

ASSOCIATION OF PROFESSIONAL ADMINISTRATORS

Executive Board Meeting

Auburn MTA Offices

10:00am, Friday, January 18, 2019

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), Brian Cahillane (WESTFIELD SU President), Liz Novak (APA Web Manager), Katie Durso (MTA field rep), Mike Pelletier (SALEM SU President), Jim Murphy (APA Treasurer), Alan Jackson (Worcester SU President), Marissa Barros (MMA Interim President)

ABSENT: Seth Bean (MCLA SU President), Edward Vacha (MMA President) (at sea, Marissa present) Aaron Childs (APA Membership),

I. **Call to Order @10:00am**

II. **Approval of Minutes of December 14, 2018**

A. Motion to approve minutes of the December 14, 2018 APA eboard meeting by Mike S, Second by AJ. PASSED 11-0-0

III. **Public Comments**

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

- a. HELC update: Regarding GIC, no changes until possibly 2020. On the horizon, possible changing of or addition of low premium option with higher deductible. Sherry requests attendance at upcoming meetings if possible and Charlie indicates we should comment on the lack of timeliness and low number of meetings considering the number of people involved.
- b. Katie is the interim Higher Ed director. She has requested info about the final copy of our contract but, we have some issues we need to review.

MOTION: *Brian made a motion, second by Mike S to put a draft, with deletions noted, on the website so people can refer to it. Discussion about how to indicate it is not the official copy. Sherry will share the document with the group and Liz will add this version with the old version. Mark will create a new, edited version. MOTION PASSED 9-2-0*

Katie also said the APA was the best in HE on petitions. They are meeting about steps to move forward.

- c. Faculty have voted not to return to the bargaining table and are asking to sit down to talk to try to move forward. They may ask for assistance.
- d. MTA union skills workshop was worth attending.
- e. We discussed an APA logo item. Pens?? Request cost for 2,000.

IV. Treasurer's Report - Jim

- a. See report for December and January via email
- b. Increase in mileage reimbursement to \$.58. Please use updated form.
- c. Jim is retiring at the end of March (3/29). We discussed a possible transition plan. May ask membership for consideration of an interim treasurer.
 - i. Require a paying unit member
 - ii. Prefer someone with APA experience
 - iii. Prefer accounting or budgeting experience.
 - iv. Jim and Mike S will review the job description and process for the February meeting with a timeline for the eboard to review.
- d. Payroll due on Tuesday, **February 19**, by 12:00pm to Jim Murphy

V. Membership and Data – Aaron

- a. 1423 members, -8 since December
- b. 100 non-paying, done one from December

VI. Health and Welfare Report – AJ

- a. Next meeting in February, no news is good news.

VII. Website – Liz

- a. A few options including a design for the phone.
- b. She will update Dental and vision info on the site
- c. She will use photos from MTA and local presidents.
- d. She will share test account with the eboard to review and ask Aaron to post following review.
- e. All local presidents should send Liz a link with either your website or a generic page so she can post information.

VIII. Committee Reports

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

IX. Old/New Business

- a. ERP – need to reconstitute group.
- b. If you are a chair of a committee, please get it done
- c. Please send operations manual information to Kathi – Please include things like job descriptions, bylaws, Roles on the board, etc.
- d. Discussion around the contract and evaluation process. We will create FAQ sheets for self-evaluation and contract information. Sherry will send a letter to Jim Cox, etc. to move us forward copying the HR directors.

- e. *We revisited the MOTION to post the contract. Charlie made a motion seconded by Mark indicating we should NOT post the unapproved draft of the contract on the website. PASSED – 8-1-1*

X. Institutional Issues

a. Bridgewater State – Mike S.

