

**MINUTES of the  
ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION  
Executive Board Meeting, Tuesday March 11, 2014**

Call to Order:

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

The following Officers and Directors were present –

Randy Brown, Dan Chegwidden, Kathleen Deneau, Joe Garza, Greg Harris, Jim Hensley, Paul Kuchek, Diane Mayers, Bob Nowicki, and John Phillipich.

APSA board members excused from meeting: Ken Dirkin, Randy Fotiu, Michael Gardner, and Eric Mulvany.

Counsel present: none

Associate Member: one

APSA guest: two

Review Minutes:

- February 2014 minutes approved as submitted.

**Report of Officers:**

President (Jim Hensley)

- President Hensley noted dental coverage options are being reviewed by the university and he expects that there may be changes made to which two plans are offered.
- President Hensley announced that the university is looking at a service offered to its employees titled "Best Doctors." This service has shown that 31% of the clients which have consulted "Best Doctors" have had their diagnosis reversed.
- President Hensley reminded board members of our semi-annual membership meeting on April 17, 2014 at Breslin Center. Nomination committee needing to be established consisting of three people that are APSA members. Vice President Chegwidden noted that Laura Peek, could serve as chair of the nomination committee.

- President Hensley noted that the administrative fees have been lowered for TIAA-CREFF. Administrative fees savings will be added to clients accounts.
- President Hensley noted which positions on the board are currently up for re-election. President, V.P. for Contract administration, treasurer, recording and membership secretary all up for re-election.
- President Hensley noted that within our bylaws, section 5.7 allows for the president and board to appoint an individual to fill an open position within the board until an official election can take place. At the April board meeting the board will appoint a director to the APSA board.
- President Hensley noted that both the President and VP of contract administration are each four-year terms.
- President Hensley announced he is will not be running for re-election in April and will officially leave the board October 1, 2014.

VP for Contract Negotiations: (Dan Chegwidden)

- No report

VP for Contract Administration (Diane Mayers)

- A copy of the March 11, 2014 APSA grievance report was distributed electronically and reviewed with all board members present; grievance, special conferences and several contacts reviewed.
- March 24, 2014 grievance committee meeting from 1-3 pm.

Treasurer (Eric Mulvany-absent)

- Treasurer Mulvany distributed (via email) a copy of APSA financial report for date ending February 28, 2014;
- Treasurer Mulvany noted recent association expenses:
  - \$14,385.79 in legal (Hankins and Flanigan) included in is \$1,400.80 in health care payment lawsuit. Current expenditure for extra legal is now at (\$5,752.80 + \$1,400.80 = \$7,153.60 total for months of January and February 2014.)
  - \$92.40 for additional checks given to Bob Nowicki
- Income this month:
  - This month we had a positive net income of \$4,996.67

\*\*\*Note Overall statement balance continues to run negative - \$3,335.89 (this year) versus \$7,770.16 (last year) or \$11,106.05

overall differential from previous year. The majority of the differential is made up of \$7,156.60 in legal for lawsuit. The other roughly \$4000 is due to higher regular legal retainer than last year (\$74,115.68 vs. \$70,265.08 = \$3850.60 differential.) All other expenses are running at normal level.

- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- Recording secretary Deneau has requested to take minutes remotely via telephone on April 8, 2014. Permission granted; no apparent bylaws issues violated.

Corresponding Secretary (Ken Dirkin-absent)

- Corresponding Secretary Dirkin sent questions and information he wanted board to review and make decisions on. Questions included:
- Does the board want to change from "Squirrel" mail to Microsoft Office 365? The cost is \$5/user a month/\$960/year.
  - A motion was made by Vice President Mayers to authorize the migration of APSA email from Squirrel mail to Microsoft Office 365; seconded Vice President Chegwidan, one nay, motion passes.
- Corresponding Secretary Dirkin inquired about the board's opinion on videotaping an APSA promo segment for the website. Discussion took place but issue is being postponed due to cost.
- Corresponding secretary noted that "he will have the election nomination page up today (Thurs. 3/6).

Membership Secretary (Randy Brown)

- Report was sent electronically and reviewed at meeting.
- 1143 members on roster

Members Privilege:

- None

Standing Committee Reports:

- Bylaws – no report
- Grievance – TBD
- 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:

- Motion made by Recording secretary Deneau to retain Diane Mayers as a business agent on behalf of the association, at current remuneration level of \$600.00 per month, term of service shall not exceed December 31, 2014, seconded by Director Harris, one nay, motion passes.

Announcements:

- The next board meeting is scheduled for noon on Tuesday April 8, 2014 at the APSA office.

Adjournment:

- Motion made by director Phillipich to adjourn the meeting and was seconded by director Garza. Motion carried and the meeting was adjourned at 1:41 p.m.