

ASSOCIATION OF PROFESSIONAL ADMINISTRATORS

Executive Board Meeting

Publick House, Sturbridge, MA

10:00am, Friday, December 14, 2018

MINUTES

IN ATTENDANCE: Sherry Horeanopoulos (APA President, FITCHBURG SU President), Charlie Cianfarini (APA Vice President), Mark Powers (FRAMINGHAM SU President), Mike Storey (BRIDGEWATER SU, President), Kathi Bradford (APA Secretary), Susan McNeil (MASS ART President), Seth Bean (MCLA SU President), Edward Vacha (MMA President) left at 1:30, Brian Cahillane (WESTFIELD SU President), Aaron Childs (APA Membership), Liz Novak (APA Web Manager), Katie Durso (MTA field rep), Alan Jackson (Worcester SU President) arrived at 1:20pm

ABSENT: Mike Pelletier (SALEM SU President), Jim Murphy (APA Treasurer),

GUESTS: Melinda Lamoureux (Membership coordinator, Bridgewater SU), Mary Beth Wrobel (Membership coordinator, Worcester SU)

I. **Call to Order @10:08am**

II. **Approval of Minutes of November 16 eboard meeting and 2018 annual meeting minutes.**

- A. Motion to approve minutes of the November 15-16 APA eboard meeting by Seth, Second by Mike S. PASSED 10-0-0
- B. Motion to approve minutes of November 16 Annual meeting at Bridgewater State by Mark with second by Seth. Passed 9-0-1

III. **Public Comments**

IV. **President's Report - Sherry**

- a. Thank you for all you have done for the organization this year. An interesting and, at times, difficult. It has been a pleasure to work with you all.
- b. We will begin negotiations in fall 2019 again.
- c. Received 28 emails from senators plus others copied on re: faculty contract situation.
- d. Salem state held elections for additional officers.
- e. No HELC report. No meeting today
- f. MSCA contract had unfair labor action filed but, contract was forwarded to governor on the last day.
- g. Our CAS filing has had no action since last year. Checking on it now.
- h. Today, retroactive pay due. Last pay period, raises. We are dealing with some of the fallout issues now. (Mass Art had situation with salary requests and impact on contracted retro/raises. Spoke with HR and President. Further response forthcoming.)
- i. We do not have final version of the contract. Thinking about posting the contract with markings until we have the final version. If Jim is not ready for January, we will do this.

V. **Treasurer's Report - Jim**

- j. See report via email
- k. Payroll due on Tuesday, December 18, by 12:00pm to Jim Murphy

VI. **Membership and Data – Aaron**

- l. 1431, same as last month

- m. 102 non-paying, done one from last month
- n. MTA sent an email asking to recycle 3 part forms and only use new forms designed for this year.

VII. Health and Welfare Report – AJ

- o. AJ gave a quick report about H and W, including consideration of bill for adjunct faculty gaining GIC benefits.
- p. Issue of FTE vs part-time. Member requesting clarification for two PT members creating one membership?
- q. Investments – Moved to slightly more aggressive investments. Did well.
- r. Good number of membership using website. Able to track usage.
- s. Discussed next negotiations and ability to add dental. Not likely in current situation. A number of options will continued to be discussed.

VIII. Website – Liz

- t. January rollout.
- u. Will plan on attending meetings to create news.
- v. Shared current view of site.
- w. Need photos
- x. News: will do a few and send around for review.
- y. Meeting minutes will appear most recent first with past on the sidebar.
- z. Liz will link local president's email on the site.
- aa. Benefits section. Linking and adding to MTA.
- bb. Events/training area will be added.
- cc. Committee updates
- dd. HELC and Health/Welfare updates
- ee. Will change logo, as well.
- ff. Contact form discussion. (How do we want to communicate with our membership? Ie. "ask the e-board" with archive) Liz suggests we have a section where someone can ask a question, we are notified, once we respond, it goes live. For now, we will roll out without it.
- gg. Would like local chapter pages, too.

IX. Committee Reports

- hh. Budget: Mike S (Chair), Seth, Jim
- ii. Employee Relations Working group: Mark (Chair), Susan (Job descriptions), Brian (impact bargaining), Kathi (HR)
- jj. Professional Development: Edward (Chair), Seth, Sherry
- kk. Negotiating team: all

X. Old/New Business

- ll. MTA Union Skills Winter Conference – January 12, 2019 at the Sheraton Framingham Hotel (Katie) Free to members. Register through MTA website.
- mm. Fund Our Future signature Campaign (Katie) – campaign to get \$500 million support for higher ed. Plan is to file legislation on 1/18/19. Need 250 signatures by January 15. MTA is filing legislation for this project. Possible action day on May 1.
- nn. Giveaways for our members? With deletion of calendar from MTA, could we offer something. Will send to Professional Development committee.
- oo. Old business: Notified we have not been collecting the correct dues. State has been undercharging by \$.08 per month. Sherry and Aaron will follow up.
- pp. REFRESH computer time. \$550 stipend (includes tax).

XI. **Institutional Issues**

XII. **Announcements:**

qq. Outstanding ballots from either election are past due

rr. Kathi will be teaching in South America from Jan 3-17. Please provide institutional issues before 1/3 or by 1/17.

XIII. **Adjournment** – Motion by Mike S. Second by Mark. . .9-0-0 at 2:25pm

Next Meeting:

January 18, 2019 – 10:00am, Auburn MTA Office, 48 Sword Street, Auburn, MA

Spring meeting schedule:

February – EAW, Worcester

March – Auburn

April – Auburn

May - Meeting at Annual Statewide MTA meeting

June – Meeting at MA Maritime Academy