

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

Call to Order:

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

The following Officers and Directors were present –

Randy Brown, Kathleen Deneau, Ken Dirkin, Randy Fotiu, Greg Harris, Jim Hensley, Charles Jackson, Paul Kuchek, Eric Mulvany, Bob Nowicki, and John Phillipich.

APSA board members excused from meeting: Dan Chegwidden, Michael Gardner, Joe Garza, and Diane Mayers.

Counsel present: Jayne Flanigan;

Associate Member: one

Review Minutes:

- August minutes approved as amended;

Report of Officers:

President (Jim Hensley)

- President Hensley noted that the health care tentative agreement has been ratified by all associated unions;
 - Each union's legal counsel is reviewing the first draft of contract.
- President Hensley noted that there is an upcoming JHCC meeting scheduled for Thursday. One topic to be discussed at this meeting will include actual health care spending from last fiscal year.
- President Hensley noted that there is a CLO meeting scheduled for next week.
- President Hensley noted that the provost search committee is moving forward with accepting applicants; opportunity for campus input to be scheduled in the future;
- President Hensley updated board members on the status of the interview process for the vice president for IFP.

- President Hensley reminded board members that all members are eligible for a 2% raise effective October 1, 2013; 1.75% is merit based and .25% is base;

VP for Contract Negotiations: (Dan Chegwidden-absent)

- No report

VP for Contract Administration (Diane Mayers-absent; Jim Hensley reviewed report)

- APSA Legal counsel noted that there is a letter of agreement drafted and accepted by the university regarding attendance documentation will not be held within your personnel file.
- A copy of the September 10, APSA grievance report was distributed electronically and reviewed with all board members present; grievance, special conferences and several contacts reviewed.
- Two layoff notices issued for APSA members

Treasurer (Eric Mulvany)

- Treasurer Mulvany distributed (via email) a copy of APSA financial report for date ending August 31, 2013;
- Treasurer Mulvany noted recent association expenses:
 - Net income for month of \$5633.24 (positive month with low expense to income)
 - **\$79.30 of the \$120.29 interest accrued (MSUFCU) due to IRS withholding correction. LAFCU had this adjustment in July.
 - Expenses of Note:
 - \$20 State of Michigan License renewal for APSA
 - \$225 Warmels and Comstock fee for IRS assistance
 - This ends APSA fiscal year 2012-13. Documents will go to auditor after completion of September financials.
 - Finance committee met yesterday; Mulvany reviewed options for board regarding finances related to board and RTW.
 - Finance committee is recommending that we purchase a two year certificate of deposit from MSUFCU totaling \$30,000;
 - Motion made by Treasurer Mulvany to accept the recommendation of the finance committee to purchase a two-year CD valued at \$30,000 from MSUFCU, seconded by director Nowicki, all supported, passed unanimously.

- Treasurer Mulvany, along with the finance committee reviewed multiple funding scenarios that could occur from a 10%, 12%, and 15%, 20% drop in membership as a result of the implication of RTW law on association; information was shared and all options will remain open for discussion as we move forward and assess the impact of this law on our association.
- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- Secretary Deneau reminded the board she will be absent from the October board meeting. Diane had offered to take minutes for me and someone will need to order lunch for this meeting.

Corresponding Secretary (Ken Dirkin)

- Recommended that we encourage members to invest the upcoming raise they will receive from the university.

Membership Secretary (Charles Jackson)

- September 19th 2013 APSA new member luncheon at Brody cafeteria from noon to 1:00 pm;
- Report sent electronically to all board members;
- 1118 members on roster

Members Privilege:

- None

Standing Committee Reports:

- Bylaws – no report
- Grievance – scheduled for October;
- 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 brought a copy of the final report offering to share with any board member interested in reviewing;

Unfinished Business:

- None

New Business:

- President Hensley requested that corresponding secretary Dirkin review options for AV equipment for the APSA business office; to be further discussed at next board meeting;

Announcements:

- New member luncheon scheduled for September 19, 2013;
- The next board meeting is scheduled for noon on Thursday October 17, 2013 at the APSA office.

Adjournment:

- Motion made by Treasurer Mulvany to adjourn the meeting and was seconded by director Nowicki. Motion carried and the meeting was adjourned at 1:43 p.m.