

**MINUTES of the  
ADMINISTRATIVE PROFESSIONAL SUPERVISORS  
ASSOCIATION**

**Executive Board Meeting, Tuesday April 8, 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, Ken Dirkin, Randy Fotiu, Michael Gardner, Joe Garza, Greg Harris, Jim Hensley, Diane Mayers, Bob Nowicki, and John Phillipich.

APSA board members excused from meeting: Paul Kuchek.

Counsel present: none

Associate Member: one

APSA guest: three guests present

Review Minutes:

- March 2014 minutes approved as submitted.

**Report of Officers:**

President (Jim Hensley)

- President Hensley noted JHCC is looking at adding another contract to modifying our health care options by adding, "Center's of Excellence".
- President Hensley noted that they had a meeting with employee relations to review how the health care savings distribution was calculated.

VP for Contract Negotiations: (Dan Chegwidden)

- No report

VP for Contract Administration (Diane Mayers)

- A copy of the April 8, 2014 APSA grievance report was distributed electronically and reviewed with all board members present; grievance, special conferences and several contacts reviewed.

#### Treasurer (Open)

- Former treasurer Mulvany distributed (via email) a copy of APSA financial report for date ending March 31, 2014;
- Former treasurer Mulvany noted recent association expenses:
  - \$10,100 board remuneration
  - \$14,000.80 in additional legal for Hankins and Flanigan;
  - \$24.12 lunch with Andrew Verhage (treasurer recruitment lunch)
  - Overall statement continues running greater negative balance than previous year. This month would be normal due to quarterly board remuneration.
- Treasurer's report will be filed for audit.

#### Recording Secretary (Kathleen Deneau)

- No Report

#### Corresponding Secretary (Ken Dirkin)

- Corresponding Secretary Dirkin noted that the APSA election page is up.
- Corresponding Secretary Dirkin explained the voting process and the positions that are up for reelection.
  - For positions with more than one candidate, we will use Vote net to determine who wins.
  - Non-paying dues members cannot vote.
  - A list of eligible members will be generated so that we can open up voting only to those eligible.
  - Votenet has the capacity for candidates to include both their bio and picture.
- Director's position – four candidates are needed for this position.
- Treasurer position is currently open and President Hensley proposed APSA member and treasurer candidate Lisa Roy, to fill the position until September 2014.
- President Hensley will send an email to all APSA members about the upcoming meeting and elections. Hensley will strongly encourage academic side supervisors to run for open positions. He feels it is important to have representatives that have that perspective when we are dealing with matters that pertain to members working within colleges and other academic units.
- Nomination committee consists of Laura Peek, Ms. Russell and Ms. Deanna Gast.

- Corresponding secretary Dirkin will move forward with purchasing Microsoft office Outlook for APSA email.
- Any reports needed for the semiannual meeting should be submitted by Thursday April 10, 2014.

Membership Secretary (Randy Brown)

- Report was sent electronically and reviewed at meeting.
- Membership secretary demonstrated a prototype of a new membership card for APSA members that included benefits of membership.
- 1146 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

- Director Gardner announced that there is a new university physician hired for campus.

All-University Traffic Committee and other committees:

- Report will have information on pedestrian awareness and moped use on campus.

Unfinished Business:

- None

New Business:

- None

Announcements:

- Upcoming semiannual membership meeting is scheduled for noon on Thursday April 17, 2014 at the Breslin Center.
- The next board meeting is scheduled for noon on Tuesday May 13, 2014 at the Breslin Center.

Adjournment:

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