

**MINUTES of the
ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

Executive Board Meeting, Tuesday May 12, 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, Dan Chegwiddden, Kathleen Deneau, Ken Deneau, Randy Fotiu, Joe Garza, Greg Harris, Michelle Keller, Paul Kuchek, Bob Nowicki, and Michelle Pell.

APSA board members excused from meeting: Mike Ouderkirk.

APSA guest: one

Counsel present: one

Review Minutes:

- April 2015 minutes approved as submitted.

Report of Officers:

President (Joe Garza)

- APSA counsel Flanigan updated board on recent meeting with Matangi Buch, Michigan State University's Vice President for Information Technology and Chief Information Officer noting that she is a people person and is very concerned about making sure that employees are doing jobs they have the skills to perform.
- APSA counsel Flanigan also updated the board on APSA lawsuit against the university, noting that the arbitration date is set for September 1, 2015.
- President Garza updated board on the tobacco free work environment informational meetings that took place across campus and the questions he raised during the meeting.
- President Garza also updated the board on the recent CLO meeting and information related to CTU dues cards offering an electronic version.
- President Garza updated the board on the Graduate Employee Union (GEU) which had a rally on May 1, 2015 where (45 members) gathered to express concerns about salary, tuition, and benefits.

- President Garza noted that the university has proposed potential university wide criminal background checks (APSA legal counsel will review).
- President Garza updated the board on an upcoming breakfast meeting with each union president to discuss challenges and achievements the university is facing.
 - President Garza also noted that APSA will be requesting the budget report from university in advance of this meeting.
- President Garza recapped highlights from the recent APSA semi-annual meeting including the fact that Kathleen Deneau has agreed to serve on the bylaws committee.

VP for Contract Negotiations: (Dan Chegwidden)

- VP Of contract negotiations Chegwidden noted that the contract committee met and discussed items which will be addressed by the committee. VP Chegwidden also noted he was very pleased with the progress the team has made thus far in their discussions.

VP for Contract Administration (Greg Harris)

- A copy of the May 12, 2015 APSA grievance report was distributed electronically and reviewed with all board members present.

Treasurer (Ken Deneau)

- Treasurer Deneau reviewed the APSA financial reports for date ending April 30, 2015;
- Treasurer's report will be filed for audit.

Recording Secretary (Kathleen Deneau)

- Recording secretary Deneau noted that all future board meeting minutes and agendas will be sent electronically only, no paper copies will be brought to future meetings. All APSA officers will send all future reports electronically.

Corresponding Secretary (Randy Brown)

- Corresponding secretary Brown noted he has been exceptionally busy over the last month especially due to the election and issues surrounding VoteNet.

- Corresponding secretary Brown also noted that he feels confident he has identified the reconciled all future issues related to VoteNet.

Membership Secretary (Karla Bauer)

- Corresponding secretary Bauer reviewed the current APSA membership report.
- 1176 members on the APSA roster

Members Privilege:

- Mike Gardner announced that he is now on the MSU Retiree Association board.

Standing Committee Reports:

- Bylaws – no report
- Grievance – no report
- 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:

- Director Nowicki updated board on recent items that was discussed at the last committee meeting including issues related to retiree parking pass and potential future cost associated with this benefit, both items have been tabled until fall 2015.

Unfinished Business:

- Motion made by President Garza to add Greg Harris to the APSA banking account; seconded by VP Chegwidden; motion passes unanimously.
- President Garza, Vice President Chegwidden, along with Corresponding secretary Brown, will review details associated with creating an APSA newsletter.
- President Garza noted that we should include a “step by step” APSA contact information on the website so people know who to contact on the board and for what purpose.

- President Garza requested the board member to submit their retreat agenda topics as soon as possible. Additionally President Garza noted that each board member will have their pictures taken on June 9th for the APSA website.
- Old technology/old files – President Garza noted that we have one APSA computer and a cell phone that we need to decide what we will do with them.

New Business:

- Membership secretary Bauer is designing a new electronic membership card for new members and will be PDF fillable and can be mailed back to her.
- President Garza requested that all board members update their contact information so that he can share this information with human resources for release time.
- President Garza requested that each officer send him a list of dates that could be added to a master calendar related to APSA business.
- President Garza noted that each APSA officer should identify a APSA board member that would serve as their back-up in the event they have to be absent from a meeting.
- Discussion took place as to whether or not APSA should include a copy of the annual audit report on its website; after a lengthy discussion the decision was made not to.
- Possible retreat topics:
 - Agenda items related to each standing committee were due today.
 - The plan is to discuss agenda items presented on June 9th and formulate action plan for the June 16th retreat.
 - Impact on Right to work
 - SOP updated
 - Size of Board
 - APSA Newsletter
 - Technology needs for future board members
 - Back up for every officer
 - Other committee needs
 - Increase in dues?

Announcements:

- The next board meeting is scheduled for noon on Tuesday June 9, 2015 at the APSA office.

Adjournment:

- Motion made by President Garza to adjourn the meeting; seconded by director Nowicki. Motion carried and the meeting was adjourned at 1:11 p.m.