

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION
Executive Board Meeting, Tuesday August 11, 2015**

Call to Order:

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

The following Officers and Directors were present –

Randy Brown, Dan, Chegwidden, Kathleen Deneau, Ken Deneau, Randy Fotiu, Joe Garza, Greg Harris, Bill Matt, Bob Nowicki, Mike Ouderkirk, Michelle Pell, and Lisa Roy.

APSA board members excused from meeting: Karla Bauer, Paul Kuchek, and Michelle Keller.

APSA guest: one

Counsel present: None

Review Minutes:

- July 2015 minutes approved as submitted.

Report of Officers:

President -Joe Garza

- President Garza thanked V.P. Chegwidden for running the board meeting in July;
- President Garza also thanked the board for their support during his illness;

President Garza updated board on recent happenings including:

- **JHCC:**
 - No meeting in July
 - New fringe benefits offered to employees ; information and changes can be found at: <http://www.ctrl.msu.edu/COPayroll/Fringes.aspx>
- **CLO:**
 - President Garza updated board on recent discussion with university on new PDP process
 - Currently there is approximately a 70% completion rate for PDP's
 - The university would like to see an "exceeds expectations" as an third option on future PDP forms.

- Additionally, the university would prefer that the only time an employee would receive merit pay moving forward was when they received a PDP with a minimum of "exceed expectations." Anything less than this would disqualify the employee from receiving the merit portion of the pay.
- President Garza updated board that next raise projection for fall 2016. Raise is based on health care costs and is projected to be 1.2%.
- President Garza noted that the university pay card process was delayed due to logistical problems with EBS.
- President Garza updated board that students driving university vehicles need to have driving record checked beginning September 1, 2015.
- **Other:**
 - President Garza requested that the board appoint and approve adding Mike Gardner as the APSA associate member representative. Director Matt made a motion to appoint Mike Gardner, as APSA associate member, seconded by Bob Nowicki; motion passes unanimously.
 - President Garza noted that there is a Labor management meeting scheduled on August 19, 2015.
 - President Garza also noted that he has had discussions with Mr. Nash about the current and future funding related to the APSA president's position; President Garza is hopeful that the issue is resolved and approved for the foreseeable future.

VP for Contract Negotiations: (Dan Chegwidden)

- Vice President Chegwidden updated board on first meeting with the university and the exchange of proposals.
- Vice President Chegwidden noted that there were 26 items requested to be discussed by the university related to our contract.

VP for Contract Administration (Greg Harris)

- A copy of the August 11, 2015 APSA grievance report was distributed electronically.
- Reviewed several of the grievances related to members.

Treasurer (Ken Deneau)

- Treasurer Deneau reviewed the APSA financial reports for date ending July 30, 2015;
- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- Recording Secretary Deneau updated board members on the use of MSUFCU community room at their Farm Lane branch location for October 22, 2015 semi-annual meetings.
- Recording secretary Deneau noted that she and Ken Deneau will likely be absent from the November 10th board meeting. Recording Secretary Deneau also requested that the meeting could potentially be moved to the prior week so that both could be present.

Corresponding Secretary (Randy Brown)

- Corresponding secretary Brown noted he continues to struggle trying to get office 365 for new board members.

Membership Secretary (Karla Bauer-absent)

- Membership secretary Bauer sent membership report electronically.
- 1194 members on the APSA roster

Members Privilege:

- No report

Standing Committee Reports:

- Bylaws – -no report;
- Grievance – no report
- Finance – recently had a mini-email meeting. Finance committee does not recommend seeking an increase in due, at least yet.
- Negotiations – no report
- Fair Labor Standards Act – no report
- Bargaining Unit Committee –no report

Employee Assistance Program

- No report; off for summer.

All-University Traffic Committee and other committees:

- No report; off for summer.

Unfinished Business:

APSA operations calendar is complete.

- Proposed that each committee lead be prepared to discuss their committee's recommendations at a special board meeting on Tuesday September 15, 2015 from 11:30 am -1:30 pm.

- Order of review:
 - Communications
 - RTW
 - Finance
 - Board Structure
- President Garza noted that the APSA webpage needs to be updated immediately to address the RTW legislation. President Garza will work with Corresponding Secretary Brown to get it updated.
- Corresponding Secretary Brown inquired as to whether or not new board members should have immediate access to Office 365 due to the cost associated with this. It was agreed that all board members should have access.

New Business:

- President Garza suggested and requested that the APSA agenda be changed so that both committee reports will be given at the same time officer reports are given. Recording secretary Deneau will update the board agenda to reflect this change.
- President Garza requested each officer appoint a backup director to cover for them when they are absent. President Garza also requested to know this information by our next board meeting.

Announcements:

- The next board meeting is scheduled for noon on Tuesday September 8, 2015 at the APSA office at 11:30 am.

Adjournment:

- Motion made by VP Chegwiddden to adjourn the meeting; seconded by director Nowicki. Motion carried and the meeting was adjourned at 1:25 p.m.