

**MINUTES of the  
ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION  
Semi-Annual Membership Meeting, Thursday October 30, 2014**

Call to Order:

Meeting called to order by APSA President Phillipich at noon in the Breslin Center Mezzanine Level Meeting Rooms.

The following Officers and Directors were present –Karla Bauer, Randy Brown, Dan Chegwiddden, Ken Deneau, Ken Dirkin, Randy Fotiu, Michael Gardner, Joe Garza, Paul Kuchek, Bob Nowicki, Michelle Pell, and John Phillipich.

APSA board members excused from meeting: Kathleen Deneau, Greg Harris, Michelle Keller.

Review Minutes:

- April 2014 minutes approved as submitted.

**Report of Officers:**

President (John Phillipich)

- President Phillipich noted Open Enrollment ends October 31<sup>st</sup>, 2014 and to verify open enrollment and spousal affidavit was completed.
- President Phillipich updated meeting with CLO has no new information on the lawsuit with no new movement since last email communication.
- President Phillipich noted that the January 2015 health care savings disbursement should be between \$800-1000 dollars.
- President Phillipich touched on JHCC and updates on Aetna differences as of October 1<sup>st</sup>, 2014 for step therapy. (Autoimmune, growth hormones, and MS will be grandfathered).
  - Effective December 1<sup>st</sup>, compound prescriptions will be reviewed by CVS Caremark for pre-authorization.
- President Phillipich reviewed merit pay.
  - Several emails and questions were recieved from members recently.
  - There was 2% available (1.5 percent to merit, .5% to base).
  - Suggested to respond to supervisors and ask for reasoning of why 2% was not given and follow up in writing.

VP for Contract Negotiations: (Dan Chegwidden)

- Stated Current APSA contract ends September 30<sup>th</sup> 2015 and negotiations team is assembled to prepare for the negotiations.
  - Negotiation committee members were introduced to members present
  - Encouraged APSA members to bring concerns or issues forward to committee members prior to negotiations.
    - Jane Flanigan added reasons why we don't negotiate wages and health care.
    - Ken Deneau added other topics that have been negotiated in past would be (family sick time, educational assistance, ect.)
    - President Phillipich added feedback can be given thru the APSA Website.

VP for Contract Administration (Joe Garza)

- Informed members that Greg Harris is the alternate grievance officer
- Stated current trends happening lately are reports conflict with:
  - Repositioning of members or reorganization of departments and how their positions were effected.
  - Miscommunication via email texts that are unclear or inappropriate
    - Suggested to request face to face discussions if receive heated emails or texts
  - PIP coming up and PDP's were not given
    - Keep up PDP's for your direct reports
  - Borderline Behavior- using profanity
    - Use practices that are above the line
  - Instances of members questioned regarding policies and procedures.
    - Have policies and procedures in writing
  - Be advocate for yourself to protect your position
  - Understand APSA contract so you understand your rights

Treasurer (Ken Deneau)

- Introduced finance committee to APSA members present
- Stated the finance committee has made recommendations to the APSA board for standard operating procedures to be updated.
- Stated that signature issues for all financial accounts have been taken care of with the transition of presidency.
- Stated APSA is currently under internal audit
- Reviewed financials for FY ending August 31<sup>st</sup>, 2014.

Recording Secretary (Kathleen Deneau-absent)

- No Report

Corresponding Secretary (Ken Dirkin)

- Reminded that listserv emails get send to the msu.edu address
- Mentioned [www.msuapsa.org](http://www.msuapsa.org) website lists board members and contract information if needed

Membership Secretary (Randy Brown)

- Stated that processes have been improved for tracking membership
- 1149 members on the roster.
- 17 outstanding cards
- Few outstanding dues

Members Privilege:

- None

Standing Committee Reports:

- Bylaws – no report
- Grievance – no report
- Finance – reviewed report
- Negotiations – no report
- Fair Labor Standards Act – no report
- Bargaining Unit Committee –no report

Employee Assistance Program

- None

All-University Traffic Committee and other committees:

- No report

Unfinished Business:

- None

New Business:

- None

Announcements:

- The next meeting scheduled for noon on Tuesday November 11, 2014 at the APSA office.

Adjournment:

- Motion made by Joe Garza to adjourn the meeting; seconded by Mike Gardner; Motion carried and the meeting was adjourned at 12:47pm