

**MINUTES of the  
ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION  
Executive Board Meeting, Tuesday November 12, 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, Dan Chegvidden, Kathleen Deneau, Ken Dirkin, Randy Fotiu, Joe Garza, Jim Hensley, Charles Jackson, Paul Kuchek, Diane Mayers, Eric Mulvany, Bob Nowicki, and John Phillipich.

APSA board members excused from meeting: Michael Gardner, and Greg Harris.

Counsel present: Jayne Flanigan

Associate Member: none

APSA guest: one

Review Minutes:

- September minutes approved as amended;

**Report of Officers:**

President (Jim Hensley)

- President Hensley invited APSA guest to introduce himself to the board;
- President Hensley noted that the fully executed copy of MOU for health care and wages is complete.
  - President Hensley noted a piece of that is the lump-sum payment due in January;
  - President Hensley reminded the board that there is a communication regarding this payment on the APSA website;
  - President Hensley noted that an email was sent today – 1) Health Care Savings Distribution 2) Longevity payment;
- President Hensley is trying to get members to visit APSA website;
- President Hensley noted we have two new Facebook friends;

- President Hensley noted that APSA will hold a retreat on Wednesday January 8, 2014 from 9:00- 4:00 pm at Brody Conference room; consequently we will not have the normal board meeting previously scheduled for January 14<sup>th</sup> 2014;
- Agenda items for upcoming retreat:
  - Review current board positions and upcoming openings
  - President Hensley requested corresponding secretary Dirkin to create a list of questions that membership might be interested in knowing more about and bringing this list to this retreat;
  - Review of SOP's
  - RTW (right to work) impact on association and preparation to prepare for this change
  - VP Chegwidden requested that we discuss items we hope to accomplish in the next contract; requested an hour be allotted for this task;
- President Hensley noted that on Monday November 18<sup>th</sup> he will attend a search committee meeting for our next provost;
- President Hensley will be out of the state beginning the afternoon of Monday November 18<sup>th</sup> for three weeks;

VP for Contract Negotiations: (Dan Chegwidden)

- No report

VP for Contract Administration (Diane Mayers)

- A copy of the November 12, APSA grievance report was distributed electronically and reviewed with all board members present; grievance, special conferences and several contacts reviewed.
- Motion made by director Garza to permit APSA counsel to file arbitration on behalf of an employee that has been reclassified and received a 20% decrease in salary; seconded by director Phillipich, passed unanimously.
- HR will begin a job classification study and has invited representatives from university labor organizations to participate in a focus group; VP Mayers and director Garza will attend meeting representing APSA;

Treasurer (Eric Mulvany)

- Treasurer Mulvany distributed (via email) a copy of APSA financial report for date ending October 31, 2013;
- Treasurer Mulvany noted recent association expenses:
  - \$979 for APSA insurance (original coverage)

- Audit complete for Board distribution
- Treasurer Mulvany announced that he will retire from MSU at end of March 2014;
- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- No report

Corresponding Secretary (Ken Dirkin)

- Corresponding secretary Dirkin announced that he received one complaint from an APSA member regarding a recent correspondence sent through the APSA listserv. The list had been old;

Membership Secretary (Charles Jackson)

- Report sent electronically to all board members;
- 11375 members on roster
- Membership secretary will resign as of December 10, 2013.
- Membership secretary Jackson noted that director Brown is interested in assuming this new role beginning January 2014;

Members Privilege:

- None

Standing Committee Reports:

- Bylaws – no report
- Grievance – VP Mayers noted that the committee met last week;
- 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:

- Due to a previously scheduled university travel Director Nowicki will not be able to attend the upcoming meeting scheduled for Thursday November 21, 2013 at 3:30 pm at DPS;

Unfinished Business:

- None

APSA Tuesday November 12, 2013 Executive Board Meeting Minutes  
Page 3 of 4

New Business:

- None

Announcements:

- The next board meeting is scheduled for noon on Tuesday December 10, 2013 at the APSA office.

Adjournment:

- Motion made by director Phillipich to adjourn the meeting and was seconded by vice president Mayers. Motion carried and the meeting was adjourned at 1:29 p.m.