

**MINUTES of the  
ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION  
Executive Board Meeting, Tuesday October 13, 2015**

Call to Order:

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

The following Officers and Directors were present –

Dan Chegvidden, 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: Karla Bauer, Randy Brown, Mike Gardner (Associate Member), and Jackie Sayen.

APSA guest: one

Counsel present: Jayne Flanigan

Review Minutes:

- September 2015 minutes approved as submitted.

**Report of Officers:**

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

**JHCC-**

- Open enrollment through October 31, 2015
- No meeting since last board meeting
- Health Care arbitration – Counsel Flanigan updated board on current standing of arbitration.

**CLO-**

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

- IT service reorganization
- New evaluation process (new forms distributed for board review; adding exceeds expectations category.)
- Pre-qualifier questions for Job posting January 2016.

**Other issues:**

- Contract ratified 97% approval
- Town hall meetings minimal attendance
- New director appointments
- Review ops calendar
- Right to Work Process – will follow the same process of all other unions.
- Update committee members –review at next meeting
- Next Board meeting November 3, 2015 (Moved from November 10, 2015)
- Semiannual meeting on October 22, 2015 at MSUFCU community room
  - Set up and Clean up
  - Lunch
  - Power point to Randy by 10/13/2015

**Retreat action plan:** Retreat topics will be gathered after election Committee reports on their topics and action plan will be decided on each.

Right to work

- Web page updated
- Cards/mailers
- New member one on one
- New member luncheon

Back up to officers:

- President – none
- VP of Contract Administration- Mike Ouder Kirk
- VP of Contract Negotiations –Paul Kuchek
- Treasurer –
- Recording Secretary – Michelle Pell
- Corresponding Secretary –
- Membership secretary – Michelle Keller

Motion made by director Ouder Kirk to allow President Garza to use the APSA debit card to purchase the lunches for the semi-annual meeting; seconded by Vice President Chegwidden, motion passes unanimously.

Future meeting items to discuss:

- Meetings and expenditures
- Tech stipends
- Membership dues
- Office 365
- Newsletter (web page)
- SOP

- Bylaws

VP for Contract Negotiations: (Dan Chegwidden)

- No report

VP for Contract Administration (Greg Harris)

- A copy of the October 13, 2015 APSA grievance report was distributed electronically.
- Reviewed several of the grievances related to members.
- Grievance Committee- no report

Treasurer (Ken Deneau)

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

Recording Secretary (Kathleen Deneau)

- No Report

Corresponding Secretary (Randy Brown-absent)

- President Garza reminded board to forward power point information for the semiannual meeting to Corresponding Secretary Brown ASAP.

Membership Secretary (Karla Bauer-absent)

- 1196 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

- Vice President Harris was not able to attend the most recent meeting due to a scheduling conflict.

All-University Traffic Committee and other committees:

- Upcoming meeting agenda shared with board

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Unfinished Business:

- Finance Committee:
  - See attached finance retreat topics report dated 09/11/2015; Reviewed recommendations of each item.
- Elections and appointments committee: postponed until Corresponding secretary Brown is present.

New Business:

- Election committee to report.

Announcements:

- The next semi-annual board meeting is scheduled for noon on Thursday October 22, 2015 at the MSUFCU Farm Lane Branch community Room at 11:30 am.
- The next board meeting is scheduled for noon on Tuesday November 3, 2015 at the APSA Office at 11:30 am.

Adjournment:

- Motion made by VP Chegwidden to adjourn the meeting; seconded by director Nowicki. Motion carried and the meeting was adjourned at 1:04 p.m.