

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION
Executive Board Meeting, Tuesday November 3, 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, Kathleen Deneau, Ken Deneau, Joe Garza, Greg Harris, Michelle Keller, Paul Kuchek, Bill Matt, Mike Ouderkirk, Michelle Pell.

APSA board members excused from meeting: Mike Gardner (Associate Member), Jackie Sayen, Lisa Roy, Dan Chegwidden and Bob Nowicki.

APSA guest: none

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-

- Health Care arbitration – Counsel Flanigan updated board on current standing of arbitration.
- Open enrollment –affidavit – President Garza had to follow up with members who had not yet signed their affidavit. There was over a 100 people in all.
- ACA conference – Affordable care act conference, Impact on health care, plans for bargaining. 12/07/2015 – Kellogg Center \$50.00; President Garza requested permission from the board to attend. Everyone present was in support of his participation in this conference.

CLO-

- PDP adding a new category, “developing.”
- Talent Management systems invited union leadership to vendor demonstration.

- April 21, 2016 next semi-annual meeting. Kathleen will secure the MSUFCU community room for this meeting.
- MSU employee survey – President Garza distributed copy of a recent survey he received from human resources.

Other issues:

- Still waiting on final written contract from University.
- Semiannual meeting recap; President Garza updated board on feedback from recent semiannual board meeting.
- President Garza distributed a recent report that Randy Fotiu had completed related to membership averages and other statics related to APSA membership.
- Review of Ops calendar – President Garza updated board on next steps.
- RTW – President Garza has had t two inquires in all about this issue.

VP for Contract Negotiations: (Dan Chegwidden-absent)

- No report

VP for Contract Administration (Greg Harris)

- A copy of the November 3, 2015 APSA grievance report was distributed electronically.
- Reviewed several of the grievances related to members.
- Grievance Committee- no report
- Motion made by VP Harris to take the case of “suspension pending investigation without pay” to arbitration, seconded by Mike Ouderkirk, motion passes unanimously.

Treasurer (Ken Deneau)

- Treasurer Deneau reviewed the APSA financial reports for date ending October 31, 2015;
- Treasurer’s report will be filed for audit.
- Finance Committee – no report
- Audit will be completed by end of week and report should come by early December.
- VoteNet – Treasurer Deneau requested the board make a decision on whether or not to continue utilizing VoteNet moving forward;

- Microsoft office 365 – Treasurer Deneau noted that we are currently on a monthly rate; Treasurer Deneau requested that we review that needs of the board as it pertains APSA business and Microsoft office 365;

Recording Secretary (Kathleen Deneau)

- No Report

Corresponding Secretary (Randy Brown-no report)

- President Garza requested that APSA Facebook and Twitter be inactivated by corresponding secretary Brown.

Membership Secretary (Karla Bauer)

- No report
- 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 (Michelle Pell)

- No report

All-University Traffic Committee and other committees:

- No report

Unfinished Business:

- Elections and appointment committees: postponed until December board meeting. Corresponding secretary Brown will send a written report to President Garza by end of next week (November 13, 2015). Item will be added to December unfinished business.

New Business:

- Corresponding secretary Brown will compile the needs of each individual board members as it pertains to Office 365 to be reviewed with the board

- so that we are not overpaying for this service. This survey will be sent by next week to all board members so that each can reply what features they are using within Microsoft office 365.
- Corresponding secretary Brown will share alternative options to board members at our next board meeting in December.

Committee Members:

- Bylaws -Karla Bauer*, Kathleen Deneau, and Bill Matt.
- Finance -Michelle Keller, Bob Nowicki, and Ken Deneau* and Lisa Roy.
- Grievance - Joe Garza, Greg Harris* and Mike Ouderkirk.
- Negotiation -Dan Chegwiddden*, Paul Kuchek and Michelle Pell, Mike Ouderkirk.

Announcements:

- The next board meeting is scheduled for noon on Tuesday December 8, 2015 at the APSA Office at 11:30 am.

Adjournment:

- Motion made by Director Matt to adjourn the meeting; seconded by treasurer Deneau. Motion carried and the meeting was adjourned at 1:14 p.m.