

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION
Executive Board Meeting, Tuesday December 10, 2013**

Call to Order:

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

The following Officers and Directors were present –

Randy Brown, Dan Chegwidden, Kathleen Deneau, Ken Dirkin, Randy Fotiu, Michael Gardner, Joe Garza, Jim Hensley, Charles Jackson, Paul Kuchek, Diane Mayers, Eric Mulvany, Bob Nowicki, and John Phillipich.

APSA board members excused from meeting: Dan Chegwidden, Kathleen Deneau, and Greg Harris.

Counsel present: Jayne Flanigan

Associate Member: one

Review Minutes:

- November minutes approved as amended;

Report of Officers:

President (Jim Hensley)

- President Hensley reminded board about upcoming retreat on updated board members January 8, 2014 from 9 am to 4:00 pm; at Brody Hall.
 - Retreat will include breakfast lunch and snacks;
- President Hensley and Counsel Flanigan noted that JHCC will meet on December 12, 2013;
- Counsel Flanigan noted that that they are still working with Mercer
 - Counsel Flanigan also mentioned that at the November meeting we were looking for other areas to save money.
 - We already did that with generic drugs
 - Looking at: networks, centers of excellence; specialty bio-tech drugs;
- Counsel Flanigan mentioned criminal background check policy – new policy for volunteers

VP for Contract Negotiations: (Dan Chegwidden-absent)

- No report

VP for Contract Administration (Diane Mayers)

- A copy of the December 10, APSA grievance report was distributed electronically and reviewed with all board members present; grievance, special conferences and several contacts reviewed.

Treasurer (Eric Mulvany)

- Treasurer Mulvany distributed (via email) a copy of APSA financial report for date ending December 31, 2013;
- Treasurer Mulvany will retire at end of February; is willing to continue as treasurer replacement has been identified;
- Treasurer Mulvany noted recent association expenses:
 - Additional payment to David Chapman Agency (insurance)
 - Audit complete and paid for
 - Will have another payment for tax preparation
 - Positive month for net income; continue to be solvent
- President Hensley stated that we will discuss treasurer issues at retreat in January;
 - Drew Verhage may provide campus over-site; We could still contract with Eric.
- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau-absent)

- No report

Corresponding Secretary (Ken Dirkin-absent)

- No report

Membership Secretary (Charles Jackson)

- This is member secretary Jackson's last month with APSA
- Randy Brown is getting trained
- Collected delinquent dues from (about) 14 members
- The board voted unanimously to appoint Randy Brown to the position of Membership Secretary.

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

- No Report

All-University Traffic Committee and other committees:

- No Report

Unfinished Business:

- None

New Business:

- None

Announcements:

- The next board meeting is scheduled for 9:00 am on Wednesday January 8, 2014 at Brody Cafeteria conference room.

Adjournment:

- Motion made by vice president Mayers to adjourn the meeting and was seconded by director Garza. Motion carried and the meeting was adjourned at 1:11 p.m.