

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION
Semi-Annual Membership Meeting, Thursday October 22, 2015**

Call to Order:

Meeting called to order by APSA President Garza at noon at APSA office.

The following Officers and Directors were present –

Karla Bauer, Randy Brown, Dan Chegwiddden, Kathleen Deneau, Ken Deneau, Joe Garza, Greg Harris, Michelle Keller, Paul Kuchek, Bill Matt, Mike Ouderkirk, Michelle Pell, and Jackie Sayen.

APSA board members excused from meeting: Bob Nowicki, and Mike Gardner (Associate Member).

APSA members – approximately 46 members

Counsel present: Jayne Flanigan

Review Minutes:

- April 2015 minutes approved as submitted.

Report of Officers:

President (Joe Garza)

President Garza welcomed everyone and requested current board to stand and state position as well as length of time of the board.

President Garza has served for the last 22 years.

President Garza also announced that there will be seven open positions on the board beginning in October 2016. He also encouraged members to consider running for these positions.

President Garza gave a state of the association including areas in which we have intentionally could save money and cut costs.

Areas in which we saved included:

- Dropping landline
- Ratified contract
- Cost saving related to moving location of biannual membership meeting.

President Garza reiterated that our monthly board meeting is scheduled for the first Tuesday of each month and is held at the APSA office. All members are welcome.

Temporary supervisors – President Garza noted that there was a recent situation in which the university hired a temporary supervisor; President Garza requested to be notified if you learn of this happening again.

APSA legal counsel reviewed recent changes to our health care:

- New prescription plans for members;
- Open enrollment until October 31, 2015
- Member pays total of drug cost if not in formulary
- Step therapy increased from four therapeutic classes to 12 therapeutic classes.

President Garza also updated members on recent CLO meetings which are comprised of union presidents meeting with university leadership to discuss and review larger issues spanning the university.

President Garza noted that the university is trying to create a new PDP process which includes an “exceed expectations” category.

President Garza also noted that human resources talent management team will begin adding pre-qualifier questions on all job postings.

VP for Contract Negotiations: (Dan Chegwidden)

- VP for contract negotiations Chegwidden requested contract negotiations team stand up to be acknowledged and noted that they were the most efficient contract negotiations team in the history that he has been on the board.
- President Garza reviewed highlights of the changes that were discussed and decided related to the new contract.

VP for Contract Administration (Greg Harris)

- VP for Contract Administration Harris noted that the university had begun a practice of handling out letters of discussion that were placed in the employees file.

- VP Harris also noted that moving forward the university cannot keep coaching letters within the employees file for longer than 18 months.
- VP Harris noted that we have a new alternative grievance officer, Mike Ouderkirk.
 - Contact information for each can be found on the APSA website.

Treasurer (Ken Deneau)

- Treasurer Deneau reviewed financial health of the association. Distributed a handout regarding expenses; all of which were reviewed with membership.
- Treasurer Deneau also reviewed recent items discussed with the finance committee.
- Treasurer Deneau noted that APSA participates in an annual audit as required by the association bylaws.

Recording Secretary (Kathleen Deneau)

- Reminded everyone that they can find the minutes from our board meetings at the MSU APSA website.

Corresponding Secretary (Randy Brown)

- Corresponding secretary noted that his role is to keep members informed about association issues.

Membership Secretary (Michelle Keller)

- 1196 members on the roster in September.

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:

- Treasurer Deneau inquired if membership would be opposed to doing a RSVP option via VoteNet prior to the next semi-annual meeting to better predict turnout? Membership in attendance was in support of this suggestion.
- One member requested that we notify members well in advance of the meeting.

Announcements:

- The next meeting scheduled for noon on Tuesday November 03, 2015 at 11:30 am the APSA office.

Adjournment:

- Motion made by VP Chegwidden to adjourn the meeting; seconded by Treasurer Deneau; Motion carried and the meeting was adjourned at 12:56 pm.