

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION
Executive Board Meeting, Tuesday September 8, 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, Randy Fotiu, Joe Garza, Greg Harris, Michelle Keller, Paul Kuchek, Bill Matt, Bob Nowicki, Mike Ouderkirk, Michelle Pell, and Lisa Roy.

APSA board members excused from meeting: Mike Gardner (Associate Member.)

APSA guest: one

Counsel present: Jayne Flanigan

Review Minutes:

- August 2015 minutes approved as submitted.

Report of Officers:

President -Joe Garza provided an update to the board on both JHCC and CLO.

JHCC-

- President Garza handed out a document that outlined changes with prescription coverage for employees.
- President Garza reviewed the student employment ACA time report memorandum that was sent from Renee Rivard at Human Resources.
- Designated Provider changes our effective October 1, 2015

CLO-

President Garza updated board on recent breakfast with Satish Upda and issues discussed at this meeting. Issues reviewed included:

- IT service reorganization
- PDP process and launch; January 2016 (encouraging a high performance culture)
- HRD retirement classes (offering more courses and increasing the number that can attend each class)

- Educational assistances
- Smoke free policy
- Manager to labor ratio
- Next raise projection fall 2016 – 1%
- Relationships violence and sexual misconduct (RVSM) Policy update

Other issues:

- APSA counsel gave an update in the motion in Limine Health care payout from 2014/2015.
- President Garza updated noted that HR has resolved the issue related to paying 75% of the APSA president's salary.
- APSA counsel updated board on recent labor management meeting on August 19, 2015 – "Y" codes discussed; All "Y" clubs will be removed based on an end date.
- President Garza noted that the APSA web page was recently comprised; working with Ken Dirkin and Corresponding secretary Brown to fix. Work includes:
 - Finding and removing exploited files
 - Configuring our file security
 - Reimporting our 08/15/2015 WordPress database backup
 - Reimporting our 08/15/2015 WordPress file backup where necessary
 - Fixing/changing/updating our theme
 - Recommending and/or removing outdated unused WordPress plugins
 - Updating WordPress to the latest version
- President Garza noted that the APSA retreat is scheduled for September 15, 2015 -11:30-2:00 pm;
- President Garza reviewed handout related to upcoming prescription coverage changes.

VP for Contract Negotiations: (Dan Chegwidden)

- Vice President Chegwidden updated board on recent meetings with the university regarding new contract. Five meetings in all. Three more meetings scheduled with the university.
- Vice President Chegwidden noted that we have a few TA's with the university.

- Negotiations Committee Report – Committee meeting immediately following board meeting.

VP for Contract Administration (Greg Harris)

- A copy of the September 8, 2015 APSA grievance report was distributed electronically.
- Reviewed several of the grievances related to members.
 - Michelle Pell has requested to resign as the alternative grievance officer. Motion made by VP for Contract Administration Harris to appoint Mike Ouderkirk as the alternate grievance officer; motion passes unanimously
- Grievance Committee- no report

Treasurer (Ken Deneau)

- Treasurer Deneau reviewed the APSA financial reports for date ending August 30, 2015;
- Treasurer's report will be filed for audit.
- Finance Committee – no report

Recording Secretary (Kathleen Deneau)

- No Report

Corresponding Secretary (Randy Brown)

- Corresponding secretary Brown noted he is working with Ken Dirkin on APSA website.

Membership Secretary (Karla Bauer)

- Membership secretary Bauer noted she did not have time to complete membership report.
- 1198 members on the APSA roster
- Bylaws Committee – no report

Members Privilege:

- No report

Standing Committee Reports:

- Fair Labor Standards Act – no report
- Bargaining Unit Committee –no report

Employee Assistance Program

- No report;

All-University Traffic Committee and other committees:

- No report;

Unfinished Business:

Back up of officers – please send an email to APSA Garza prior to September 15, 2015 letting him know who your position back up is.

President Garza reminded board members that the APSA Semi-annual meeting is scheduled for Thursday October 22, 2015 MSU credit union on Farm Lane Road.

- Power point
- Set up and clean-up of room
- Food and beverage (Handled by Ms. Bauer)

President Garza inquired as to whether or not any board members would have a conflict if the board meeting was moved in November. No conflicts were mentioned so the November Board meeting will be moved from November 10th to November 3, 2015.

New Business:

- President Garza noted that he was issued an APSA debit card.
- President Garza noted that APSA will begin town hall meetings once we have a tentative agreement
- RTW committee report update (Karla, Jayne and Mike O. Randy F.; and Paul)
 - Created an Electronic membership card;
 - APSA will utilize the dues discontinuation form on HR website;
 - RTW committee members will attempt to meet with all new members of the association and or that elects to leave the association;
 - All members will receive a personalized card from the association;
 - All new members will receive a hard copy of the bargaining agreement;
 - New APSA members will be invited a new members luncheon

Announcements:

- The next board meeting is scheduled for noon on Tuesday September 15, 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 1:47 p.m.