

**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS
ASSOCIATION**

Minutes of Meeting

Tuesday, November 12, 2019

CALL TO ORDER

President Garza called the monthly Executive Board meeting to order at 12:00 PM at the APSA Office at 4700 Hagadorn Road, Suite 145, East Lansing, Michigan. Those in attendance and constituting a quorum were:

Executive Board Members Present: – Sean Barton, Karla Bauer, Randy Brown, Melissa Del Rio, Kathleen Deneau, Ken Deneau, Natan Espinosa, Sam Fortino, Joe Garza, Elizabeth Hood, Aaron Minnis, Sharon Potter, and Jaci Sayen.

APSA Members excused: Heather Hazzard and Mike Ouderkirk.

Absent: none

Associate Member- Mike Gardner

Member's present- none

APPROVAL OF AGENDA

Agenda of November 12, 2019

Motion made by Director Espinosa to approve the November 12, 2019 agenda as amended moving committee reports to the end of the meeting; seconded by Director Hood agenda approved without dissent.

APPROVAL OF MEETING MINUTES

Motion made by Director Espinosa to approve APSA meeting minutes from October 8, 2019; seconded by Director Del Rio, motion passed without dissent.

OFFICER AND COMMITTEE REPORTS

President's Report

President Garza presented his report with discussion concerning:

CLO (Coalition of Labor Organization)

- President Garza is still waiting for a meeting with OER and OIE regarding the new Clery Act Requirements and its impact on APSA members;
- President Garza reviewed the university modified operations policy and procedures policy;
- Director Espinosa updated the board on the recent labor education program he attended on November 6, 2019 and noted that labor organizations are changing to show value to its membership beyond the actual contract.

JHCC (Joint Health Care Committee)

- President Garza noted that he had sent 176 reminders to APSA members who had not enrolled in healthcare one week prior to the open enrollment deadline;

President Garza updated Board on First Quarter Dashboard for 2019-2020, noting that figures are not in yet however there have been no “shock claims” thus far this fiscal year. A shock claim is defined as excessive (over \$200k) medical expenses incurred due to serious illness or medical procedures.

- Health care summit – November 14, 2019
- President Garza updated board on memo of understanding with university related to “pool postings.” Units that have multiple openings for the same type of position may employ the pool posting functionality to help streamline the recruitment process. A pool posting allows a unit to fill up to ten (10) openings from one posting.
- President Garza noted that when Erin Hopper is out on leave, APSA will have an interim attorney available to represent APSA members. Her name is Aubree Kugler and her telephone number is (517) 347-7229.

Other items:

- Operating Calendar-Review Audit Draft/Board approval needed for Votenet and Microsoft 365 renewals
 - **Motion made by Director Espinosa, to renew Votenet and Microsoft 365 contracts; Seconded by Corresponding Secretary Brown, motion passes without dissent.**
- New Member Orientation- November 14, 2019 at 4:45pm at APSA office.
- Update on CBA process-TA's are posted on HR web page.
- President Garza discussed with Board execution of new CBA member benefits including Stand By pay/increase in vacation accruals/ increase in education assistance
 - President Garza will send out email updates to members regarding new contract benefits.
- **Electronic vote took place on Tuesday December 3, 2019 with a motion by Vice President Minnis to approve APSA President to allow the Eyde Company to present a final lease agreement for APSA review and approval; seconded by Vice President Ouderkirk, motion passes without dissent.**

Vice President for Contract Administration – Aaron Minnis /Mike Ouderkirk - Electronically mailed and reviewed labor report.

Treasurer’s Report – Ken Deneau - Electronically mailed and reviewed Treasurer’s report.

Recording Secretary – Kathleen Deneau

- Recording Secretary will secure MSUFCU community room for April 2020 membership meeting.

Report of the Corresponding Secretary – Randy Brown

- Corresponding Secretary noted that he recently has assisted President Garza with upgrading data security.

Report of the Membership Secretary- Karla Bauer

Membership Secretary sent electronically and reviewed with all Board members present.

- 1289 on October Roster (50 more than a year ago)

Motion by Director Espinosa to accept all officer reports; seconded by Director Hood motion approved without dissent.

Member's Privilege

- None

Unfinished Business:

- Dues discussion-next steps – **President Garza made a motion to suspend discussions about annual dues until the business committee reviews expenditures in the spring of 2020 and makes a recommendation to the Board for 2020-21 fiscal year; seconded by Director Espinosa, motion approved without dissent.**
- Move out update-need to discuss December Board meeting options/temporary space for APSA office.
 - **Motion made by Director Espinosa to approve hiring Two Men and a Truck to move and temporarily store APSA office contents with a total cost not to exceed \$5000, seconded by Director Del Rio, motion passes without dissent.**
 - President Garza will move into the CT office building for the three months while he is waiting for the new space to be configured; President Garza will be sending out email to membership.
 - APSA will begin holding monthly board meetings at the Brody conference room; Director Espinosa offered to inquire as to availability;

New Business:

- Director Espinosa proposed that the Board considered adding a third Vice President for Contract Administration. Concerns were to address having a female representative on the grievance team if requested by our membership. President Garza noted that our current contract and bylaws only allow us to have a total of two representatives. President Garza further noted that APSA members have access to our female attorney for representation, if requested. Direct contact information would be added to the web page link.
- Business Committee Report- Posting Treasury Reports on web page
 - **Motion made by Treasurer Deneau to post the APSA monthly financial report on the APSA website each month, once it has been approved by the board; seconded by Director Fortino; motion passes without dissent.**
- Member Outreach Committee Report- Discuss 35th Year Anniversary for APSA for 2020.
 - Discussion on ideas to rebrand the APSA logo; **Treasurer Deneau made a motion to draft a contest document and share with members of the Board to hold a contest for members to create a new APSA logo; seconded by Corresponding Secretary Brown; motion passes without dissent.**
- By Law Committee Report – no report
- Grievance Committee Report – no report

Standing Committee Reports

Member Outreach Committee Report – (see above under new business)

By Law Committee Report – no report

Grievance Committee Report – no report

Business Committee: no report - (see above under new business)

PACDI: None

Employee Assistance Program: Director Potter updated board on recent meeting and priorities of department;

All-University Traffic Committee: Director Barton updated board on campus scooters;

Other Committees: None

By Laws Committee: No report

ADJOURNMENT

MOTION by Director Barton to adjourn meeting; seconded by Vice President Potter, motion approved without dissent. Meeting adjourned at 1:48 PM.

Meeting minutes respectfully recorded by Kathleen Deneau, APSA Recording Secretary.