

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

Executive Board Meeting, Tuesday April 14, 2015

Call to Order:

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

The following Officers and Directors were present –

Karla Bauer, Randy Brown, Dan Chegwiddden, Kathleen Deneau, Ken Deneau, Randy Fotiu, Joe Garza, Greg Harris, Michelle Keller, Paul Kuchek, Bob Nowicki. Mike Ouderkirk, and Michelle Pell.

APSA board members excused from meeting: None

APSA guest: two

Counsel present: one

Review Minutes:

- March 2015 minutes approved as submitted.

Report of Officers:

President (Joe Garza)

- President Garza noted that several members of the APSA board also with APSA legal counsel met with the university to review several issues related to labor management issues including:
 - Recognition of fiscal officers
 - sick leave policy in RHS
 - Merit pay related to employees within the Health information technology department
 - RHS reorg
 - Y codes – when they are removed from an employee’s HR record.
- President Garza updated board on recent JHCC meeting and the survey they would like to send to employees.
- President Garza updated the board on the CLO meeting and information related to MSU’s new policy on creating a tobacco free work environment.
- President Garza updated members on the CTU tentative agreement with MSU.
- President Garza noted that the APSA legal counsel contract has been signed.

- President Garza noted that the association has dropped our Verizon cell phone calling plan and the association has canceled its landline.
- President Garza updated board members on the status of rental agreement for the APSA office lease which is tied to the consumer price index; essentially there will not be a change in our monthly rent for next year.

VP for Contract Negotiations: (Dan Chegwidden)

- VP Of contract negotiations Chegwidden noted that the contract committee met and discussed items which will be addressed in the next contract negotiations with the university. VP Chegwidden also noted he was very pleased with the progress the team has made thus far in their discussions.

VP for Contract Administration (Greg Harris)

- A copy of the April 14, 2015 APSA grievance report was distributed electronically and reviewed with all board members present; all new grievances, special conferences and several contacts reviewed.

Treasurer (Ken Deneau)

- Treasurer Deneau reviewed the APSA financial reports for date ending March 31, 2015;
- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- No report

Corresponding Secretary (Randy Brown)

- Corresponding secretary Brown noted that APSA members will have until April 24, 2015 at 5:00 pm to submit their nomination application for the upcoming election.
- Corresponding secretary Brown also noted that he recently updated the APSA webpage.

Membership Secretary (Karla Bauer)

- Corresponding secretary Bauer reviewed the current APSA membership report.
- 1172 members on the APSA roster

Members Privilege:

- None

Standing Committee Reports:

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

Employee Assistance Program

- VP of contract administration Harris briefed the board on the recent EAP meeting including the fact that they had recently expanded the board and now there are 30 members. VP Harris also noted that EAP is piloting a new program for people with depression.

All-University Traffic Committee and other committees:

- Director Nowicki updated board on recent items that was discussed at the last committee meeting including:
 - Licensing related to taxi services offered on campus
 - Retiree parking pass and potential future cost associated with this benefit.

Unfinished Business:

- President Garza noted that after speaking with VP Harris and director Pell, neither felt they have any current need for any new or extra technology.
 - Motion made by President Garza to remunerate both VP Harris and Director Pell \$10.00 each per month for using their personal cell phone data plans for APSA business; seconded by VP Chegwiddden; motion passes unanimously.
- Motion made by President Garza to remunerated Corresponding secretary Brown and additional \$200 for the two duties he performed as both membership and corresponding secretary in February 2015; seconded by VP Chegwiddden; one opposed, motion passes.

New Business:

- Motion made by President Garza to remunerated director Mike Ourderkirk \$50.00 for duties performed in February 2015; seconded by VP Harris; motion passes unanimously.

- President Garza appealed to board members to consider serving as chair of the bylaws committee – membership secretary Karla Bauer agreed.
- President Garza asked board members to consider whether or not they wanted to continue having a flower fund for the association. Issue was discussed but no decision was made.
- President Garza noted that the APSA website should include a step by step contact for APSA members so that they know who to reach out to when they have questions.
- President Garza also mentioned that we may want to consider reestablishing an electronic APSA member newsletter.
- President Garza requested that board members send him agenda items to be discussed at upcoming board retreat. All items submitted will be reviewed at the June 9th board meeting with the board voting on which items will be discussed in detail at the June 16th 2015 retreat.

Announcements:

- Semi-annual membership meeting Tuesday April 28, 2015 at Breslin Center.
- The next board meeting is scheduled for noon on Tuesday May 12, 2015 at the APSA office.

Adjournment:

- Motion made by President Garza to adjourn the meeting; seconded by VP Chegwidde. Motion carried and the meeting was adjourned at 1:29 p.m.