- i. Situation with hostile work environment. Moved to title XI for investigation. Will determine if it will be handled that way or back in HR.

b. Fitchburg State – Sherry

- i. Payroll situation

c. Framingham State – Mark

- i. Group action, step one grievance for leaky roof.

d. Mass College of Art – Susan

- i. Ongoing issues still with chaos created by HRs decision to add APA negotiated raises in with the increases given to members who specifically put together requests for equity and or salary adjustments etc. HR put the blame for miscommunication on Supervisors and VP's saying that they were supposed to discuss the details with their employees and did not do it. I was in contact with Katie to see if we could grieve this and she said yes but I wanted to try to settle it without going that route and members agreed.
- ii. After speaking with the President and explaining what had happened he agreed something needed to be done and immediately had me meet with VP of Finances Robert Perry who at first attempted to bully me saying it was not that big a deal and was not grievable etc. etc. I did not back down and said it was a big deal and that the President agreed with me. I demanded a new letter with an apology and full breakdown of what they actually gave people per their requests be sent to all members it effected. He finally agreed he would send the letter and figure out another way to monetarily compensate angry members.
- iii. Letters were drafted by HR and some were given out right before the holidays making members more upset as the letter made it seem like that was going to be all they got from HR as far as a response to the issue.
- iv. I got several angry emails from these members, so I emailed the VP of finance to say WTH is going on I hope this is only a first step in righting this???? He sent back some nonsense email showing that he was flip flopping on our original conversation!
- v. I emailed the president to let him know I felt Bob Perry was going back on what he said he would do and what President Nelson had asked him to do, but that I was going to meet with Perry again to see what he had to say. This time he tried to pull the same BS and said he was trying to move this issue off my plate and that he was going to look at each person individually and asked me to give him a week. I agreed but with suspicion he was going to pull more BS after a week.
- vi. The following week I had a meeting with Bob and Velda about another employee who had been doing a second job while a tenured faculty was on sabbatical and needed to be compensated he was very compliant with this request but making it seem like they were giving a gift not that it was compensation so they would not be in violation of the contract. At the end of this meeting I asked how things were coming with the other issue and he said that members were working on this with their supervisors and that I did not need to worry about it anymore.

- vii. I was pissed but scheduled to meet with the president the next week so figured I would deal with it then. I got an email from 8 members who had originally all reached out to me separately about this, and whom now were banding together to try to fight it as a group; they wanted me to come to a meeting with all of them to share what info I had and any suggestions for them. I met with them and they were all writing letters to the president giving him the details of each of their individual issues and then a single letter signed by all of them that discussed the issue and how it was in direct opposition to the mission statement of MassArt and how MassArt treats its employees. I gave my suggestions for how they should approach it and to make sure they did not come across in a negative way.
 - viii. I met with David Nelson on Monday and explained that I could not get anywhere with Bob to bring this issue to a reasonable resolution and that I was ready to give up trying to resolve it this way. I told him that I wanted to give him a heads up that people were still very angry and I did not want him to be blindsided, and that he should expect to be hearing from some of these folks soon by letter and possibly a request to meet with him. He was very thankful and open to helping in any way he could to get the HR and Finance people to resolve this in a positive way. Now I am waiting to see how this letter writing campaign works out. David has been great updating me along the way when he has heard anything.
- e. **MCLA – Charlie for Seth**
 - i. Registrar on a PIP –Not timely with putting things in to clear for graduation.
 - f. **MMA – Edward/Marissa**
 - i. Updated re: PIP situation with Admissions Associate Director and relationship with new Director of Admissions. Reprimands. Discussion of process and role between Marissa and Director. She will meet re: exit strategy.
 - g. **Salem State – Mike P –**
 - i. Issue with member re: salary change for new degree
 - ii. 3 members hired lost personal days of holiday time for date of hire
 - iii. Athletics
 - 1. Job titles – changing? Duties and Responsibilities change. Trainers are resisting
 - 2. One employee has hired a personal lawyer regarding additional duties and new job description – advice is to let the personal lawyer handle the situation
 - 3. Trainers may be working on other payrolls (douyble-dipping) and claiming that Salem is overworking them (working camps).
 - h. **Westfield State – Brian**
 - i. VA coordinator
 - ii. Ashiah, Diversity Director moving to HR
 - iii. Morale survey
 - iv. Brian will share survey
 - i. **Worcester State – AJ – No report**

XI. **Announcements:**

XII. **Adjournment** – Motion by Marissa Second by AJ. . .Unanimous at 2:18pm

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