

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION
Executive Board Meeting, Tuesday December 2, 2014**

Call to Order:

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

The following Officers and Directors were present –

Randy Brown, Kathleen Deneau, Ken Deneau, Ken Dirkin, Randy Fotiu, Michael Gardner, Joe Garza, Greg Harris, Michelle Keller, Paul Kuchek, Bob Nowicki, Michelle Pell, and John Phillipich.

APSA board members excused from meeting: Karla Bauer and Dan Chegwidden.

Counsel present: one

Associate Member: none

Review Minutes:

- November 2014 minutes approved as amended.

Report of Officers:

President (John Phillipich)

- President Phillipich updated board on the process for the health care savings payout that will take place in January.
 - President Phillipich noted that all members of the CLO will individually file grievances against the University for holding back a portion of the payment owed to members in January 2015.
- President Phillipich noted that the CLO meeting scheduled for tomorrow has been canceled due to lack of agenda items to be discussed.
- President Phillipich updated board members on APSA desire to be a part of new employee orientation and specifically to be added to the agenda. Currently human resources offers two orientations each week.

VP for Contract Negotiations: (Dan Chegwidden-absent)

- APSA counsel updated board on contract negotiations meeting immediately following board meeting in January. Meeting will last no longer than an hour and a half.

VP for Contract Administration (Joe Garza)

- A copy of the December 2, 2014 APSA grievance report was distributed electronically and reviewed with all board members present; all new grievances, special conferences and several contacts reviewed.
- Michelle Pell has offered to serve as an APSA grievance officer. VP for contract administration will begin training her immediately.

Treasurer (Ken Deneau)

- Treasurer Deneau distributed and reviewed copies of APSA financial reports for date ending November 30, 2014;
- Treasurer Deneau updated board members on recent expenses with the association and walked board members through how to understand the monthly treasurer report.
- Treasurer Deneau also reviewed feedback he received from the audit firm.
- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- No report

Corresponding Secretary (Ken Dirkin)

- Corresponding Secretary Dirkin updated board on Office 365 and its conversion for the board.
- Corresponding Secretary Dirkin noted that each board member should look for an email with instructions for activating your new email.
 - Corresponding Secretary Dirkin also requested that we have several additional board members listed as administrators for Office 365.
 - Randy Fotiu will act as another administrator for APSA.
- Corresponding Secretary Dirkin discussed the costs associated with Votenet renewal. Options were reviewed with all board members.
 - A motion was made by Treasurer Deneau recommending that we renew the Votenet contract for one additional year; seconded by Vice President Garza; motion passed unanimously.

Membership Secretary (Randy Brown)

- Membership secretary Brown noted that due to the board meeting being moved he has not finalized the membership report for this month.

- Membership secretary Brown noted a report will be sent to all board members by end of next week.
- Membership secretary updated board on new member luncheon that took place in November, which was very successful based on feedback.

Members Privilege:

- No report

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:

- Director Nowicki updated board on research he conducted related to parking fees for the future.

Unfinished Business:

- President Phillipich made a motion to reimburse Vice President Garza \$10.00 per month (including retroactively since April 2014) to cover expenses related to personal cell phone data use; payment will continue at the rate of \$10.00 per month until such time VP Garza is no longer serving as APSA Vice President of contract administration; motion passes unanimously.

New Business:

- None

Announcements:

- The next meeting scheduled for noon on Tuesday January 13, 2015 at the APSA office.

Adjournment:

- Motion made by Vice President Garza to adjourn the meeting; seconded by recording secretary Deneau. Motion carried and the meeting was adjourned at 1:15 p.m.