**MICHIGAN STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL SUPERVISORS ASSOCIATION**

**Minutes of Meeting**

**Tuesday, April 9, 2019**

**CALL TO ORDER**

President Garza called the monthly Executive Board meeting to order at 12:20 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: – Karla Bauer, Randy Brown, Kathleen Deneau, Ken Deneau, Natan Espinosa, Joe Garza, Heather Hazzard, Bill Morgan, Aaron Minnis, Mike Ouderkirk, Sharon Potter.

APSA Members excused – Sean Barton, Melissa Del Rio and Jaci Sayen.

Absent: none

Associate Member- Mike Gardner (absent)

Member’s present- none

**APPROVAL OF AGENDA**

Agenda of April 9, 2019

**Motion made by Director Espinosa to approve the April 9, 2019 agenda as submitted seconded by Director Morgan agenda approved without dissent.**

**APPROVAL OF MEETING MINUTES**

**Motion made by Director Espinosa to approve APSA meeting minutes from March 12, 2019; seconded by Vice President Ouderkirk, motion passed without dissent.**

**OFFICER AND COMMITTEE REPORTS**

President’s Report

President Garza presented his report with discussion concerning:

**CLO** (Coalition of Labor Organization)

* Grand Rapids provided local EAP service.
* Meeting with OIE and University on Thursday, April 11, 2019 to discuss changes to RVSM policy.
* CTU has ratified their contract.
* Board of Trustee reception is confirmed for April 11, 2019. 5:30 PM -6:30 PM
* Reviewed ~~coverage and~~ added categories of coverage regarding the - New Sick Leave Policy and Paid Medical Leave Act.
* Health clinic reorganizing

**JHCC**  (Joint Health Care Committee)

* RFP process –two vendors presented April 8, 2019 another vendor to present next week. April 16, 2019.

Tuesday April 9, 2019 Executive Board Meeting Minutes

Page 2 of 4

**Other items:**

* Operating Calendar- Semi- annual meeting/Quarterly meeting (schedule May 2, 2019)/Board approves Comcast expenditure for year/Election Process
  + **Motion made by Corresponding Secretary Brown to approve a renewal of Comcast contract; and seconded by Director Hazzard; motion approved without dissent.**
* Vice President Minnis reviewed current nominees that are interested in running for office within APSA board;
  + **Director Espinosa made a motion to approve list of APSA candidate nominees; seconded by Director Morgan; motion passes without dissent.**
* MERC hearing tomorrow (April 10, 2019)
* APSA Negotiations Committee will meet directly after this board meeting;
* New Member Orientation- April 16, 2019- 11:30am prior to Semi-annual meeting at the MSUFCU Community Room
* Director Sean Barton has assumed role as representative for AUTC.

Vice President for Contract Administration – Aaron Minnis -Electronically mailed and reviewed grievance report.

* Reviewed recent contacts that board members inquired about.

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

* Reviewed details related to APSA board financials.
* **Motion made by Director Espinosa to approve the removal of the pending expenditure section from the monthly treasurer report; seconded by Director Morgan; motion approved without dissent.**

Recording Secretary – Kathleen Deneau

* Need additional volunteer for Bylaws committee – to be identified after the elections
* Need back up as recording secretary – to be identified after the elections

Report of the Corresponding Secretary – Randy Brown –

* Busy preparing for the upcoming membership meeting and the upcoming elections.
* Testing an option to utilize ZOOM at this meeting; testing will begin tomorrow afternoon at 3:00 PM;
* Recent survey results - three most important issues to membership, Health Care, Compensation and Benefits.

Report of the Membership Secretary- Karla Bauer

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

* 1260 on March Roster

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

Tuesday April 9, 2019 Executive Board Meeting Minutes

Page 3 of 4

Member’s Privilege

* None

Unfinished Business:

* Sharing confidential information with association – President Garza circulated email from APSA legal counsel;
* APSA office space update
* Education Committee – no update
* Semi-annual event
* June Retreat Topics

New Business:

* Business Committee Report- Remuneration Proposal- reviewed executive board remuneration schedule that could be added to the bylaws;
  + President Garza made a proposal that new board members coming into a position would begin at the base rate established for that position. President Garza requested the business committee review this proposal and the plan. Item will be discussed at the board retreat in June.
  + Other topics reviewed by Business committee:
    - Recommending the purchase of a flat screen monitor; additional PC; and corresponding technology (including install) for APSA;
    - Recommendation that APSA purchase a telephone conference line
      * President Garza recommended that we pursue these recommendations and requests APSA member outreach committee review the costs associated with these purchases and make a recommendation to the board at our June’s board retreat.
* Member Outreach Committee Report – updates provided earlier.
* By Law Committee Report – no update
* Grievance Committee Report – no report

Standing Committee Reports   see above for APSA Committee Reports

Business Committee:   none

Grievance Committee: none

PACDI:   none

Membership outreach: None

Employee Assistance Program:  Update provided by Sharon Potter; next meeting in October 2019;

Tuesday April 9, 2019 Executive Board Meeting Minutes

Page 4 of 4

All-University Traffic Committee: None

Other Committees:  none

By Laws Committee: none

**ADJOURNMENT**

**MOTION by Treasurer Deneau to adjourn meeting; seconded by Vice President Minnis, motion approved without dissent. Meeting adjourned at 1:55 PM.**

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