenses included the cost of the general meeting live streaming and recording, spring luncheon supplies, buttons and magnets supplies, and the use tax. The ending balance as of May 31, 2018 is \$11,440.12. Nick also noted the date on the report for the beginning balance should be 4/30/18. Report approved.

CORRESPONDING SECRETARY'S REPORT

- Faith Wicklund discussed whether we should meet with the new vice president for marketing and strategic communication and the new provost. We are not sure if the position Cheryl Roland will be replaced but we thought this might be a good time to bring up the problem with the limited number of emails we are allowed to send to the APA eligible group.

RECORDING SECRETARY'S REPORT

- None

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- No report but Margaret von Steinen did ask about doing another panel for a fall meeting as the last one was well received. Possible departments to include are Unified Clinics, Facilities (for online purchasing) and the new HR online training, Everfi. She also noted that she hopes to get a few people to help her finish up the button making project.

Nominations and Elections

- Amy Seth reported that there was a tie in one position so the board voted to break the tie. The board also voted to replace the last year of Julie Rickert's term with Alice Molvern.
- The new officers are:
 - President: Monica Liggins-Abrams
 - Vice-President: Amy Seth
 - Treasurer: Faith Wicklund
 - Corresponding Secretary: Malia Roberts
 - Recording Secretary: Teri Schrimpf
- New board members:
 - Academic Affairs Representatives:
 - Liz Teviotdale
 - Alexia Alexander
 - Jennifer Clements
 - William McQuitty
 - Mario Galbreath
 - Admin Affairs Representatives:
 - Margaret Von Steinen
 - Lauren Carney
 - Business and Finance Representatives:
 - Julie Lenczycki

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- Michelle Loedeman
- Student Affairs Representatives:
 - Janice Quakenbush

Awards and Recognition

- Michelle Loedeman asked for money to update the plaques that list the past presidents. Motion made and approved to allow for up to \$100 to be spent.

Special Events

- Caroline Ray reported that there will be a bowling event on July 16 from 5-8. She would like to charge \$5 for members and \$10 for non-members. Leah Smith will help with the flyer. Motion made and approved to allow for up to \$700 for the budget for this activity.

Other Committees

- None

OLD BUSINESS

- None

NEW BUSINESS

- Monica noted that she will not be able to attend the June 25 meeting with Jan and Warren. She asked if anyone else would be able to attend but no one volunteered. She also asked if we should cancel the July 10 meeting with them since they are so close together. It was decided to not cancel at this time.

ANNOUNCEMENTS

- None

Meeting adjourned approximately 12:53 pm

Respectfully submitted,
Teri Schrimpff

Upcoming Meetings:

- 6/14 – APA Lunch and Learn (Leave Policy – FMLA) noon – 1 pm – BC 157
- 6/25 – Officers meet with Jan & Warren – noon – 1:00 pm – Business and Finance Conference Room #3080 Seibert Administration Building
- 7/10 – Officers meet with Jan & Warren – noon – 1:30 pm BC 157
- 7/11 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room